

Project Completion Check List

FIJI PACIFIC OFFICE

Project/Output No. 88783

Award No.78621

I confirm that all the following matters have been considered and resolved:

✓	No outstanding NEX advances – in either local currency or USD
N/A	No outstanding PDRs
✓	No open Pos
✓	No pending vouchers
✓	No pending GMS or ISS charges (if Off-the-top GMS was used, a pro-rata return of GMS based on the balance of unspent funds must be done)
✓	No pending GLJEs
✓	No unapplied deposits or other unrecorded income
N/A	No deposits to be received from donors per signed agreements
✓	No AR direct journals in budget error or incomplete status
✓	No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll adjustments
✓	All assets are transferred or otherwise disposed of
✓	All project petty cash is cleared
✓	No other pending liabilities
✓	The CDR for the previous quarter shows zero encumbrances
N/A	All audit gaps are closed with supporting documentation.
✓	The final CDR is signed by UNDP and the Implementing Partner.
N/A	If a cost sharing project, the unexpended balance has been agreed to the general ledger.
N/A	Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place.
✓	All refunds to donors have taken place and the project balance is zero.

Name _____

Title Bakhadir Burkhanov
Country Director, UNDP Pacific Office
in Fiji and Head of Pacific Regional

Signature Mufarrah & Polity Date 08/2/2018

The check list must be signed by the Resident Representative/Head of Office or a senior official designated by the Resident Representative/Head of Office.

Cleared: Luisa Katonibau
07/02/18



Funds Utilization

Selection Criteria :

Business Unit : FJI10
Period : Jan-Dec (2017)
Selected Project Id : 00078621
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : ALL

Project/Award: 00078621 R2R Tuv PPG

Period : As Of Dec31,2017

Output #	00088783	Impl. Partner :99999 UNDP	UNDP AMOUNT
	Outstanding NEX advances		0.00
	Undepreciated Fixed Assets		0.00
	Unamortized Intangible Assets		0.00
	Inventory		0.00
	Prepayments		0.00
	Commitments		0.00



Combined Delivery Report by Activity

Selection Criteria :

Business Unit : FJ10
Period : Jan-Dec (2017)
Selected Project Id : 00078621
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : ALL

Project Id : 00078621 R2R Tuv PPG	Period :	Jan-Dec (2017)
Output # : 00088783 TV Ridge to Reef PPG	Impl. Partner :	99999 UNDP
	Location :	TUVALU OFFICE

	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
Activity : ACTIVITY 1 (Project Formulation)				
Fund : 62000 (GEF Voluntary Contribution)				
76110 - Foreign Exch Translation Loss	0.00	114.36	0.00	114.36
Total for Fund 62000	0.00	114.36	0.00	114.36
Total for Activity ACTIVITY 1	0.00	114.36	0.00	114.36
Activity : ACTIVITY 2 (Stakeholder Consultation)				
Fund : 62000 (GEF Voluntary Contribution)				
71615 - Daily Subsistence Allow-Intl	0.00	- 140.98	0.00	- 140.98
71635 - Travel - Other	0.00	- 11.01	0.00	- 11.01
74110 - Audit Fees	0.00	482.05	0.00	482.05
76125 - Realized Loss	0.00	4.85	0.00	4.85
Total for Fund 62000	0.00	334.91	0.00	334.91
Total for Activity ACTIVITY 2	0.00	334.91	0.00	334.91
Total for Output : 00088783	0.00	449.27	0.00	449.27
Project Total :	0.00	449.27	0.00	449.27

Signed By :  Date : 31.02.18

Signed By : _____ Date : _____



Combined Delivery Report by Activity

Selection Criteria :

Business Unit : FJ110
Period : Jan-Dec (2017)
Selected Project Id : 00078621
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : ALL

Project Id : ALL	Period : Jan-Dec (2017)
Output # : ALL	Impl. Partner :
	Location :

	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
43701 - Tuvalu - Cty Pgmm	0.00	449.27	0.00	449.27



Combined Delivery Report by Activity

Selection Criteria :

Business Unit : FJ10
Period : Jan-Dec (2016)
Selected Project Id : 00078621
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : ALL

Project Id :	Period :	Jan-Dec (2016)			
Output # :	Impl. Partner :				
	Location :				
		Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp

No Data found for the Selection Criteria



Funds Utilization

Selection Criteria :

Business Unit : FJ10
Period : Jan-Dec (2016)
Selected Project Id : 00078621
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : ALL

Project/Award: 00078621 R2R Tuv PPG

Period : As Of Dec31,2016

Output #	00088783	Impl. Partner :99999 UNDP	UNDP AMOUNT
Outstanding NEX advances			0.00
Undepreciated Fixed Assets			0.00
Unamortized Intangible Assets			0.00
Inventory			0.00
Prepayments			0.00
Commitments			1,046.25

John 01-02-18
Floyd Robinson



Combined Delivery Report by Activity

Selection Criteria :

Business Unit : FJ10
Period : Jan-Dec (2015)
Selected Project Id : 00078621
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : ALL

Project Id : 00078621 R2R Tuv PPG	Period :	Jan-Dec (2015)
Output # : 00088783 TV Ridge to Reef PPG	Impl. Partner :	99999 UNDP
	Location :	TUVALU OFFICE

	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
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Activity : ACTIVITY 1 (Project Formulation)

Fund : 62000 (GEF Voluntary Contribution)

71205 - Intl Consultants-Sht Term-Tech	0.00	17,717.94	0.00	17,717.94
71305 - Local Consult.-Sht Term-Tech	0.00	6,450.00	0.00	6,450.00
71605 - Travel Tickets-International	0.00	0.00	0.00	0.00
71610 - Travel Tickets-Local	0.00	0.00	0.00	0.00
71615 - Daily Subsistence Allow-Intl	0.00	- 519.31	0.00	- 519.31
71620 - Daily Subsistence Allow-Local	0.00	0.00	0.00	0.00
71635 - Travel - Other	0.00	1,561.29	0.00	1,561.29
72505 - Stationery & other Office Supp	0.00	164.40	0.00	164.40
72805 - Acquis of Computer Hardware	0.00	99.38	0.00	99.38
74210 - Printing and Publications	0.00	5,149.25	0.00	5,149.25
74525 - Sundry	0.00	10.40	0.00	10.40
74599 - UNDP cost recovery chrgs-Bills	0.00	72.65	0.00	72.65
75705 - Learning costs	0.00	298.51	0.00	298.51
76135 - Realized Gain	0.00	- 70.93	0.00	- 70.93

Total for Fund 62000 0.00 30,933.58 0.00 30,933.58

Total for Activity ACTIVITY 1 0.00 30,933.58 0.00 30,933.58

Activity : ACTIVITY 2 (Stakeholder Consultation)

Fund : 62000 (GEF Voluntary Contribution)

71205 - Intl Consultants-Sht Term-Tech	0.00	1,500.00	0.00	1,500.00
71305 - Local Consult.-Sht Term-Tech	0.00	3,716.33	0.00	3,716.33
71605 - Travel Tickets-International	0.00	5,455.58	0.00	5,455.58
71615 - Daily Subsistence Allow-Intl	0.00	4,376.05	0.00	4,376.05
71635 - Travel - Other	0.00	1,137.00	0.00	1,137.00
74525 - Sundry	0.00	124.29	0.00	124.29
74696 - PP&E Expensed Items	0.00	994.53	0.00	994.53

Total for Fund 62000 0.00 17,303.78 0.00 17,303.78


Total for Activity ACTIVITY 2 0.00 17,303.78 0.00 17,303.78

Total for Output : 00088783 0.00 48,237.36 0.00 48,237.36



Combined Delivery Report by Activity

Project Id : 00078621 R2R Tuv PPG	Period :	Jan-Dec (2015)		
Output # : 00088783 TV Ridge to Reef PPG	Impl. Partner :	99999 UNDP		
	Location :	TUVALU OFFICE		
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
Project Total :	0.00	48,237.36	0.00	48,237.36

Signed By :  (Floyd Robinson) Date : 01-02-18

Signed By : _____ Date : _____

Combined Delivery Report by Activity



UN Development Programme
Report ID: unglcdrb

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Funds Utilization

Selection Criteria :

Business Unit : FJ10
Period : Jan-Dec (2015)
Selected Project Id : 00078621
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : ALL

Project/Award: 00078621 R2R Tuv PPG

Period : As Of Dec31,2015

Output #	00088783	Impl. Partner :99999 UNDP	UNDP AMOUNT
Outstanding NEX advances			0.00
Undepreciated Fixed Assets			0.00
Unamortized Intangible Assets			0.00
Inventory			0.00
Prepayments			0.00
Commitments			1,046.25



Combined Delivery Report by Activity

Selection Criteria :

Business Unit : FJ10
Period : Jan-Dec (2014)
Selected Project Id : 00078621
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : ALL

Project Id : 00078621 R2R Tuv PPG	Period :	Jan-Dec (2014)
Output # : 00088783 TV Ridge to Reef PPG	Impl. Partner :	99999 UNDP
	Location :	TUVALU OFFICE

	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
Activity : ACTIVITY 1 (Project Formulation)				
Fund : 62000 (GEF Voluntary Contribution)				
71205 - Intl Consultants-Sht Term-Tech	0.00	44,759.40	0.00	44,759.40
71305 - Local Consult.-Sht Term-Tech	0.00	19,496.74	0.00	19,496.74
71605 - Travel Tickets-International	0.00	6,126.85	0.00	6,126.85
71615 - Daily Subsistence Allow-Intl	0.00	6,685.77	0.00	6,685.77
71620 - Daily Subsistence Allow-Local	0.00	409.97	0.00	409.97
71635 - Travel - Other	0.00	16,889.70	0.00	16,889.70
72415 - Courier Charges	0.00	29.99	0.00	29.99
72445 - Common Services-Communications	0.00	27.22	0.00	27.22
74599 - UNDP cost recovery chrgs-Bills	0.00	37.80	0.00	37.80
75705 - Learning costs	0.00	1,484.58	0.00	1,484.58
76110 - Foreign Exch Translation Loss	0.00	3.75	0.00	3.75
76125 - Realized Loss	0.00	0.13	0.00	0.13
76135 - Realized Gain	0.00	-0.71	0.00	-0.71
Total for Fund 62000	0.00	95,951.19	0.00	95,951.19
Total for Activity ACTIVITY 1	0.00	95,951.19	0.00	95,951.19
Activity : ACTIVITY 2 (Stakeholder Consultation)				
Fund : 62000 (GEF Voluntary Contribution)				
72505 - Stationery & other Office Supp	0.00	57.44	0.00	57.44
Total for Fund 62000	0.00	57.44	0.00	57.44
Total for Activity ACTIVITY 2	0.00	57.44	0.00	57.44
Activity : ACTIVITY 3 (Project Endorsement)				
Fund : 62000 (GEF Voluntary Contribution)				
72515 - Print Media	0.00	426.40	0.00	426.40
74110 - Audit Fees	0.00	2,073.87	0.00	2,073.87
75705 - Learning costs	0.00	2,300.00	0.00	2,300.00
Total for Fund 62000	0.00	4,800.27	0.00	4,800.27
Total for Activity ACTIVITY 3	0.00	4,800.27	0.00	4,800.27



Combined Delivery Report by Activity


UN Development Programme
Report ID: unglcdrb

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Run Time: 31-01-2018 23:01:47

Project Id : 00078621 R2R Tuv PPG	Period :	Jan-Dec (2014)		
Output # : 00088783 TV Ridge to Reef PPG	Impl. Partner :	99999 UNDP		
	Location :	TUVALU OFFICE		
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp

Total for Output : 00088783	0.00	100,808.90	0.00	100,808.90
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Project Total :	0.00	100,808.90	0.00	100,808.90
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Signed By :  (Floyd Robinson) Date : 01-02-18

Signed By : _____ Date : _____



Combined Delivery Report by Activity

Selection Criteria :

Business Unit : FJ10
Period : Jan-Dec (2014)
Selected Project Id : 00078621
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : ALL

Project Id : ALL Output # : ALL	Period : Jan-Dec (2014)			Total Exp
	Govt Exp	UNDP Exp	UN Agencies Exp	
43701 - Tuvalu - Cty Pgmm	0.00	100,808.90	0.00	100,808.90



Funds Utilization

Selection Criteria :

Business Unit : FJI10
Period : Jan-Dec (2014)
Selected Project Id : 00078621
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : ALL

Project/Award: 00078621 R2R Tuv PPG

Period : As Of Dec31,2014

Output #	00088783	Impl. Partner :99999 UNDP	UNDP AMOUNT
Outstanding NEX advances			0.00
Undepreciated Fixed Assets			0.00
Unamortized Intangible Assets			0.00
Inventory			0.00
Prepayments			0.00
Commitments			26,982.60

Annexes

Annex 1 CEO approval letter for PIF



Naoko Ishii, PhD
Chief Executive Officer and Chairperson

1819 H Street, NW
Washington, DC 20413 USA
Tel: 202.473.3262
Fax: 202.522.3240/3245
E-mail: Naoko@TheGEF.org
www.TheGEF.org

September 12, 2013

Ms. Adriana Dnu
Deputy GEF Executive Coordinator
United Nations Development Programme
One United Nations Plaza
304 East 45th St.
UN Bldg., 10th floor
New York, NY 10017

Dear Ms. Dnu:

I am pleased to inform you that I have cleared the project concept detailed below for inclusion in the upcoming work program. I have also approved your request for project preparation grant.

Decision Sought:	Project Identification Form (PIF) Clearance for Work Program Inclusion and Project Preparation Grant (PPG) Approval
GEF/SFC ID:	5550
Agency ID:	*220 (UNDP)
Agency(ies):	UNDP
Focal Area:	Multi Focal Area
Project Type:	Full Size Project
Country (ies):	Tuvalu
Name of Project:	R2R Implementing a 'Ridge to Reef' Approach to Protect Biodiversity and Ecosystem Functions
Parent Program:	Regional: R2R Pacific Islands Ridge to Reef National Priorities - Integrated Water, Land, Forest and Coastal Management to Preserve Biodiversity, Ecosystem Services, Store Carbon, Improve Climate Resilience and Sustain Livelihoods
Indicative GEF Project Grant:	\$3,762,844
Indicative Agency Fee:	\$238,656
PPG Grant:	\$150,000
PPG Agency Fee:	\$13,500
Funding Source:	GEF Trust Fund

* Out of the above indicative Agency Fee amount, Trustee will commit the first tranche (50%) of the Agency fee which is \$119,328 at the time of Council approval of the work program. The second tranche (50%) of the Agency fee which is \$119,328 will be committed at the time of CEO endorsement of the TSP.

For Trustee: Please note that the approved PPG Grant Amount and PPG Agency Fee should be tagged against and deducted from the parent program PMIS ID #397 listed above.

Annex 2: Project Cycle Management Services

Stage	Country Office ¹	UNDP/GEF at regional and global level
Project Development	<p><i>Initiation Plan:</i></p> <ul style="list-style-type: none"> • Coordination, management and financial oversight of UNDP Initiation Plan • Discuss management arrangements 	<p>RTA and PA role:</p> <ul style="list-style-type: none"> • Assist in preparation of UNDP Initiation Plan • Technical support, backstopping and troubleshooting. • Support discussions on management arrangements • Facilitate issuance of DOA
	<p><i>Project Document:</i></p> <ul style="list-style-type: none"> • Support project development, assist proponent to identify and negotiate with relevant partners, co-financiers, etc. • Undertake environmental and social screening of project before PAC. Ensure Environmental and Social Screening Procedure (ESSP) documentation is signed by the Resident Representative or Chair of PAC meeting and attached as Annex to the Project Document. • Review, appraise, finalize Project Document. • Negotiate and obtain clearances and signatures – Government, UNDP, Implementing Partner, co-financiers, etc. Coordinate LPAC and document meeting decisions. • Respond to information requests, arrange revisions etc. • Prepare operational and financial reports on development stage as needed. 	<p>RTA role:</p> <p>Sourcing of technical expertise.</p> <ul style="list-style-type: none"> • Verification of technical reports and project conceptualization. • Guidance on SOF expectations and requirements. • Negotiate and obtain clearances by SOF • Respond to information requests, arrange revisions etc. • Quality assurance and due diligence.
<p><i>Key UNDP/GEF management performance indicators/targets for Project Development:</i></p> <ol style="list-style-type: none"> 1. Time between PIF approval to CEO endorsement for each project: <ul style="list-style-type: none"> • Target for GEF trust fund project: FSP = 18 months or less, MSP 12 months or less. • Target for LDCF and SCCF: FSP/MSP = 12 months or less. 2. Time between CEO endorsement (or PAC for non-GEF funded projects) to first disbursement for each project: <ul style="list-style-type: none"> • Target = 4 months or less 		

¹ As per UNDP POPP with additional SOF requirements where relevant.

Sum of USD Amount	Column Labels			
Row Labels	2014	2015	2017	Grand Total
ACTIVITY 1				
16108				
PROJECT CASH ADVANCE (PCA)	98.98	15.38	(114.36)	(0.00)
16108 Total	98.98	15.38	(114.36)	(0.00)
71205				
INTL CONSULTANTS-SHT TERM-TECH	44,759.40	17,717.94		62,477.34
71205 Total	44,759.40	17,717.94		62,477.34
71305				
LOCAL CONSULT.-SHT TERM-TECH	19,496.74	6,450.00		25,946.74
71305 Total	19,496.74	6,450.00		25,946.74
71605				
TRAVEL TICKETS-INTERNATIONAL	6,126.85	-		6,126.85
71605 Total	6,126.85	-		6,126.85
71610				
TRAVEL TICKETS-LOCAL		-		-
71610 Total		-		-
71615				
DAILY SUBSISTENCE ALLOW-INTL	6,685.77	(519.31)		6,166.46
71615 Total	6,685.77	(519.31)		6,166.46
71620				
DAILY SUBSISTENCE ALLOW-LOCAL	409.97	-		409.97
71620 Total	409.97	-		409.97
71635				
TRAVEL - OTHER	16,889.70	1,561.29		18,450.99
71635 Total	16,889.70	1,561.29		18,450.99
72415				
COURIER CHARGES	29.99			29.99
72415 Total	29.99			29.99
72445				
COMMON SERVICES-COMMUNICATIONS	27.22			27.22
72445 Total	27.22			27.22
72505				
STATIONERY OTHER OFFICE SUPP		164.40		164.40
72505 Total		164.40		164.40
72805				
ACQUIS OF COMPUTER HARDWARE		99.38		99.38
72805 Total		99.38		99.38
74210				
PRINTING AND PUBLICATIONS		5,149.25		5,149.25
74210 Total		5,149.25		5,149.25
74525				
SUNDRY		10.40		10.40
74525 Total		10.40		10.40

ACTIVITY 2 Total	57.44	17,303.78	334.91	17,696.13
ACTIVITY 3				
72515				
PRINT MEDIA	426.40			426.40
72515 Total	426.40			426.40
74110				
AUDIT FEES	2,073.87			2,073.87
74110 Total	2,073.87			2,073.87
75705				
LEARNING COSTS	2,300.00			2,300.00
75705 Total	2,300.00			2,300.00
ACTIVITY 3 Total	4,800.27			4,800.27
Grand Total	100,907.88	48,252.74	334.91	149,495.53

Total Award Amount
Available balance

150,000.00
504.47₄₄