



This list has to be initiated and processed by the Project Manager*

SECTION 1: PROJECT INFORMATION

1. Project Title: JPROL in Darfur	2. Atlas Project Number: 00103243	3. Award No: 00100164
--	--	------------------------------

SECTION 2: OPERATION CLOSURE

TASK	RESPONSIBLE PERSON	ATLAS ACTION POINT	YES	NO	NOTES
4. Prepare Final Project Review report	Project Manager*	Atlas Report: Quarterly Review Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A standard format should be used. Review the following links; <u>Final Project Review Report (POPP) and lessons learned as per the following guidelines.</u>
5. 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	Project Board Programme Officer	Project Attachment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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: <ul style="list-style-type: none"> • 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.
6. Commission project evaluation	Project Board Programme Officer		<input type="checkbox"/>	<input checked="" type="checkbox"/>	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 TOR for Evaluation Evaluation Report Format</u>
7. Initiate project Audit (if applicable)	Project Board Programme Officer		<input type="checkbox"/>	<input checked="" type="checkbox"/>	NEX projects have to be 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 website</u> .
9. Notify the Project Board / Programme Manager on the operational completion of the project.	Project Manager		<input type="checkbox"/>	<input checked="" type="checkbox"/>	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.
10. Operationally close the project	Performance, Compliance and Resources (PCR)	Project>Project Status C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.

SECTION 3: FINANCIAL CLOSURE

TASK	RESPONSIBLE PERSON	ATLAS ACTION POINT	YES	NO	NOTES
11. Ensure that all financial transactions are in Atlas (Based on final report from the Implementing Partner)	Programme Officer		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Atlas Transaction Check: <ul style="list-style-type: none"> ▪ No outstanding advances (NEX, UN Agencies, DIM, Staff) -in either local currency or USD ▪ No outstanding VAT. ▪ No open POs ▪ No pending GLJEs ▪ No pending vouchers ▪ No outstanding PDRs ▪ No unapplied deposits ▪ No AR direct journals in budget error or incomplete Status ▪ the CDR for the previous quarter shows zero encumbrances ▪ All Audit Gaps should be closed with supporting documentation
12. Review and sign final CDR	Project Manager/ Programme Officer/ Head of Unit	ATLAS report	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Signed by UNDP and Implementing Partner, confirming final project financial accounts and expenditures. ▪ Project should be financially completed not more than 12 after operational completion or date of discontinuation. ▪ For More information refer to the <u>CDRPD1</u> document.
13. Negotiate with Donor on refund/reallocation of cost-sharing balances at the fund-project-donor level (very last step prior to designating the project as financially complete)	Programme Officer/ Head of Unit	General Ledger>Journal>Create Journal Entries	<input type="checkbox"/>	<input type="checkbox"/>	UNDP Issue refunds to donor as the very last step before designating a project as financially complete in ATLAS .If the donor requests a refund at any earlier point then you need to the approval of the Chief, Account Division or Treasurer to issuing the refund.



14. Ensure project accounts are closed	PCR	Project>Project Status F	<input type="checkbox"/>	<input type="checkbox"/>	<p>Closure of any project-based financial accounts or funds. Once confirmed, project status in Atlas will be set to "Financially Closed". No further financial transactions can be made.</p> <p>For more information on project closure procedures and policies, see Closing a Project document and Programme and Project Completion, or refer to Closing a Project in the POPP.</p>
--	-----	--------------------------	--------------------------	--------------------------	--

SECTION 4: APPROVAL

1. Project Manager:

Name: Howida Awadelkareem

Comments:

Signature: 
Date: 19/09/2022

2. Programme Officer:

Name: Samah Ahmed

Comments:

Signature: 
Date: 19/09/2022

3. Head of Programme Portfolio:

Name: Yousif Ahmed


Comments:

Signature: 
Date: 19/09/2022

4. Performance, Compliance and Resources (PCR) Team Leader:

Name: Khalafalla Elsheikh

Comments: operationally closed

Signature: 
Date: 19/09/2022

5. Resident Representative:

Name: Yuri Afanasiev

Comments:

Signature: 
Date:

* In absence of Project Manager; the Programme Officer or the Head of Unit should initiate and process this checklist.