



GEF Pacific Ridge to Reef Project Closure Supplemental Guidelines

Purpose

This guidance document is meant to provide clear direction to the project management and staff of the GEF Pacific Ridge to Reef Project and its partners, thereby technically, financially and administratively ensuring truthful, compliant, transparent and smooth project closure.

Scope

This guidance document complements and supplements the **SPC Project Closure Guidelines** issued on December 18, 2019 (see Annex 1). As a supplemental document, this guideline specifies the requirements and processes that are unique to the GEF Pacific Ridge to Reef Project. The provisions contained in this document are drawn from the approved project document, and anchored on the Project Cooperation Agreement signed between the United Nations Development Programme (UNDP) and the SPC, and the corresponding Memorandum of Agreement (MOA) forged between SPC and the participating project Pacific Islands Countries (PICs).

Relevant provisions of the Project Cooperation Agreement between UNDP and SPC

- (i) Article VIII. Financial and Operational Arrangements, paragraph 3.
“The IGO agrees to return within two weeks any unused supplies made available by UNDP at the termination or end of the present agreement or the completion of the project. Any unspent funds shall be returned within 60 days of the termination of the present agreement or the completion of the project.”
- (ii) Article IX. Maintenance of Records, paragraph 2.
“Upon completion of the project/termination of the agreement, the IGO shall maintain the records for a period of at least five years.”
- (iii) Article X. Reporting Requirements, paragraph 3.
“Within two months of the completion of the project or of the termination of the present agreement, the IGO shall submit a final report on the project activities and include a final financial report on the use of UNDP funds, as well as an inventory of supplies and equipment.”

Relevant provisions of the Memorandum of Agreement between SPC and the Participating PIC

- (i) Article VI. General responsibilities of the Parties, paragraph 6.
“The key personnel detailed above will use their best endeavours to ensure the co-funding identified in the GEF Pacific National R2R IW project document is sourced and directed at the achieving the GEF Pacific National R2R IW Project outputs and of ensuring potential and actual co-funding as identified and reported.”
- (ii) Article IX. Supplies and procurement, paragraph 2.
“Equipment, non-expendable materials, or other property furnished or financed by the Initiative shall remain the property of UNDP and shall be returned to UNDP upon completion of the Initiative or upon termination of the present Agreement, unless otherwise agreed upon between the Parties, and in consultation with SPC.”

- (iii) Article XI. Maintenance of records, paragraph 2.
“Upon completion of the GEF Pacific National R2R IW Project or termination of the agreement, the Participating PIC shall maintain the records for a period of at least four years unless otherwise agreed upon between the Parties.”
- (iv) Article XI. Maintenance of records, paragraph 3.
“Participating PIC shall keep accurate and up-to-date records and documents in respect of all co-funding directed to or associated with the GEF IW National R2R project. Co-funding records will be maintained in accordance with the requirements of the co-funding sources identified in the GEF Pacific National R2R IW project document. Any additional co-funding will also be recorded.”
- (v) Article XII. Reporting requirements, paragraph 4.
“Within one month of the completion of the GEF Pacific National R2R IW Project or of the termination of the present agreement, the participating PIC shall submit to the Regional Programme Coordinator a final report on the GEF Pacific National R2R IW project activities and include a final financial report on the use of the funds, as well as an inventory of supplies and equipment.”
- (vi) Article XIII. Audit requirements, paragraph 1.
“Participating PIC shall submit to the Regional Programme Coordinator a certified annual financial statement on the status of funds advanced. The GE Pacific National R2R IW project may be audited annually or at any other time as deemed appropriate by the Regional Programme Coordinator and/or UNDP, at the GEF IW National R2R project’s expense, in consultation with the Parties to the GEF IW national R2R Project.”
- (vii) Article XV. Suspension and Early Termination, paragraph 4.
“Participating PIC may terminate the present agreement in cases where an unexpected and or irrevocable condition has arisen that significantly impedes the agency from successfully fulfilling its responsibilities under the present agreement, by providing SPC with written notice of its intention to terminate the present agreement at least 30 days prior to the effective date of termination if the GEF Pacific National R2R IW Project has a duration of up to six months from commencement and at least 90 days prior to the effective date of termination if the GEF Pacific National R2R IW project has had a duration of greater than six months or more. In such a case, Lead agency shall undertake no forward commitments and shall return to SPC, within 30 days, all unspent funds, supplies and other property provided by SPC unless SPC had agreed otherwise in writing.”

Project Closure procedure

1. IW R2R Project Managers should review the Memorandum of Agreement (MOA) and ensure that all reporting obligations are fulfilled and in accordance with the reporting template provided. Of importance, the final narrative and final financial reports should be submitted not later than one-month before the end of the project. This will allow RPCU to review the reports while the project manager is still available to effect the changes and/or provide additional information requested by the RPCU.
2. The final narrative and final financial reports shall be prepared in accordance to the templates provided by the RPCU. The final versions of these reports should be endorsed (by way of signatures) by the head of implementing agency.
3. The final narrative report template (Annex 2) and the usual (quarterly) financial report template shall be used for this purpose.

Final Narrative Report

4. RPCU recommends to the project manager to prepare the Final Narrative report at least two months prior to the project completion date. This will allow enough time for consultation between the RPCU and the project manager regarding report structure, content and corresponding annexes.

5. An electronic copy of all evidence indicating data or information (as basis of the Final Narrative Reports such as results of studies, minutes of meetings especially those of the project steering committee or IMC, lessons learned papers, experience notes, results notes, stakeholders analysis report, gender analysis report, results of or data on the stress reduction measures, etc.) - should be attached as annex to the final narrative report. Annexes of the final narrative report should be clearly labelled, and appropriate title of the document indicated.
6. Specifically, on gender, a summary table about the training conducted for the entire project period shall be prepared and attached the Final Narrative report as an annex. See the Gender Mainstreaming section of the Final Narrative Annotated Reporting template.
7. A summary table of all the co-financing generated or resource mobilized that contributes to the production of outputs of the national IW R2R project should also be attached as an annex to the Final Narrative report.

Final Financial Report

8. The Final Financial Report template used in quarterly reporting will be used. The template provides worksheets clearly indicating statement of cash position – project utilization and closing balance, inventory listing of all project goods and equipment procured by the project, among others.
9. All unspent or unutilized funds shall be returned to SPC. The project manager in coordination with the finance unit of the government should arrange for the funds that will be returned to SPC.
10. Regarding project goods and equipment, the national project may propose, recommend or arrange for the handing over of the goods and equipment procured by the project. Though the actual handover of project goods and equipment is done at the end of the project, the corresponding handover instruments (MOA or deed of donation and deed of acceptance) should be prepared prior to the project end. The actual handover can be facilitated by the national implementation agency in coordination with the RPCU.

Final Narrative and Final Financial Reports submissions and endorsements

11. The project manager may organize a final Project Steering Committee meeting with the aim to present the results of the national IW R2R project. This can also be an opportunity for the project manager to seek the PSC endorsement on the Final Narrative Report prior to its submission to RPCU.
12. Using the project closure checklist provided in Annex 3, the project manager will indicate the status of the task indicated in the first two columns of the checklist, by ticking the appropriate status. If the “no” status has been ticked, an explanation (to be indicated at the Remarks column) would be required. For the project to be considered technically, financially and administrative closed, all transactions must be completely (or an agreement is made when it will be ultimately) delivered within the duration of the project.
13. The project manager transmits the project closure checklist (annex 3) together with the draft Final Narrative and Final Financial reports including annexes and supporting documents, to RPCU for review.
14. RPCU reviews the **draft** Final Narrative and Final Financial reports. Within two weeks upon receipt of these reports, the RPCU will convey its observations and comments to the project manager (cc: agency head or supervisor) and request the submission of the final version of the reports.
15. Within two weeks before the end of the project, the project manager shall submit to RPCU the final version of the Final Narrative and Final Financial reports including acquittals and supporting documents. The final version of these reports should bear the endorsement or signature of the agency head or the immediate supervisor.
16. Within two weeks upon receipt of the Final Narrative and Final Financial Reports, the RPCU will review the Final Narrative and Final Financial reports, acquittals and supporting documents. The project

manager (with a copy to the head of the implementing agency or the supervisor) will be notified on the results of this review. Once the Final Narrative and Final Financial reports, acquittals and supporting documents are approved, RPCU will request the lead implementing agency to release the last salary of the project manager.

Timelines

RPCU urged national IW R2R demonstration projects to fulfil the requirements following the timelines indicated below:

Deadlines	Activity
One month before the end of the project	Submission of the Final Report and Final Financial Report to the RPCU.
<p>Within two weeks upon receipt of the Final Report and Financial Report</p> <p>(It is a must that the report shall be submitted one-month before the project ending date which gives the RPCU two weeks to review the documents, and conveys its comments to the project manager within two weeks before the final project ending date).</p>	<p>RPCU conveys to the project manager with a copy to the head of implementing agency the results of the review/assessment of the final narrative and final financial reports.</p> <p>The project manager responds to the comments by way of revising the report and/or providing supplemental documents to ensure completeness of the final reports.</p> <p>Within the two weeks period, the project manager should resubmit the revised version of the final report with corresponding endorsement (signed copy) from the head of the agency. This will serve as basis for the final payment of the last salary of the project manager.</p>
Once final narrative and final financial reports are cleared by RPCU	SPC will issue an official communication to the head of the agency (copies provided to appropriate offices of both the participating government and the SPC regional focal points) indicating that future claims of the national IW R2R project will no longer be entertained.

Table 1. Revised and updated Environmental Stress Reduction Targets of the Regional IW R2R Project

Country	Stress Reduction Measures	Specific Activity	Original Target	Updated Targets	Baseline	Achieved	Unit of Measure
Cook Islands	Catchment Protection Measures	Improved catchment management	8,018.00	600.00			Hectares
Fiji	Catchment Protection Measures	Mangrove Management	606.00	500.00			Hectares
FSM	Catchment Protection Measures	Improved catchment management	1,905.00	200.00			Hectares
Kiribati	Municipal Waste Pollution Reduction	Original: Dry Litter Piggeries New: Conversion of 30 wash down piggeries to dry litter technology	229.00	955.00			TN kg/yr
Nauru	Municipal Waste Pollution Reduction	Constructed wetland	749.00	0			TN kg/yr
	Restored Habitat	Revegetation	10.00	10.00			Hectares
Niue	Catchment Protection Measures	ICM planning	4,608.00	200.00			Hectares
	Municipal Waste Pollution Reduction	Septic system	1,623.00	0			TN kg/yr
	Pollution Reduction in Aquifer	On site sanitation treatment	0.32	0			TN kg/yr
PNG	Catchment Protection Measures	Conserved/protected	7,151.00	220.00			Hectares
RMI	Catchment Protection Measures	ICM Plan	544.20	255.00			Hectares
Samoa	Catchment Protection Measures	Catchment Management Plans	12,740.00	12,740.00			Hectares
	Restored Habitat	Revegetation	1,200.00	1,648.00			Hectares
Solomon Islands	Catchment Protection Measures	Improved catchment management/ Sustainable Land Use Strategy	3,027.00	575.00			Hectares
	Conserved/Protected Wetland	ICM Plan	200.00	200.00			Hectares
Tonga	Conserved/Protected Wetland	CFM Plans	90.00	90.00			Hectares
	Municipal Waste Pollution Reduction	Original: Onsite waste water treatment New: Conversion of 6 HH sanitation systems to compost toilets	2,255.00	104.00			TN kg/yr
Tuvalu	Municipal Waste Pollution Reduction	Dry-litter piggeries	1,422.00	536.00			TN kg/yr
				150.00			TP kg/yr
	Pollution Reduction in Aquifer	Dry-litter piggeries	7.60	11.00			TN kg/yr
Vanuatu	Restored Habitat	Planted with Endemic Species	30.00	30.00			hectares
Vanuatu	Restored Habitat	Revegetation	5,598.00	2,570			Hectares

Annex 3. Project Closure checklist

Topic	Description	Status		Remarks
		Yes/Done	No/ Not done	
Implementation of activities	All planned activities are implemented.			
Pilot testing of the Stress Reduction measures	Is the baseline data and actual achieved stress reduction targets available and incorporated in the final report? Note: Refer to Table 1 of this guideline for the stress reduction target/s.			
Final Narrative report Annexes	With reference to number 5 of this Project Closure supplemental guidelines, are the annexes numbered and appropriately labelled and attached to the Final Narrative Report?			
Summary table on trainings conducted and stakeholders consulted	Is the summary table containing the following: 1. List of trainings conducted with corresponding number of participants sex-disaggregated, available? 2. List of stakeholders consulted with corresponding number of participants sex-disaggregated, available?			
Co-financing	Is the summary table of co-financing indicating sources and amount contributed available?			
Inventory/ Assets and facilities	Is the inventory of the project goods and equipment complete and available? Note: This should be attached in the Final Report.			
	Project goods and equipment handover over to agreed government office or recipient in consultation (with approval) by RPCU?			
Presentation of National project results (outputs and achievement)	Optional: Outputs and achievements (as contained in the Final report) presented to the national Project Steering Committee (PSC)?			

Final Narrative Report	Final Narrative report with complete annexes, endorsed by the head of the implementing agency of the National IW R2R project?			
Final Financial Report	Final financial report and final acquittal with complete supporting documents, endorsed by the head of the financial unit of the implementing agency of the National IW R2R project?			
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