that these be completed in a timely manner by all Agency HQs

Review and provide comments on the draft final narrative report before it is finalized;

Remind the Agency about the evaluation requirements and provide support and oversight to the evaluation process including on TORs and evaluation deliverables;

Upload the final version of the final narrative report onto the Gateway and notify PBSO when this is done.

To address potential and actual delays with operational closure, **PBSO** will (with MPTFO support):

Complete an annual review to identify projects with delayed project closure and notify Country Offices so these can be addressed.

For any project where PBSO and the country office have exhausted options to obtain a final report from the recipient agency, PBSO will consider options for exceptional project closure.

D. Financial project closure

WHAT FINANCIAL CLOSURE

e. The Agency has financially closed the project in your system according to yo procedures.

f. Once all of the above has been complied with, the Agency HQ issues a final <u>certified</u> financial report, including the final year of the activities in the approved programmatic document.

<u>TIMELINE FOR FINANCIAL CLOSURE:</u>

Financial project closure: Each Recipient Agency must complete financial closure of a project within eighteen (18) months after operational closure or according to the time period specified in the financial regulations and rules of the Recipient UN Organization, whichever one comes first.

Final financial reporting: Each Recipient Agency HQ must provide certified final financial statements and final financial reports after the completion of the activities in the approved programmatic document, including the final year of the activities, no later than five (5) months (31 May) after the end of the calendar year in which the financial closure of the activities in the approved programmatic document occurs, or according to the