

Output Details		Output Dates		Output Status
Business Unit	IDN10	Start Date	01/08/2008	Financially Closed
Project Number	00050588	End Date	31/01/2022	
Output Number	00109246	Output Manager		Effective Date
Output Name	Institutional Strengthening 11			27/4/2022

Output Financials (Cash Funds)		Output Financials (Allocation Funds)	
Total Contribution Recognized	\$ 0.00	Approved Budget	\$ 393,899.00
Transfers to/from - Funds/Donor	\$ 0.00	Advances Balance	\$ 0.00
Interest Earned	\$ 0.00	Total Expense	\$ 343,303.27
Advances Balance	\$ 0.00	Undepreciated Assets	\$ 0.00
Total Expense	\$ 0.00	Open Purchase Orders	\$ 0.00
Undepreciated Assets	\$ 0.00	Balance	\$ 50,595.73
Open Purchase Orders	\$ 0.00		
Fund Balance	\$ 0.00		

eChecklist Instructions:

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.

Operational Completion:

A project is operationally complete when the last UNDP-financed inputs have been provided and the related activities have been completed. Through the project board, the implementing partner promptly notifies the UNDP country office when this has been done. Should the implementing partner not do so, the UNDP programme manager must determine when the project is operationally complete.

When a project is operationally complete, the parties must agree on the disposal of any equipment that is still the property of UNDP.

<https://poppp.undp.org/SitePages/POPPSubject.aspx?SBJID=248&Menu=BusinessUnit>

Operational Closure Checklist				
No.	TASK	YES	NO	NOTES
1	Prepare Final Project Review Report and as Annex, a lessons-learned report.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A standard format should be used. Review the following links: Final Project Review Report (POPP) , and lessons learned as per the following guidelines .
2	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.	<input checked="" type="checkbox"/>	<input 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.
3	Commission project evaluation	<input checked="" type="checkbox"/>	<input 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: Evaluation Resource Centre TOR for Evaluation Evaluation Report Format
4	Initiate project Audit (if applicable)	<input checked="" type="checkbox"/>	<input 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 Office of Audit and Investigations website.
5	Notify the Project Board / Programme Manager on the operational completion of the project.	<input checked="" type="checkbox"/>	<input 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.
6	Operationally close the Output.	<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.

Management Comments (if any):		Find	First	1 of 1	Last
Author	ratih.saraswati	DateTime Stamp	14/02/22 11:52PM		
All activities under Output IDN10-00109246 have been completed and project closure has been approved in Project Board Meeting dated 21/12/2021. Minutes of Meeting, Lessons Learned, Final Report are uploaded in UNDP Intranet Document Library.					

Approver laurine.k
Datetime 15/02/22 1:03:54AM

Search



Request for Financial Closure of Development Projects



Fayrose Syaafeerah Izhar

🕒 28d ago • Additional comments

Dear Ratih,

Thank you for your prompt response. Kindly find below pending item for IDN10 00109246:

1. Kindly provide the signed NTF that can only sign off by a respective UNDP program manager/officer since there was no audit conducted for this project
2. Thank you for explanation but the bank account show balance. Kindly also provide the signed NTF.

Regards,

Fayrose

Ratih SARASWATI

🕒 29d ago • Additional comments

Dear Fayrose,

As an update of query nr. 1 and 5, please find enclosed the Signed RAD and Asset Transfer (Project Items) Document. It's been upload as well in Project Document Center.

Best Regards
Ratih Saraswati

Ratih Saraswati

🕒 29d ago

IS11_00109246_COs-RAD-Disposal-Under-USD5000 CBD.pdf
6.4 MB

Ratih SARASWATI

Your request has been submitted

Number

FIN0002774

State

Closed Complete

Priority

Normal

Created

about a month ago

Updated

23h ago

▼ Options

Requested by

Ratih Saraswati

Requested for

Ratih Saraswati

Country Office

Indonesia

Department

Indonesia - Energy & Envirnmnt

Region

Regional Bureau for Asia and the Pacific

Priority

Normal

Additional CC Users

Riana HUTAHAYAN

Select CO approver

Linda HARTONO

🕒 29d ago • Additional comments

Dear Fayrose,

Kindly find below update to your queries on Case FIN0002774 :

1. Kindly Confirm (if applicable) All assets are transferred or otherwise disposed of; Asset Transfer letters/documents are in place. If yes, please upload the supporting documents in Atlas

Project Items List is available, signed by NPD. However RAD mechanism is still being processed.

2. Please confirm there is No Outstanding Commitment such as office rental, maintenance bills or any dispute invoice. Also please confirm all commitment outside ATLAS is resolved. The supporting documents (if any) should be uploaded to Atlas UNDP Project Closure Workbench (Attachments Tab).

It is confirmed that there is No outstanding commitments (Commitments outside Atlas are Not applicable (Non-PO commitments)).

3. This is NIM Project, kindly provide the evidence, such as bank confirmation letter that shows the bank account closed. In case you are not able to provide an evidence/document justifying that there is no bank account opened specifically for this project, the kindly provide a signed NTF that can only sign off by a respective UNDP program manager/officer.

The Institutional Strengthening Project (IS) is using 1 (one) Bank Account continuously for every Phase. The zero balance of FACE Form and DCT Refund of IS Phase 11 IDN10-00109246 is attached.

4. Kindly confirm that all pre-financing activities have been recovered and/or reimbursed if any. Please upload the supporting documents in Project Document Centre.

Pre-financing activities recovered/reimbursed is not applicable in this project.

5. Can you please confirm all inventory has been transferred/disposed and there is no uncapitalized inventory that need cleared off for this project outside the Atlas.

Project Items List is available, signed by NPD. However RAD mechanism is still being processed.

6. The supporting document for the following two items should be uploaded into Atlas Project Management (Grants > Project Mgt. > Approved Projects > Monitoring/Attachments Tabs.

a. Item nr 27 – Kindly provide a snip of the project audit status showing there is no pending observations taken from CARDS or provide signed NTF explaining either the project is not subject to

This is a request for service on behalf a UN Agency

No

Select PCBU

IDN10

Enter Project/Award ID

00050588

Project Closure Details

Click to view

Donor refund?

No

Work Bench Sign Off

CO Will Sign Off
Financial Closure
Workbench

CO confirms that the Output has been marked as Operationally Closed in the Atlas Project Closure Workbench and all relevant documentations supporting the Operational Closure has been uploaded in the Attachments function of the Workbench.

true

Other supporting document(s)

Terminal Report IS11
UNDP 84th - FINAL
signed.pdf

Attachments



be audited or there is no audit observation.

There was no Audit was conducted for this project, only Spot Check, and the report is attached.

7. Kindly provide communication between CO and GEF on CO has submitted CDR & accepted for closure by GEF

This is a Multilateral (MLF) - Montreal Protocol Funded Project, not GEF. CDR 2019 as Final CDR is attached.

Best Regards,
Ratih Saraswati

Ratih Saraswati

🕒 29d ago

FACE IS11 00109246 Jan2021 Refund IDR9,931 and Zero FACE Form - Closed.pdf

8.2 MB

Ratih Saraswati

🕒 29d ago

CDR JAN-DEC 2019 IS Phase 11 00109246 FullSigned.pdf

1.7 MB

Ratih Saraswati

🕒 23h ago • Additional comments

Dear Fayrose,

I wonder why case FIN0002774 didn't cover our progress and communication between 31 March 2022 up to date. CO has responded your queries on NTFs as requested, and accepted. Those all recorded in our emails communication.

Thank and Best regards
Ratih Saraswati.

Ratih Saraswati

🕒 23h ago • Additional comments

Dear Fayrose,

As CO has signed-off the Financially Close for the project, please kindly proceed to change the status to Financially Closed in ATLAS and Case FIN0002774.

Thank you and Best Regards
Ratih Saraswati

IDN10
00109246_FIN00
02774 1.xlsx (1.8
MB)

2d ago

RE FIN0002774
Additional
feedback
required.msg
(1.7 MB)

2d ago

NOTE TO THE
FILE Audit
IS11_QARE (JB) -
Signed ASP.pdf
(420.9 KB)

8d ago

Signed NOTE TO
THE FILE Bank
Account
IS11.pdf (257.7
KB)

17d ago

IS11_00109246__
COs-RAD-
Disposal-Under-
USD5000
CBD.pdf (6.4
MB)

29d ago

FACE IS11
00109246
Jan2021 Refund
IDR9,931 and
Zero FACE Form
- Closed.pdf (8.2
MB)

29d ago

CDR JAN-DEC
2019 IS Phase 11
00109246
FullSigned.pdf
(1.7 MB)

29d ago

Terminal Report
IS11 UNDP 84th

Fayrose Syaafeerah Izhar

🕒 a day ago • Additional comments

Dear Ratih,

Kindly sign off the financial closure checklist in workbench.

Regards,

Fayrose

Fayrose Syaafeerah IZHAR

🕒 2d ago

IDN10 00109246_FIN0002774 1.xlsx

1.8 MB

Fayrose Syaafeerah IZHAR

🕒 2d ago

RE FIN0002774 Additional feedback required.msg

1.7 MB

Fayrose Syaafeerah Izhar

🕒 about a month ago • Additional comments

Dear Ratih,

1. Kindly Confirm (if applicable) All assets are transferred or otherwise disposed of; Asset Transfer letters/documents are in place. If yes, please upload the supporting documents in Atlas

2. Please confirm there is No Outstanding Commitment such as office rental, maintenance bills or any dispute invoice. Also please confirm all commitment outside ATLAS is resolved. The supporting documents (if any) should be uploaded to Atlas UNDP Project Closure Workbench (Attachments Tab)

3. This is NIM Project, kindly provide the evidence, such as bank confirmation letter that shows the bank account closed. In case you are not able to provide an evidence/document justifying that there is no bank account opened specifically for this project, the kindly provide a signed NTF that can only sign off by a respective UNDP program manager/officer.

- FINAL
signed.pdf
(693.8 KB)
about a month
ago

Spot Check
Report IS Phase
11 - 00109246
22Des2020.pdf
(3.6 MB)
about a month
ago

Asset Matrix IS
Projects 2019-
2020.pdf (3.5
MB)
about a month
ago

FullSigned
MoM_PBM_HPM
P_and_IS_21DEC
2021 Translt.pdf
(3.9 MB)
about a month
ago

Lessons-Learned
Report IS-11
aspx.pdf (170.1
KB)
about a month
ago

INA IS11 PBM
achievement
lesson learned
closure date
ExComm 88-
51.pdf (4.3 MB)
about a month
ago

ATLAS Project
Module - IS11
009246
Operationally
Close.pdf (89.9
KB)
about a month
ago

4. Kindly confirm that all pre-financing activities have been recovered and/or reimbursed if any. Please upload the supporting documents in Project Document Centre.

5. Can you please confirm all inventory has been transferred/disposed and there is no uncapitalized inventory that need cleared off for this project outside the Atlas.

6. The supporting document for the following two items should be uploaded into Atlas Project Management (Grants > Project Mgt. > Approved Projects > Monitoring/Attachments Tabs.

a. Item nr 27 – Kindly provide a snip of the project audit status showing there is no pending observations taken from CARDS or provide signed NTF explaining either the project is not subject to be audited or there is no audit observation.

7. Kindly provide communication between CO and GEF on CO has submitted CDR & accepted for closure by GEF

Regards,

Fayrose

CDR-BRIDGE
JAN-DEC 2020
IS11 00109246
Full Signed.pdf
(912.9 KB)
about a month
ago

Fayrose Syaafeerah Izhar

🕒 8d ago • Additional comments

Dear Ratih,

Thank you for sharing the signed NTF for audit observation, it clarifies that this project was not part of the CO audit plan since the threshold amount was lower, I just want to recheck on the expenditure by FY CO included in the NTF as per GL the FY 2018 and 2020 is not matching with the amount in the NTF, please let us know if CO removed any transactions in the below table or the figures are not correct, its just to avoid any future confusion.



Regards,

Fayrose

Ratih Saraswati

🕒 about a month ago

Terminal Report IS11 UNDP 84th - FINAL signed.pdf

693.8 KB

Ratih Saraswati

🕒 about a month ago

Spot Check Report IS Phase 11 - 00109246 22Des2020.pdf

3.6 MB

Ratih Saraswati

🕒 about a month ago

Asset Matrix IS Projects 2019-2020.pdf

3.5 MB

Ratih Saraswati

🕒 about a month ago

FullSigned MoM_PBM_HPMP_and_IS_21DEC2021 Translt.pdf

3.9 MB

Ratih Saraswati

🕒 about a month ago

Lessons-Learned Report IS-11.aspx.pdf

170.1 KB

Ratih Saraswati

🕒 about a month ago

**INA IS11 PBM achievement lesson learned closure date
ExComm 88-51.pdf**

4.3 MB

Ratih Saraswati

🕒 about a month ago

ATLAS Project Module - IS11 009246 Operationally Close.pdf

89.9 KB

Ratih Saraswati

🕒 about a month ago

CDR-BRIDGE JAN-DEC 2020 IS11 00109246 Full Signed.pdf

912.9 KB

Ratih Saraswati

🕒 8d ago

NOTE TO THE FILE Audit IS11_QARE (JB) - Signed ASP.pdf

420.9 KB

Ratih Saraswati

🕒 8d ago • Additional comments

Dear Fayrose,

Apology for delayed feedback, due to CO needs to coordinate for the most compliance response.

Please find herewith both NTFs to address your queries below. May these suffice to proceed the project closure.

Thank you and best regards

Ratih Saraswati

Fayrose Syaafeerah Izhar

🕒 8d ago • Additional comments

Dear Ratih,

May I know the update on the pending item below:

1. Kindly provide the signed NTF that can only sign off by a respective UNDP program manager/officer since there was no audit conducted for this project. Alternatively, CO can also provide an email confirmation from project manager/programme officer OR CO internal risk & compliance offer confirming that there is no pending audit recommendation or project was not part of CO audit Plan.

Regards,

Fayrose

Fayrose Syaafeerah Izhar

🕒 16d ago • Additional comments

Dear Ratih,

Kindly find below pending item:

1. Kindly provide the signed NTF that can only sign off by a respective UNDP program manager/officer since there was no audit conducted for this project. Alternatively, CO can also provide an email confirmation from project manager/programme officer

OR CO internal risk & compliance offer confirming that there is no pending audit recommendation or project was not part of CO audit Plan.

Regards,

Fayrose

Ratih SARASWATI

🕒 17d ago • Additional comments

Dear Fayrose,

Addressing your query nr. 2, please kindly find the signed NTF of IS Phase 11 IDN10-00119246.

Best regards
Ratih Saraswati

Ratih Saraswati

🕒 17d ago

Signed NOTE TO THE FILE Bank Account IS11.pdf
257.7 KB

Fayrose Syaafeerah Izhar

🕒 21d ago • Additional comments

Dear Ratih,

May I know the update on below pending item for IDN10 00109246:

1. Kindly provide the signed NTF that can only sign off by a respective UNDP program manager/officer since there was no audit conducted for this project. Alternatively, CO can also provide an email confirmation from project manager/programme officer OR CO internal risk & compliance offer confirming that there is no pending audit recommendation or project was not part of CO audit Plan.

2. Thank you for explanation but the bank account show balance. If the evidence/document justifying that there is no bank account opened specifically for this project is unavailable Or if CO confirm will use the project bank account for successor of the previous project, CO need to provide signed NTF that can only sign off by a respective UNDP CO head of programme/Programme DRR/ RR

Regards,

Fayrose

Ratih Saraswati

🕒 about a month ago

FIN0002774 Created

Start

