



# How to close a project or Joint Programme

## OVERVIEW

The Multi-Partner Trust Fund Office (MPTF Office) of UNDP, as Administrative Agent (AA), hereby further elaborates the process for projects/programme closure as described in the Memorandum of Understanding (MOU) signed between the Participating Organizations and the AA of the multi-partner trust fund (MPTF).

Procedures for the closure of projects/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 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 and Report is to be provided to the AA by 31 May 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 re-allocation 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 projects/programmes that have been operationally closed;
2. Submit the [Final Narrative Programme Report Template](#) to the MPTF Office Portfolio Manager ([link to team contact page](#)) for posting on the MPTF Office [GATEWAY](#).

## FINANCIAL CLOSURE STEPS

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

1. Certified Final Financial Statement and Report is submitted for each project/programme allocation. The report is accessible to Participating Organization's designated financial reporting (UNEX) focal points.
2. Unspent balance, if over USD 250, is refunded and notification is sent to the MPTF

Office to enable the MPTF Office to identify the refund. To avoid bank charge fees, ensure unspent balances are 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, 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 transfer of interest, indicate this by marking the box on the Certified Final Financial Statement and Report.
4. Expenditure in excess of funds transferred should **not** be reported on the Certified Final Financial Statement and Report.
5. Indirect cost should **not** exceed the approved percentage of programme cost.

## NOTIFICATION OF CLOSURE

Notification for transfer of interest earnings and refunds of unutilized funds should include a reference to the type of refund, amount of refund and project number, and should be sent to the following individuals at the MPTF Office: [aamir.maqsood@undp.org](mailto:aamir.maqsood@undp.org), [constance.chitanda@undp.org](mailto:constance.chitanda@undp.org); and the relevant Finance Associate and Portfolio Manager ([link to team contact page](#)). Proper notification will ensure the funds are applied in a timely manner.

## BANK DETAILS

All interest earnings and unutilized funds (apart from PBF) should be credited to the following account:

- **Name:** UNDP Multi-Partner Trust Fund Office (USD) Account
- **Account Number:** 36349626
- **ABA/ACH Routing Number:** 021000089
- **SWIFT Code:** CITIUS33

- **Bank Name/Address:**  
Citibank, N.A. 388 Greenwich Street,  
New York, NY 10013 USA
- **Reference:** MPTF fund name/project number/  
type [interest/refund]

For the **Peacebuilding Fund (PBF)** use below

- **Name:** Peacebuilding Fund (USD) Account
- **Account Number:** 36349642
- **ABA/ACH Routing Number:** 021000089
- **SWIFT Code:** CITIUS33
- **Bank Name/Address:**  
Citibank, N.A. 111 Wall Street  
New York, NY 10043 USA
- **Reference:** MPTF Fund name/Project number/type [interest/refund]

**Link to the Final Narrative Programme Report Template:**

[Final Narrative Programme Report Template](#)

## Steps for Project/Programme Closure

**Step 1** Participating Organization (PO) informs the Administrative Agent (AA) that all activities for an individual project/programme have been completed as per MOU



**Step 2** PO submits Final Narrative Project/Programme Report to the Administrative Agent



**Step 3** PO submits Certified Final Financial Statement and Report and AA reviews the report and responds to the PO



**Step 4** PO returns unspent balances and interest for prior and current year



**Step 5** AA reviews report submission, confirms return of interest and unutilized balances, if applicable, for individual projects/JPs. If conditions are not met, project remains open



**Step 6** AA confirms that all financial closure procedures are satisfied; project/programme is financially closed by AA