

Akbar Rasulov

From: Dagmar Pfeiferova
Sent: Friday, May 13, 2022 2:01 PM
To: Ece Kumru; Akbar Rasulov
Cc: Eszter Baricz; Makhvash Khamraeva; Vladimir Lekarkin; Zarina Mavlyanova; Muhiba Rabejonova; Zuhre Guven
Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear Akbar,

I've reviewed the documents for FC and verified the CDRs and this is to confirm the un-spent balance as per your information below is correct. Kindly proceed to request FC via GSSU accordingly.

Dear Ece, many thanks for your help!

Best regards, Dagmar

From: Ece Kumru <ece.kumru@undp.org>
Sent: Friday, May 13, 2022 10:21 AM
To: Akbar Rasulov <akbar.rasulov@undp.org>; Zuhre Guven <zuhre.guven@undp.org>
Cc: Eszter Baricz <eszter.baricz@undp.org>; Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>; Zarina Mavlyanova <zarina.mavlyanova@undp.org>; Muhiba Rabejonova <muhiba.rabejonova@undp.org>; Dagmar Pfeiferova <dagmar.pfeiferova@undp.org>
Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear Akbar,

Thank you so much for supporting documents. Please wait Dagmar's confirmation to proceed with FC.

Dear Dagmar,

I have uploaded all the documents and reports in pims.

Best,

Ece

From: Akbar Rasulov <akbar.rasulov@undp.org>
Sent: Friday, May 13, 2022 9:59 AM
To: Ece Kumru <ece.kumru@undp.org>; Zuhre Guven <zuhre.guven@undp.org>
Cc: Eszter Baricz <eszter.baricz@undp.org>; Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>; Zarina Mavlyanova <zarina.mavlyanova@undp.org>; Muhiba Rabejonova <muhiba.rabejonova@undp.org>; Dagmar Pfeiferova <dagmar.pfeiferova@undp.org>
Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear Ece,

This is to confirm as per the expenses reports for 2016-2022 the total balance is 83,340.44.

Thank you, Akbar

From: Ece Kumru <ece.kumru@undp.org>
Sent: Thursday, May 12, 2022 5:50 PM
To: Akbar Rasulov <akbar.rasulov@undp.org>; Zuhre Guven <zuhre.guven@undp.org>
Cc: Eszter Baricz <eszter.baricz@undp.org>; Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>; Zarina Mavlyanova <zarina.mavlyanova@undp.org>; Muhiba Rabejonova

<muhiba.rabejonova@undp.org>; Dagmar Pfeiferova <dagmar.pfeiferova@undp.org>

Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear Akbar,

Thank you.

Please also confirm the project balance of 83,340.44 usd.

Best,
Ece

Financial Closure									
▼ Show content									
Financial Components									
Source Of Funds	Atlas Award ID	Atlas Output ID	Business Unit	Grant Amount	Total Expenditures	CO Fee	Fee Balance	Project Balance	PMC
GEF	00094711	00098803	Tajikistan	852,000.00	768,659.56	Approved 80,940.00	-	83,340.44	Approved 77,450.00
						Actual			Actual 74,144.53
Σ				852,000.00	768,659.56		0.00	83,340.44	Approved 77,450.00 Actual 74,144.53

From: Akbar Rasulov <akbar.rasulov@undp.org>

Sent: Thursday, May 12, 2022 3:28 PM

To: Ece Kumru <ece.kumru@undp.org>; Zuhre Guven <zuhre.guven@undp.org>

Cc: Eszter Baricz <eszter.baricz@undp.org>; Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>; Zarina Mavlyanova <zarina.mavlyanova@undp.org>; Muhiba Rabejonova <muhiba.rabejonova@undp.org>; Dagmar Pfeiferova <dagmar.pfeiferova@undp.org>

Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear Ece,

Please see attached signed CDR for 2022.

Best regards and look forward your further instructions.

Akbar

From: Ece Kumru <ece.kumru@undp.org>

Sent: Wednesday, May 11, 2022 6:09 PM

To: Akbar Rasulov <akbar.rasulov@undp.org>; Zuhre Guven <zuhre.guven@undp.org>

Cc: Eszter Baricz <eszter.baricz@undp.org>; Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>; Zarina Mavlyanova <zarina.mavlyanova@undp.org>; Muhiba Rabejonova <muhiba.rabejonova@undp.org>; Dagmar Pfeiferova <dagmar.pfeiferova@undp.org>

Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear Akbar,

As advised by Dagmar,

CO must submit signed 2022 CDR which will reflect credit of \$0.61, as it has implications on the balance too. And they have to confirm balance of \$83,340.44.

In this case, I will be waiting the signed 2022 CDR and which will reflect on your project balance in order to send us the confirmation.

Best,
Ece

From: Akbar Rasulov <akbar.rasulov@undp.org>

Sent: Wednesday, May 11, 2022 2:29 PM

To: Ece Kumru <ece.kumru@undp.org>; Zuhre Guven <zuhre.guven@undp.org>

Cc: Eszter Baricz <eszter.baricz@undp.org>; Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>; Zarina Mavlyanova <zarina.mavlyanova@undp.org>; Muhiba Rabejonova <muhiba.rabejonova@undp.org>; Dagmar Pfeiferova <dagmar.pfeiferova@undp.org>

Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear Ece,

Thank you for feedback.

Please advise, should we exclude 2022 cost (-0.61) from the total?

Best regards, Akbar

From: Ece Kumru <ece.kumru@undp.org>

Sent: Wednesday, May 11, 2022 4:06 PM

To: Akbar Rasulov <akbar.rasulov@undp.org>; Zuhre Guven <zuhre.guven@undp.org>

Cc: Eszter Baricz <eszter.baricz@undp.org>; Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>; Zarina Mavlyanova <zarina.mavlyanova@undp.org>; Muhiba Rabejonova <muhiba.rabejonova@undp.org>; Dagmar Pfeiferova <dagmar.pfeiferova@undp.org>

Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear Akbar,

Please find below the project balance amount in pims which doesn't match your balance.

Please note that the one you have sent contains till 2021 .

The amount of 0,61 usd comes from 2022.

Best,

Ece

5644 | TAJIKISTAN: 4NC+BUR | TAJIKISTAN

OVERVIEW | TIMELINE | Roles & Contacts | Finance | Library | Risks | Logframe & Taxonomy

5644 Financial Closure (EA GEF Tajikistan)

Financial Closure

Show content

Financial Components									
Source Of Funds	Atlas Award ID	Atlas Output ID	Business Unit	Grant Amount	Total Expenditures	CO Fee	Fee Balance	Project Balance	PMC
GEF	00094711	00098803	Tajikistan	852,000.00	768,659.56	Approved 80,940.00	-	83,340.44	Approved 77,450.00
						Actual -			Actual 74,144.53
Σ				852,000.00	768,659.56		0.00	83,340.44	Approved 77,450.00 Actual 74,144.53

From: Akbar Rasulov <akbar.rasulov@undp.org>

Sent: Wednesday, May 11, 2022 2:00 PM

To: Ece Kumru <ece.kumru@undp.org>; Zuhre Guven <zuhre.guven@undp.org>

Cc: Eszter Baricz <eszter.baricz@undp.org>; Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>; Zarina Mavlyanova <zarina.mavlyanova@undp.org>; Muhiba Rabejonova <muhiba.rabejonova@undp.org>

Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear Ece,

Please see attached the project expenses analysis of the balance. Hope that will help, otherwise please advise the way to confirm.

Regards, Akbar

From: Ece Kumru <ece.kumru@undp.org>

Sent: Wednesday, May 11, 2022 2:18 PM

To: Akbar Rasulov <akbar.rasulov@undp.org>; Zuhre Guven <zuhre.guven@undp.org>

Cc: Eszter Baricz <eszter.baricz@undp.org>; Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>; Zarina Mavlyanova <zarina.mavlyanova@undp.org>; Muhiba Rabejonova <muhiba.rabejonova@undp.org>

Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear Akbar,

Please also do confirm the project balance as stated in my previous mail.

Best,

Ece

From: Akbar Rasulov <akbar.rasulov@undp.org>

Sent: Wednesday, May 11, 2022 12:04 PM

To: Ece Kumru <ece.kumru@undp.org>; Zuhre Guven <zuhre.guven@undp.org>

Cc: Eszter Baricz <eszter.baricz@undp.org>; Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>; Zarina Mavlyanova <zarina.mavlyanova@undp.org>; Muhiba Rabejonova <muhiba.rabejonova@undp.org>

Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear Ece,

Thanks, well noted. I sent the CDR with request to sign for SM.

Regards, Akbar

From: Ece Kumru <ece.kumru@undp.org>

Sent: Wednesday, May 11, 2022 1:48 PM

To: Akbar Rasulov <akbar.rasulov@undp.org>; Zuhre Guven <zuhre.guven@undp.org>

Cc: Eszter Baricz <eszter.baricz@undp.org>; Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>; Zarina Mavlyanova <zarina.mavlyanova@undp.org>; Muhiba Rabejonova <muhiba.rabejonova@undp.org>

Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear Akbar,

When I download the GL report, I have seen that I need to have 2022 CDR signed, also.

There are some negative balance on that.

Can you kindly send it to me ?

Best,
Ece

From: Akbar Rasulov <akbar.rasulov@undp.org>

Sent: Wednesday, May 11, 2022 11:32 AM

To: Ece Kumru <ece.kumru@undp.org>; Zuhre Guven <zuhre.guven@undp.org>

Cc: Eszter Baricz <eszter.baricz@undp.org>; Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>; Zarina Mavlyanova <zarina.mavlyanova@undp.org>; Muhiba Rabejonova <muhiba.rabejonova@undp.org>

Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear Ece and Colleagues,
Greeting from Tajikistan.

Please see attached all project CDRs for 2016-2021, confirming total expenses (fund 62000) for \$768,660.17. Additionally, please see enclosed other supporting docs for your review and feedback if any.

Appreciate if you guide me on further procedure and confirm on the compliance of the documents.

Best regards, Akbar

From: Ece Kumru <ece.kumru@undp.org>

Sent: Monday, May 09, 2022 12:02 PM

To: Muhiba Rabejonova <muhiba.rabejonova@undp.org>; Zuhre Guven <zuhre.guven@undp.org>

Cc: Eszter Baricz <eszter.baricz@undp.org>; Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>; Zarina Mavlyanova <zarina.mavlyanova@undp.org>; Akbar Rasulov <akbar.rasulov@undp.org>

Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear colleagues,

Can you kindly send us all supporting documents and confirm the project balance via mail **83,340.44 usd**.

Thanks in advance for your cooperation.

Best,
Ece

From: Muhiba Rabejonova <muhiba.rabejonova@undp.org>

Sent: Thursday, May 5, 2022 9:21 PM

To: Zuhre Guven <zuhre.guven@undp.org>

Cc: Eszter Baricz <eszter.baricz@undp.org>; Ece Kumru <ece.kumru@undp.org>; Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>; Dagmar Pfeiferova <dagmar.pfeiferova@undp.org>; Zarina Mavlyanova <zarina.mavlyanova@undp.org>; Akbar Rasulov <akbar.rasulov@undp.org>

Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear Zuhre,

my colleagues Akbar Rasulov, Zarina Mavlyanova and Makhvash Khamraeva are working to finalize the closing process.

I believe you will receive an update on this very shortly.

Thank you for keeping us on track with all the necessary actions required to finalize the closure of this project.

Best regards,
Muhiba

From: Zuhre Guven <zuhre.guven@undp.org>
Sent: Thursday, May 5, 2022 6:06 PM
To: Muhiba Rabejonova <muhiba.rabejonova@undp.org>
Cc: Nasridin Minikulov <nasridin.minikulov@undp.org>; Eszter Baricz <eszter.baricz@undp.org>; Arif Mohammad Faisal <arif.faisal@undp.org>; Ece Kumru <ece.kumru@undp.org>; Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>; Dagmar Pfeiferova <dagmar.pfeiferova@undp.org>
Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear Muhiba,

Please see the message from Dagmar below since you were not cced in her email. Kindly provide urgent update on the closure.

Thank you

Best regards,
Zühre

From: Dagmar Pfeiferova <dagmar.pfeiferova@undp.org>
Sent: Thursday, May 5, 2022 2:34 PM
To: Ece Kumru <ece.kumru@undp.org>; Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>
Cc: Nasridin Minikulov <nasridin.minikulov@undp.org>; Eszter Baricz <eszter.baricz@undp.org>; Zuhre Guven <zuhre.guven@undp.org>; Arif Mohammad Faisal <arif.faisal@undp.org>
Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear CO colleagues, kindly provide urgent update on this closure. We are behind the date of FC already without any action from your side, as far as I can see. Best, Dagmar

From: Ece Kumru <ece.kumru@undp.org>
Sent: Thursday, March 17, 2022 3:58 PM
To: Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Zuhre Guven <zuhre.guven@undp.org>; Arif Mohammad Faisal <arif.faisal@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>
Cc: Nasridin Minikulov <nasridin.minikulov@undp.org>; Eszter Baricz <eszter.baricz@undp.org>; Dagmar Pfeiferova <dagmar.pfeiferova@undp.org>
Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear Makhvash,

Thank you for your mail.

We need to receive all the supporting documents from the CO . Once MPSA reviews the documents for FC and verifies the CDRs and confirms the un-spent balance, you may start the process with GSSU.

Should you have any questions please don't hesitate to reach us.

Best,
Ece

From: Makhvash Khamraeva <makhvash.khamraeva@undp.org>
Sent: Thursday, March 17, 2022 3:54 PM
To: Ece Kumru <ece.kumru@undp.org>; Zuhre Guven <zuhre.guven@undp.org>; Arif Mohammad Faisal <arif.faisal@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>
Cc: Nasridin Minikulov <nasridin.minikulov@undp.org>; Eszter Baricz <eszter.baricz@undp.org>
Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear Ece,

Would you please kindly clarify if CO should follow with GSSU on financial closure or you will be taking care of this process based on papers submitted to you.

Thank you,
m

From: Ece Kumru <ece.kumru@undp.org>
Sent: Thursday, March 17, 2022 5:48 PM
To: Zuhre Guven <zuhre.guven@undp.org>; Arif Mohammad Faisal <arif.faisal@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>
Cc: Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Nasridin Minikulov <nasridin.minikulov@undp.org>; Eszter Baricz <eszter.baricz@undp.org>
Subject: RE: [PIMS+] Reminder of upcoming deadlines for financial closure for PIMS ID: 5644

Dear colleagues,
Hope my mail finds you well.
Please note that the project has to be financially closed in a month.(May,2022)
In this regard, I kindly ask to prepare documents for closure.
Should you have any questions please don't hesitate to contact us.
Best,
Ece

From: Zuhre Guven <zuhre.guven@undp.org>
Sent: Tuesday, March 1, 2022 11:10 AM
To: Arif Mohammad Faisal <arif.faisal@undp.org>; Vladimir Lekarkin <vladimir.lekarkin@undp.org>
Cc: Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Nasridin Minikulov <nasridin.minikulov@undp.org>; Eszter Baricz <eszter.baricz@undp.org>; Ece Kumru <ece.kumru@undp.org>
Subject: RE: [PIMS+] Reminder of overdue deadlines for PIMS ID: 5644
Importance: High

Dear Arif and Vladimir,

I hope my email finds you well. I am writing to follow up on the operational and financial closure of this project in the absence of Malika.

Could you please let me know on the status? Attached, please find our email exchanges related to this project.

Please let me know if you have any questions.

Best regards,

Zühre

From: Zuhre Guven
Sent: Monday, November 15, 2021 9:34 PM
To: Malika Khakimova <malika.khakimova@undp.org>
Cc: Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Nasridin Minikulov <nasridin.minikulov@undp.org>
Subject: RE: [PIMS+] Reminder of overdue deadlines for PIMS ID: 5644

Dear Malika,

Thank you for your email. I trust that you are well.

Please find below and attached guideline on the operational closure in case you missed any steps during the operational closure because the project status in Atlas is still **On Going**.

Favorites | Main Menu > Grants > Awards > Project

General Information	Project Department	Project Costing Definition	Manager	Location	Phases	Approval
---------------------	--------------------	----------------------------	---------	----------	--------	----------

Project: 00098803 Add to My Projects

*Description: Program **Processing Status:** Active

*Integration: UN Development Programme **Project Status:** On Going

Project Type: Development Service


Percent Complete: **As Of:**

Project Health: **As Of:**

Asset Report:

Enter Output ID to the Project Section.

Required Criteria

*Agency: UNDP1 

Business Unit: SVK10 

Project Type

- All
- Management
- Development

Date

*Date From: 01/01/2014 


*Date To: 06/06/2018 


Date Type

- Accounting Date

Optional Criteria

Operating Unit: SVK  Department:  Project: 

Fund Code:  Implementing Agent:  Donor: 

Asset Profile ID  Country/city

Amount: >= 0.000

PO Report

Enter Output id to the chartfiles (where you see 90272 as a code enter your respective output ids)

Req and PO Budget Activity

Run Control ID: pe [Report Manager](#) [Process Monitor](#) Run

Language: English ▼

Report Request Parameters

*Business Unit GL: UNDP1 🔍 *Budget Date From: 01/01/2014 📅 *To: 06/06/2018 📅

Remaining Amount: > ▼ USD

*Business Unit (% for all): % 🔍 Buyer: 🔍

ChartField Sort Options

Personalize | Find | View All | 📄 | 📅 | First 1 of 1

*ChartField		From ChartField Value	To ChartField Value
PROJECT_ID 🔍	Project	00090272 🔍	00090272 🔍

Best regards,
Zühre

From: Malika Khakimova <malika.khakimova@undp.org>
Sent: Monday, November 15, 2021 12:29 PM
To: Zuhre Guven <zuhre.guven@undp.org>
Cc: Makhvash Khamraeva <makhvash.khamraeva@undp.org>; Nasridin Minikulov <nasridin.minikulov@undp.org>
Subject: FW: [PIMS+] Reminder of overdue deadlines for PIMS ID: 5644

Dear Zuhre,

Hope you are doing well. Can you pls advise to actions required from our end – **PIMS ID: 5644**

[@Nasridin Minikulov](#) submitted the operational report, completed all related transfers of assets.

Currently, we are finalizing the financial closure/payments and etc and ensuring no open commitments.

We look forward to your feedback as we keep receiving the below reminder from PIMS

Thanks
Malika



Malika Khakimova
Programme Associate,
Climate Change, DRR, Energy and Environment
United Nations Development Programme
39 Ayni street, Dushanbe, Tajikistan, 734024
Tel: +(992) 94-9999-201
E-mail: malika.khakimova@undp.org
www.tj.undp.org | www.undp.org
Follow us:   

From: NOREPLY PIMS+ <noreply.pimsplus@undp.org>
Sent: Monday, November 15, 2021 12:13 PM
To: Malika Khakimova <malika.khakimova@undp.org>
Subject: [PIMS+] Reminder of overdue deadlines for PIMS ID: 5644

Dear Ms. Malika KHAKIMOVA,

This is a reminder for the following deadlines requiring your immediate action:

Revised Expected Date of Operational Closure for EA 1 step

- Oct 31, 2021: [5644 Tajikistan: 4NC+BUR EA GEF Tajikistan \(Tajikistan\)](#)
Project status: **Terminal Evaluation Completed**
Also notified:
Ms. Zuhre Guven (Regional PA); Ms. Eszter Baricz (RTA); Mr. Nasridin Minikulov (Project Manager/Coordinator); Ms. Nargizakhon USMANOVA (CO Programme Officer); Mr. Alisher Ishonkulov (Project Assistant, CO Admin/Finance Assistant); Mr. Akbar Rasulov (CO Admin/Finance Assistant); Ms. Dagmar Pfeiferova (Regional MPSA (implementation)); Ms. Handan Bezci (Regional MPSA (implementation))

Guidances:

IMPORTANT GUIDANCE ON PROJECT CLOSURES

The closure of projects is one of the main phases of the project cycle, and it is mandatory for the financial closure report to the donor. After the Terminal Evaluation is completed and activities are finalized, projects should initiate the closure stage with the operational closure and finalize it with the financial closure, following UNDP POPP in terms of process.

For GEF-funded projects, the financial closure of the project should be reported to the GEF within 12 months after the Terminal Evaluation submission. Thus, the time-frame of the process differs from the UNDP policies to accommodate this donor's requirement. Nature, Climate, and Energy – Vertical Fund (NCE-VF) team supports this milestone of the project cycle through the follow-up of the closure process with the Country Offices and the validation of the documents and data required for both the UNDP closure process and the closure reporting to the GEF.

The below **Quick-Guide on Financial Closure** highlights the milestones and time frame of the process for easy reference.

For any questions on this process, please do not hesitate to contact your regional NCE-VF Regional PA.

PROCESS



Terminal Evaluation (TE)

- Post TE to UNDP Evaluation Resource Center
- Date of submission of TE to GEF in PIMS+



Operational Closure in Atlas

- Completion of project activities as per UNDP POPP
- Within 3 months of posting Terminal Evaluation



Financial Closure in Atlas

- Financial closure of project as per UNDP POPP
- Within 6 months of Operational Closure

Terminal Evaluation:

- TE deadline 3 months before expected closure date the latest
- Date can be revised ONCE in mid-term PIR only.
- CO must upload TE to UNDP ERC and prepare management response within 6 weeks of posting.
- Highlighted at the CO dashboard in PIMS+

Operational completion and closure in Atlas:

- Last UNDP-financed inputs have been provided and the related activities have been completed.
- Final clearance of the Terminal Evaluation Report (that will be available in English) and the corresponding management response, and the end-of-project review Project Board meeting completed.
- The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed.
- In consultation with the Implementing Partner and other parties of the project, UNDP is responsible for deciding on the transfer or other disposal of assets and managing assets accordingly.

Financial completion and closure in Atlas:

- The project will be financially closed when the following conditions have been met:
 - the project is operationally completed or has been cancelled;
 - the Implementing Partner has reported all financial transactions to UNDP;
 - UNDP has closed the accounts for the project;

- UNDP and the Implementing Partner have certified a final Combined Delivery Report (which serves as final budget revision).
- During the operational and financial closure, the implementing partner will identify and settle all financial obligations and prepare a final expenditure report.
- The UNDP Country Office will send the final signed closure documents to the Nature, Climate and Energy – Vertical Fund (NCE-VF) Unit for confirmation before the project will be financially closed in Atlas by the UNDP Country Office:
 - CDRs for all years
 - Project Completion checklist
 - Confirmation of final cumulative expenditure and unspent balance

Why am I receiving this message?

You are either listed in the project roles of this project, or have signed up for notifications from a particular Country Office. In case of incorrect project roles, please contact the Regional PA of the project. If you don't wish to receive notifications from a Country Office, you can amend your [PIMS+ CO Dashboard](#) profile and remove the option to receive notifications.