<u>Operationally Closed</u>

4. **Projects should be closed in a timely manner** to manage fiduciary risk, meet donor expectations, avoid costly extensions and enable the timely transfer of assets for the sustainability of results. Closing a project requires assessing overall performance, quality and lessons learned, and necessary handover to ensure sustainability. **A project is considered operationally complete when one of the following project closure conditions are triggered:**

   a. By approaching the agreed end date of the project, unless partners agree to extend the duration and adequate budget is available;

   b. When a project delivers its planned outputs; or

   c. The project board recommends to close or cancel the project.

6. The **project board conducts a final project review during the final quarter of the project** to certify project closure and to assess performance, lessons learned and sustainability of results. If the project is closed prematurely, the closure process will document what has been achieved and learned, and recommend the way forward. The final project review may be done virtually.

7. **Costs incurred to close the project** must be included in a project closure budget and reported as final project commitments presented to the project board during the final project review. **The only costs a project may incur following the final project review are those included in the project closure budget**. Financial closure must take place at the latest within 12 months of operational closure or after the date of cancelation.

Project Completion Checklist – E-checklist Operationally Closed
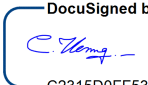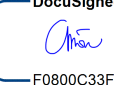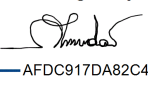
Country Office: UNDP Cambodia   Project/Output No.: 00114485/00121246

In order to be able to close the project operationally all items in the below list need to be checked as (**YES**). If any of the items is not applicable for the project then it can be checked as (**YES**). A project is operationally completed when the last UNDP-financed inputs have been provided and related activities have been completed.

Yes	No	Task / Notes
√		**Prepare Final Project Review Report and as Annex, a lessons-learned report** A standard format should be used. Review the following links; <u>Final Project Review Report (POPP)</u>and <u>lessons learned</u> as per the <u>following guidelines</u>.
√		**Conduct Final Project Review by Project Board. And update the lessons learned report to include a brief record of decisions and conclusions related to follow-up actions.** Using the final Project Review Report, the Lessons Learned Report and other documentation as appropriate, the project board should assess in this meeting the performance and success of the project, and its contribution to related outcomes. Topics during the review include: • Achievements of last year targets; • Overall project performance and sustainability of results; • Achievement on capacity development; • Outstanding activities; • All Open POs have been fully received; • Lessons learned; • Use of remaining budget, if any; • Effective date of project closure; • Transitioning of responsibilities to national counterparts; • Hand-over of assets.
√		**Commission project evaluation** If required by partnership arrangements or if so decided by UNDP, commission project evaluation, prepare a management response to evaluation and discuss and share findings and recommendations for learning. Review the following links: <u>Evaluation Resource Centre</u> <u>TOR for Evaluation</u> <u>Evaluation Report Format</u>
√		**Initiate project Audit (if applicable)** NEX projects have to the audited at least once in the life of the project, and each year that it is considered appropriate by the CO (depending on level of delivery, difficulties found during the year, etc.). For more information on project audit, please refer to <u>Office of Audit and Investigations</u> website.
√		**Notify the Project Board / Programme Manager on the operational completion of the project.** The project is operationally complete when the last UNDP-financed inputs have been provided and related activities completed. The Project Manager should notify the Project Board, who in turn should notify the Programme

		manager about the operational completion of the project. Otherwise, programme manager decides when the project is operationally completed.
√		**Operationally close the Output.** Based on the Project Board decision to close the project, project status in Atlas will be set to "Operationally Closed". No further financial commitment can be made.

Prepared by: Project Assistant / Associate (Select one as applicable)	Name:	Sovanna Chi
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	Date:	23-Nov-2022
Confirmation of the completion of required tasks Project Manager (Delete if not applicable)	Name:	Nimnuon IvEk
	Signature:	DocuSigned by: F0800C33F1E747E...
	Date:	24-Nov-2022
Seen and Confirm Programmed Analyst	Name:	So Lida
	Signature:	DocuSigned by: AFDC917DA82C473...
	Date:	24-Nov-2022