



# M&E Bulletin

November 2021

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## Project Closure Process



Closure and Transition

No.	Step	Person in charge	Template/ Guideline
1	Prepare final project review report.	Project Manager (PM)	<a href="#">Donor report template</a>  UNDP template (to be provided by HQ in upcoming time)
2	If required, commission (independent) final project evaluation, prepare a management response, and share findings and recommendations for learning.	Resident Representative	<a href="#">UNDP Evaluation Guidelines</a> <a href="#">GEF Evaluation Guidelines</a>
3	Conduct a final project review, including the final report, project closure quality assessment and project closure budget.	Project Board	<a href="#">Project Closure QA</a>
4	Transfer or dispose of project assets and files. Transfer by donation project assets to another UNDP project.	PM	<a href="#">Transfer or Disposal of Assets</a>  <a href="#">Note on steps required for Donations</a>
5	Prepare and submit final financial report (FACE Form) to UNDP.	PM	FACE Form <a href="#">CO's SOP on NIM Advance</a>
6	Complete project closure activities, including donor refund & managing exceptions (Operational). <i>Please follow until Step 5 (Operational Closure) of the CO's SOP on Project Closure.</i>	Programme Officer	<a href="#">CO's SOP on Project Closure</a>
7	Review and sign final Combined Delivery Report (CDR).	Resident Representative, Implementing Partner	<a href="#">CDR on POPP</a>  <a href="#">Bridge</a> (to sign CDR)
8	Close the project (Financial) – must be done within 12 months after project's operational closure. <i>Please follow Step 6 – 10 of the CO's SOP on Project Closure.</i>	Resident Representative	<a href="#">CO's SOP on Project Closure</a>

## M&E Requirements for Projects (next M&E Bulletin)

### Useful links for Viet Nam Country Office

- [Clearance checklist for MOU, LOA, RPA, LVG](#)
- [Due Diligence for Private Sector](#)
- [Clearance slip for AWP](#)
- [GOVN's Decree on ODA Management](#)
- [Trainings on Project Management](#)

### [Knowledge bank from RBAP](#)

### M&E Team in Viet Nam CO

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