

Project Completion Checklist

Award:	00044982
Project ID:	00071845
Project Title:	Gender Mainstreaming Into Civil Service

Operational Closure: following documents have been submitted:		
1 PO	Signed minutes of Project Review meeting;	YES
2 PO	Other project reports and minutes of the important project meetings (e.g. evaluation reports, donor reports, annual project review meeting minutes, etc.);	YES
3 PSU	Originals of all previous project budget revisions;	YES
4 PSU	Copies of CDRs signed by Project Director;	YES
5 Proc	Copy of the document on Transfer of all Assets procured within the project cycle.	YES
Financial Closure: following documents have been submitted and checked:		
6 Fin	No pending GLJEs	YES
7 Fin	No unapplied deposits or other unrecorded income	YES
8 Fin	No deposits to be received from donors per signed agreements	YES
9 Fin	No AR direct journals in budget error or incomplete status	YES
10 Fin	No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll	N/A
11 Proc	All assets are transferred or otherwise disposed of	YES
12 Proc	All project petty cash is cleared	N/A
13 Fin	No other pending liabilities	YES
14 Fin	The CDR for the previous quarter shows zero encumbrances	YES
15 PSU	All audit gaps are closed with supporting documentation.	N/A
16 PO, PSU	The final CDR is signed by UNDP and the Implementing Partner.	YES
17 Fin	If a cost sharing project, the unexpended balance has been agreed to the general ledger.	YES
18 PO	Consultations with donors on the disposition of unexpended cost sharing balances	N/A
19 Fin, PO	All refunds to donors have taken place and the project balance is zero.	YES
20 PO, PSU	Project closed within 12 months of operational completion	YES
21 PO	Project Board Final Project Review	YES
22 PSU	Follow up Actions/Conclusions	YES

Prepared by Programme Officer/Associate		Date	09/10/15
Cleared by PSU		Date	9 Oct 2015
Cleared by Head of Finance		Date	
Cleared by Procurement Associate		Date	9 Oct 2015
Cleared by Head of Unit		Date	9 Oct 2015
Cleared by DRR	N. Alharishid	Date	16.10.15