

The Spotlight Initiative Programme closure requirements

Overview

The [Spotlight Initiative](#) (SI) Secretariat and the SI Administrative Agent (AA-MPTFO), have elaborated the guidance for the SI Programme closure processes as described in the SI [Terms of Reference \(TOR\)](#), [Memorandum of Understanding \(MOU\)](#), signed between UN and MPTFO, [MOU](#) and [MOU Addendum for EU contribution](#) signed between the Recipient UN Organizations (RUNOs) and the AA.

Procedures for the Project closure follow the individual RUNO's own internal rules and regulations. As outlined in the MOU, each RUNO determines when it has completed all approved activities within the timeframe approved by the Operational Steering Committee specified in the project document cover page. RC country office needs to communicate the completion of all approved Programme activities by submission of final narrative report to the SI Secretariat and the AA, and followed by RUNOs submission of the Certified Final Financial Statement, final financial Report and [Management Declaration](#) to the AA.

The MOU indicates that final narrative reports be submitted to the AA by 30 April of the year following financial closing of the project. The Certified Final Financial Statement, final financial Report and [Management Declaration](#) are to be provided to the AA by 30 June of the same year.

The closure of individual projects within the approved implementation timeline facilitates the efficient MPTF Programme closure within the specified End Date established by the Operational Steering Committee. Further, the timely closure of Programmes allows for re-allocation or reimbursement to donors of unspent funds and interest, in accordance with the SI Terms of Reference and upon OSC decision.

Operational Closure Steps

For Programmes to be accepted as ‘Operationally Closed’ the following steps need to be complied with:

1. RC office/RUNOs inform the SI Secretariat and the AA that Programme have been operationally closed;
2. RUNOs via RC office submit the final End of Project Narrative Report to the SI Secretariat and the MPTF Office for posting on the [SI GATEWAY page](#).
3. Upon SI Secretariat's confirmation, the MPTF Office proceed with the Programme Operational closure in the MPTF Office system.

Financial Closure Steps

For projects to be accepted as “Financially Closed” the following steps need to be complied with:

1. RUNO submits Certified Final Financial Statement and final financial Report ([template link](#)) for each Country Programme separately (please see the [list of the SI approved projects](#)).
2. In addition to expenditure on SI funds received, the final financial Report for each Country Programme must include final expenditure of RUNOs' contribution.
3. All expenditure reports must provide a breakdown by UNDG categories in accordance with the approved UNDG breakdown budget for the Country Programme.
4. RUNO refunds any Unspent Balance and sends notification to the MPTF Office to enable the MPTF Office to identify the refund. (see notification instructions below)
5. RUNO transfers the interest for prior and current year, if any, to the MPTF Bank Account and sends notification to the MPTF Office to identify the interest. (see notification instructions below) If the RUNO's regulations do not require the transfer of interest, this should be indicated by marking the box on the Certified Final Financial Statement and Report.
6. No expenditure in excess of funds transferred should be reported on Certified Final Financial Statement and Report submitted to the MPTF Office.
7. The indirect cost should not exceed the approved percentage of project cost (7%).
8. Upon review, the MPTF Office proceed with the Programme Financial closure in the MPTF Office system and will notify RUNO accordingly that all financial procedures are satisfied.

Notification of Closure

Notification for all transfer of interest earnings and refunds of unutilized funds, including reference to the nature of the refund, amount of refund and project number, should be sent to the following individuals at the MPTF Office: louise.moretta@undp.org, Aamir.maqsood@undp.org; and the relevant portfolio manager ([link to contact list](#)). Proper notification will ensure the funds are applied in a timely manner.

Bank Details

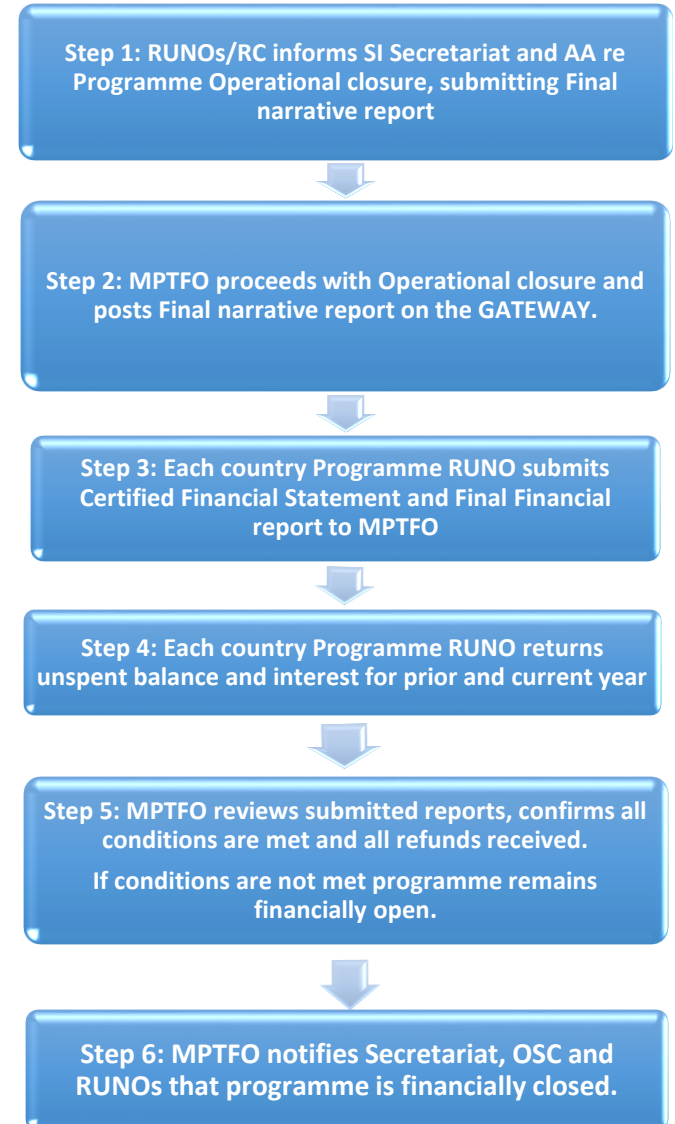
All interest earnings and unutilized funds should be credited to the following account:

- **Name:** Multi-Partner Trust Fund Office
- **Account Number:** 36349626
- **SWIFT Code:** CITIUS33
- **Bank Name/Address:**
Citibank, N.A.
111 Wall Street
New York, NY 10043 USA
- **Reference:** Spotlight Initiative/MPTF Office project number/[interest/refund]

Links to Required Templates

- [SI TOR](#)
- [SI MOU with RUNOS](#)
- [MOU Addendum for EU contribution to the SI](#)
- [SI project Final financial reporting Template \(incl. UN Agencies contribution\)](#)
- [Management declaration template](#)
- SI project Final narrative reporting Template

Steps for the SI Programme Closure



RUNOs HQ focal points

FINANCIAL			PROGRAMME		
NAME	RUNO	EMAIL	NAME	RUNO	EMAIL
Oliver CHAILLET	ILO	chaillet@ilo.org	Alethia Jimenez	UN Women	alethia.jimenez@unwomen.org
Eric BRODIER	OHCHR	ebrodier@ohchr.org	Alka GULATI	UN Women	alka.gulati@unwomen.org
Kai KEONG LEONG	UNDP	kai.keong.leong@undp.org			
Ahmed IBRAHIM	UNESCO	ah.ibrahim@unesco.org			
Salman Zafar	UNFPA	zafar@unfpa.org			
Lakshmi KULATHUMANI	UNHCR	kulathum@unhcr.org			
Simon COPE	UNICEF	scope@unicef.org			
Mee Seun KIM	UNODC	kim42@un.org			
Benevolence MBWERA	UNWOMEN	benevolence.mbwera@unwomen.org			

Spotlight Initiative Fund Key focal points and contact details

Fund Administration	
Administrative Agent (MPTF Office)	Mr. Pierre Bardoux-Chesneau, Senior Portfolio Manager, pierre.bardoux@undp.org Mr. Andrei Dementiev, Programme Analyst, andrei.dementiev@undp.org Ms. Lula Sherif, Portfolio Focal Point, lula.sherif@undp.org
Global Spotlight Secretariat	
Management Unit	Ms. Olga Aleshina, Head of the Management Unit, olga.aleshina@undp.org Ms. Sonya Thimmaiah, Reporting Specialist, sonya.thimmaiah@undp.org Ms. Teresa Benito Lopez, Coordination Specialist, teresa.benito@undp.org
Technical Unit	Ms. Erin Kenny, Head of the Technical Unit, erin.kenny@unwomen.org Mr. Philippe Lust-Bianchi, Monitoring and Evaluation Specialist, p.lust-bianchi@unwomen.org Mr. Koye Adeboye, Communications Specialist, Adekoyejo.adeboye@unwomen.org Ms. Heran Ayele, Capacity Development and Knowledge Management Specialist, heran.ayele@unwomen.org Ms. Olga Bespalova, Programme Associate, olga.bespalova@unwomen.org