

**From:** Sophie De Caen  
Director, MDG-F Secretariat

**To:** UN Resident Coordinator  
49 MDG-F Participating Programme Countries

**Subject:** **Closing of MDG-F Joint Programmes**

November 1, 2011

Dear colleagues,

As joint programmes supported by the MDG Achievement Fund are reaching the end stages of implementation, we would like to take this opportunity to thank you for your efforts and contribution to date to advancing development results and commitment to national ownership of development processes and advancing the 'Delivering as One' agenda.

The MDG Achievement Fund is closely coordinating with the MPTF Office to ensure a smooth operational and financial programme closure. Notwithstanding the fact that each UN agency has its rules and regulations guiding the programme closure<sup>1</sup> of operations and finances, the process of programme closure should take account of the following:

From 1<sup>st</sup> of December 2011 onwards an Official notification from Multi-Partner Trust Fund Office (MPTF) to each joint programme will be sent six months prior the last day of the joint programme to re-confirm the end of the date of the joint programme and to ensure that the joint programme teams and corresponding governance committees can plan the programme closure accordingly. This official notification will enclose the relevant package of documentation that needs to be completed to formalize the closure of the joint programme.

Upon receipt of the notification and package, the joint programme team should clearly map the required actions to be taken to the end date of programme operations. The mapping of closure activities could be in the form of a plan or checklist<sup>2</sup> and at a minimum, it must include the following:

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<sup>1</sup>Please see the Implementation Guidelines for MDG Achievement Fund Joint Programmes at [http://www.mdgfund.org/sites/all/themes/custom/undp\\_2/docs/MDG-F%20Joint%20Implementation%20Guidelines.pdf](http://www.mdgfund.org/sites/all/themes/custom/undp_2/docs/MDG-F%20Joint%20Implementation%20Guidelines.pdf)

<sup>2</sup> Please visit our website for examples at [Resources | MDG Fund](#).

- (i) **Final Evaluation:** Prepare and conduct a **Final Joint Programme Evaluation**. Generic terms of reference for final evaluations to be used as a reference document to be further contextualized are available on our website<sup>3</sup>. The final evaluation must be completed within the time frame of the joint programme and at the cost of the joint programme. The final evaluation report needs to be forwarded by the UN Resident Coordinator to the MDG-F Secretariat. MDG-F Secretariat is available for advice.
- (ii) **Final Report**<sup>4</sup>: Draft the **final joint programme report** and conduct a **final programme review** by the Programme Management Committee and National Steering Committee to review results against expected outcomes and outputs. A copy of the **Final Report** is to be submitted to the MDG-F Secretariat and MPTF Office through UN Resident Coordinator no later than a month after the joint programme end date.
- (iii) **Operational closure:** All contracts (including for example personnel, infrastructures, services and goods) must be completed by the end of the joint programme. Although outstanding payments may be processed afterwards.
- The **sustainability plan** for each joint programme and corresponding **exit strategy**, if it has not been previously prepared, should be fully developed during the last six months of the joint programme clearly identifying functions and handover of outputs.
  - In line with the Fund's principal policies to support national ownership and leadership of development interventions, we strongly encourage that joint programme purchased **assets are adequately transferred to national counterparts and/or entities** that will continue working on the sustainability of the programme results. The Programme Management Committee must endorse the proposal of transferring assets, and each agency proceeds to the transfer as per its rules and regulations.
  - Update the **inventory list, transfer and disposal of assets**.
- (iv) **Financial Closure:**
- As indicated in the signed MoU between the MPTF Office and each participating UN agency, corresponding rules and regulations shall apply for the financial closure of the programmes. Therefore, timeframe to settle financial expenditures and payments may vary depending on each agency. Final, certified financial reporting will be provided by the UN agency's Headquarters.

<sup>3</sup>At <http://www.mdgfund.org/sites/default/files/Final%20Evaluation%20-%20Generic%20ToRs%20-%20English%20-%20Web%20version.pdf>.

<sup>4</sup>Enclosed for easy reference and available on the website at <http://www.mdgfund.org/content/managementtools>.

In order to avoid the return of unspent funds due to savings and over budgeting of activities by individual UN agencies, six months prior to the end of the programme if not done previously, the financial status of the programme should be thoroughly reviewed with the view to re-direct accumulated resources due to savings and/or over budgeting of in certain activities to reinforce other areas of programme implementation.

**Uncommitted funds by the end date of the joint programme will have to be returned by each UN agency to the MPTF Office (AA).**

**Unspent funds when accounts have been closed will also be returned to the MPTF Office. UN Agencies' headquarters will be the main interlocutor with the MPTF Office regarding return of funds.**

Kind regards.

Cc.  
Participating UN agencies  
128 Joint Programme Coordinators  
49 RC officers  
MPTF

