**CBM Global Nepal Country Office**

**Project Closure /exit plan**

**P00124- Sundar Sansar**

**Partner- NNJS EREC-P**

|  |  |  |  |  |  |
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| **S.N.** | **Plan** | **Responsible** | **Person lead** | **Expected Support From** | **Timeline** |
| 1 | Meeting with partner to inform project closure status and agree on project closing/exit plan | CBM and partner focal person |  |  |  |
| 1 | Discussion at the partners management level | Sanjay Yadav | Sudhir Kumar Thakur |  |  |
| 2 | Inform all staff about the status of the project | Sanjay Yadav | Sudhir Kumar Thakur | Admin/HR |  |
| 3 | Implement the activities for exit plan period | Sanjay Yadav |  |  | By December 15 |
| 4 | Wrap-up the community activities | Sanjay Yadav & Team |  |  | By December 28 |
| 5 | Close-out meetings with local governments | Sanjay Yadav | Sudhir Thakur |  | 31st Dec 2023 |
| 6 | Project completion report (draft) and Statistics | Sanjay Yadav | Rasmita Bhattrai | Project completion report format will be provided by Bikash Pyakurel | 1st week of December |
| 7 | Submission of final report | Sanjay Yadav | Rasmita Bhattrai |  | 1st week of Janurary |
| 7 | Finalize project documents (learning documents, case studies, impact documentations) and deliverable such as final evaluation, sustainability) | Sanjay Yadav | Rajiv Ranjan Karn & Rasmita Bhattrai |  | 31st Dec 2023 |
| 8 | Audit report |  |  | Finance dept | 15th Feb 2024 |
| 9 | Ensure compliance for project closure from CBMG (Indicator tracker,  Final report,  Statistics,  Overall report,  Financial report) | Sanjay Yadav | Rasmita Bhattrai | Finance dept | Feb 15th , 2024 |
| 10 | Finalize reports | Sanjay Yadav | Rasmita Bhattrai | Bikash Pyakurel | 31st Dec 2023 |
| 11 | Close in system |  | Bikash Pyakurel |  | 31st Dec 2023 |