## Guidance for bilateral projects

August 2018

## Checklist for Project Completion

**Name of the Project**

| **Item**  | **Date of completion**  | **Responsible** |
| --- | --- | --- |
| Decision on project completion (in the Steering Committee meeting) preferably at least a year before completion |  | MFA Desk Officer |
| Phasing out Plan (Handing over plan / exit strategy) (Often it is a part of the last year work plan) |  | Implementing Agency |
| Inventory of the assets  |  | Project Director and Consultant |
| Inventory of reports, studies, designs, etc. |  | Project Director and Consultant |
| Preparation of Handing Over certificates (project assets) |  | Project Director and Consultant |
| Terminating any local contracts (employment, utilities, etc.) that have been made by the TA and ensuring their transfer to local authorities, when applicable; including respective payments (severance payments to local staff etc.) |  | Consultant |
| Signing of the Handing Over certificates (project assets)  |  | Receiving unit and Consultant (if in charge of asset management); signature or endorsement by Embassy  |
| Draft completion report prepared |  | Implementing Agency and Project Director |
| Draft completion report received |  | MFA Desk Officer |
| Draft completion presented to the SC/SVB |  | MFA Desk Officer |
| Preparation of the “Document to certify the completion of the project”  |  | Project Director and Consultant |
| Signing of the Document to certify the completion of the project, organizing the Handing Over ceremony |  | Government (partner country) and Finnish Embassy |
| Communications/ News regarding the completion  |  | Finnish Embassy and MFA Desk Officer |
| Approval and payment of the last invoice of the service provider |  | MFA Desk Officer |
| Proposal and decision on reallocation of project funds (if not 100% delivery) |  | MFA Desk Officer and Director General |
| Final Completion Report to MFA archive |  | MFA Desk Officer |
| Preparing a Final evaluation is useful |  | MFA Desk Officer |
| Sharing the lessons learned |  | MFA Desk Officer, Finnish Embassy and partner country representatives  |
| Closing of the programme/project in AHA |  | MFA Desk Officer |