



Multi-Partner Trust Fund Office

How to Close a Project/Joint Programme

Overview

The Multi-Partner Trust Fund Office (MPTF Office) of UNDP, as Administrative Agent (AA) of the MPTF, has further elaborated the process for project/programme closure as described in the Memorandum of Understanding (MOU) signed between the Participating Organizations and the AA of the MPTF.

Procedures for the closure of Project/Programmes follow the individual Participating Organization's own internal rules and regulations. As outlined in the MOU, each Participating Organization determines when it has completed all approved activities and communicates the completion of activities to the AA (and Steering Committee) based on approved programmatic document end date.

The MOU further outlines that final narrative reports are due to the AA by 30 April of the year following financial closing of the project. The Certified Final Financial Statement and Report is to be provided to the AA by 30 June of the same year.

The closure of individual projects within the approved implementation timeline facilitates orderly and efficient MPTF closure within the specified MPTF End Date established by the Steering Committee. Further, the timely closure of projects/programmes, allows for reallocation of unspent funds and interest, in accordance with the MPTF Terms of Reference and individual Participating Organizations' rules and regulations.

Operational Closure Steps

For projects/programmes to be accepted as 'Operationally Closed' the following would need to be complied with:

1. Inform the AA (and Steering Committee) of any projects/programmes that have been operationally closed;
2. Submit the End of Programme Narrative Report ([template link](#)) to the MPTF Office Portfolio Manager ([link to contact list](#)) for posting on the MPTF Office GATEWAY (mptf.undp.org).

Financial Closure Steps

For projects/programme to be accepted as "Financially Closed" the following would need to be complied with:

1. Certified Final Financial Statement and Report ([template link](#)) to be submitted for each project /programme allocation.
2. Any unspent balance should have been refunded and notification sent to the MPTF Office to enable the MPTF Office to identify the refund. To avoid bank charge fees, please ensure unspent balances are always transferred to the MPTF Office bank account from the corresponding Participating Organization's HQ bank account. (see notification instructions below)
3. Interest for prior and current year, if any, to be transferred to the appropriate MPTF Bank Account and notification sent to the MPTF Office to identify the interest (see notification instructions below). If the Participating Organization's regulations do not require the transfer of interest, please indicate by marking the box on the Certified Final Financial Statement and Report.
4. No expenditure in excess of funds transferred should be reported on the Certified Final Financial Statement and Report submitted to the MPTF Office.
5. The indirect cost should not exceed the approved percentage of programme cost.

Notification of Closure

Notification for all transfer of interest earnings and refunds of unutilized funds, including reference to the type of 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; relevant Finance Associate and 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 (apart from UNDG ITF and PBF) should be credited to the following account:

- **Name:** UNDP Multi-Partner Trust Fund Office (USD) Account
- **Account Number:** 790440309
- **ABA Number:** 021000021
- **SWIFT Code:** CHASUS33
- **Bank Name/Address:**
JP Morgan Chase Bank
International Agencies Banking
270 Park Avenue, 43rd floor
New York, NY 10017 USA
- **Reference:** MPTF Fund name/Project number/type [interest/refund]

Links to Required Reporting Templates

- [End of Programme Narrative Report Template](#)
- [Certified Final Financial Statement and Report Template](#)

For more information visit: mptf.undp.org.

For UNDG-approved documents, visit:
www.undg.org/index.cfm?P=1370.

Steps for Project/Programme Closure

