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USAID/PHILIPPINES SCALING INNOVATIONS IN MOBILE MONEY (SIMM) PROJECT

CLOSEDOWN PLAN FOR THE SIMM PROJECT

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Scaling Innovations in Mobile Money (SIMM) Closedown Plan

USAID-DAI Contract No. AID-492-C-12-00004

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1. OVERVIEW

The USAID/Philippines Scaling Innovations in Mobile Money (SIMM) Project will conclude on April 25, 2014. The purpose of this Operations Closedown Plan is to provide USAID with an overview of SIMM Project's approach to the administrative closedown of program operations. In order to address crucial administrative matters, including honoring the terms of our office lease, we will initiate closedown activities on/around March 17, 2014. This will also allow us sufficient time to submit approval requests for our Home Office closedown support team. This timeline is based on the terms of our current contract with USAID, but can be revised to fit any extensions made to the contract. This separate document will facilitate easier review by USAID's Office of Procurement.

1.1. Approach

We plan to dispose of all electronic equipment to local partners and have all the furniture and the rest of the office equipment transferred to USAID projects by April 23, 2014. We plan to close the office approximately one week prior to the Program's final date to allow time for the shipping of files and disposal of equipment. During this period, a core staff will be retained to close out bank accounts, pay final bills and ensure the close out of all activities and delivery of final reports to USAID.

1.2. Closedown Management

Per DAI's standard project closedown protocol, the SIMM Project will establish a closedown team consisting of key SIMM Project staff members and support staff from DAI's home office. The closedown team will be responsible for putting together the detailed closedown plan and overseeing its implementation. Notably, DAI will also assign a quality assurance representative independent from the closedown team to act as a neutral observer of the closedown process, review critical closedown team deliverables, and ensure that the quality and substance of documentation meets best practice project management standards. With the closedown plan in place, the SIMM Project will utilize DAI's Technical and Administrative Management Information System (TAMIS) to manage and monitor the closedown process. A separate module has been added to the TAMIS specifically for closedown tasks, with all tasks assigned to members of the SIMM Project team. A screenshot of this module is shown in Appendix D.

2. FINAL REPORT

The team will prepare the project's final report and will submit it to USAID by March 26, 2014.

3. FINANCE

3.1. Internal Audit of Financial and Administrative Backup

Prior to the close of the SIMM Project office, DAI shall conduct a review of financial, administrative, and personnel files. This review will ensure that employee and transaction documents and files are complete with all required approvals. The SIMM Project files will be structured in accordance with a file map to facilitate access to such documents in the future. DAI will also perform a spot check of journal vouchers that support invoices submitted to USAID. The internal audit will be conducted by SIMM Project and

DAI home office staff, and will ensure that financial and administrative backup files are complete and in chronological order. Ultimately, all financial and administrative files will be labeled and shipped to DAI/Washington about 15 days prior to the end of the program for long term storage by DAI.

3.2. Preliminary Final Invoice Submission

The Preliminary Final Invoice should be submitted to USAID within six months after the contract end date of April 25, 2014, or by October 25, 2014 at the latest. A Preliminary Final Invoice (or Pre-Final invoices) is always issued given that final indirect rate adjustment (after all technical, contractual and financial obligations under the contract have been fulfilled) may be required. Once the pre-final invoice is submitted to USAID, no additional costs can be billed other than indirect costs due to Final NICRA Adjustments.

4. PERSONNEL

4.1. Staff Termination Schedule

The employment of SIMM Project technical staff will expire mostly on April 25, 2014 and administrative staff, on April 25, 2014. By that time, all technical activities, administrative shutdown, and all associated logistics will have been finalized.

4.2. Termination Packages

In accordance with Philippine Labor Laws and agreements with USAID, SIMM Project staff shall be given a pro-rated portion of the 13th month bonus that would have been paid had the project continued through the end of the calendar year. They will also monetize unused vacation leaves for up to 10 days per employee

5. INVENTORY MANAGEMENT AND DISPOSITION

5.1. Office Disposition Process

The disposition of inventory is one of the most important aspects of program shutdown.

SIMM Project has audited its equipment and furniture inventory, identified partners, compiled a file list, and shall submit this list to USAID for review and approval. The inventory audit was conducted according to the steps listed below:

1. **Inventory Audit.** Verify that every item in possession of SIMM Project is included in the inventory list, and that all information regarding each item is correct.
2. **Form Internal Inventory Disposition Team (IIDT).** This team will consist of the project's Chief of Party, Office Manager, and Finance Officer. Aside from the IIDT, we also formed a Shutdown Team who will be responsible for putting together the detailed shutdown plan and overseeing its implementation (see Table below). DAI shall submit a request for technical approval and travel clearance for Home Office support for the shutdown.

SIMM Project Closedown Team

Key SIMM Project Staff	Role
Anna Langer	Project Manager / Closedown Manager
Mamerto Tangonan	Technical Lead
Anna Langer	Home Office Finance Lead
John McGuire	Contracts Lead
Theresa Contreras	Field Administrative Lead
Sonny Cavan	Field Finance Lead
Elizabeth Cutler	Home Office Administrative Lead / Office Closedown Specialist

3. **Develop Short List of "Star" Partners.** We have developed a short list of SIMM Project key partners and have contacted potential recipients. The selection of the short list was guided by the following principles:
 - a. Begin with local organizations who have shown effectiveness in implementing or contributing to SIMM Project and who show the greatest potential for effectiveness and sustainability in the future.
 - b. Where possible, prioritize organizations that are significantly under-resourced.
 - c. Local organizations and "star" partners should be evaluated based on practical needs and their potential for sustainability.
 - d. For any disposition, particularly equipment such as computers and other technical equipment, ensure that the recipient has the capacity to maintain it.
 - e. Do not make any commitments to partners, written or verbal, until USAID has officially approved the Inventory Disposition Plan.

4. **Create Draft Inventory Allocation.** Based on SIMM Project's knowledge of each organization (and the above guidelines), develop a draft disbursement plan, including a list of items proposed to be transferred to each partner.

5. **Meeting with Proposed Recipients.** Invite each organization individually to the SIMM Project office to discuss the proposed disbursement. Communicate that the SIMM Project is going through its closedown process, and, as such, will be transferring inventory to key partners such as themselves. Explain that the SIMM Project has already compiled a draft, and then review this draft with them. Obtain feedback on whether the proposed items are truly needed and are appropriate, and whether there are possibly additional needs not yet considered. Finally, reach an agreement in principle on items to be transferred, while reminding the partner that it cannot be finalized without USAID approval.

6. **Submission of Request Letter by Partner.** Based on the meeting with the SIMM Project, the Partner should submit a formal letter (on their own letterhead) requesting the transfer of the agreed upon items. A template for this letter is provided in the SIMM Project Closedown Plan and is attached as Appendix B -1.

7. **SIMM Response Letter Issued.** The SIMM Project then replies with a letter signed by the Chief of Party confirming agreement (pending USAID approval) to the proposed disposition plan.

Alternatively, the response letter may communicate agreement with revisions if circumstances have changed based on meetings with other Partners. The letter also provides a transfer date and time. A template for this letter is provided in the SIMM Project Closedown Plan and is attached as Appendix B-2.

8. **Submission of the disposition plan to USAID for Approval.** SIMM Project will submit its final proposed disposition plan and closedown plan to the USAID COR for her review and approval by March 7, 2014 pending guidance from the COR on recipients for some items. No goods will be transferred until the SIMM Project has obtained approval of the plan from USAID's Contracting Officer. The template for the final disposition plan is attached as Appendix A.
9. **Transfer of Goods.** Following USAID approval, the SIMM Project contacts the Partner and confirms the pickup date. On the appointed date and time, the Partner comes to the SIMM Project office to pick up the items. The Partner must sign a transfer receipt prior to removing the items from the office. A template for the transfer receipt is included in the SIMM Project Closedown Plan and is attached as Appendix C.
10. **Documentation Follow-Up.** After the transfer is completed, all original letters and transfer receipts are compiled into one file.

6. ADMINISTRATION AND AUDITING

6.1. Office Closedown Administration

The administrative closedown process will require approximately 30 days. This process will include such steps as an audit of all inventory preparation of draft disposition plan, audit and shipment of files, dismantling of the local area network (LAN), transfer of approved inventory to local partners, and the closing of bank accounts.

Besides disposition of inventory, the dismantling of the LAN and cleaning of all computers is one of the more time consuming activities. In addition to physically unwiring the office and server, each computer must be "cleaned" of all program files and registered software. Due to licensing issues, DAI-SIMM Project cannot dispose of software to a beneficiary. Software must be removed from all hardware and returned to USAID. If USAID is not able or willing to accept the software licenses, it will be properly discarded. All program files will be backed up and sent to DAI's offices in Bethesda Maryland. Once computers have been cleaned and hard drives reformatted, DAI-SIMM Project will install open-source software on each machine so that it is fully operational upon transfer to approved partners.

To facilitate the proper dismantling of LANs and disposal of all IT equipment, DAI-SIMM Project will submit to the COR in March an approval request for a home office network administrator to visit the Philippines. DAI-SIMM Project foresees a trip in early-April to train SIMM Project's network administrator on closedown procedures and to support the closedown of the SIMM Project Office.

6.2. Close Out Meetings / Conference

March 24, 2014 – Bangko Sentral ng Pilipinas (BSP) Exit Meeting

March 26, 2014 – Department of Budget and Management (DBM) Exit Meeting

March 28, 2014 – Presentation of LGU Mobile Money Implementation Toolkit to Bureau of Local Government Finance (BLGF)

April 2, 2014 – SIMM Project Exit Conference

7. SUMMARY OF KEY CLOSEDOWN DATES

The following table contains a list of key dates for the closedown process.

Date	Actions
March 7, 2014	Prepare and complete Closedown Plan components
March 25, 2014	Prepare client closedown documentation and complete remaining Closedown documentation
April 18, 2014	Submission of SIMM Project Final Report and other Project Reports to USAID
April 21, 2014	SIMM Project's computers and servers are offline
April 23, 2014	Office equipment disposed; SIMM Project office officially closed
May 2014	Finalize Home Office Closedown
June 2014	Closeout Contract and Gather Lessons Learned

APPENDIX B – 1: Partner Request Letter Template

_____2014

Mr. Mamerto Tangonan
Chief of Party
USAID/Scaling Innovations in Mobile Money (SIMM) Project
Suite 1004, 10/F 139 Corporate Center
139 Valero St., Salcedo Village
Makati City

Subject: Request for Office Assets

Dear Mr. Tangonan:

As a partner of the USAID/Scaling Innovations in Mobile Money (SIMM) Project in _____, we would like to request for these office assets (please see attached list). We particularly need these equipment/furniture to support our _____.

We understand that you may need to get USAID approval for this request and we will abide by whatever decision is made.

We would like to express our deepest gratitude for all your support and assistance. It has been a fruitful collaboration and we are looking forward to working with you again in the future.

Respectfully yours,

Head

APPENDIX B – 2: SIMM Response Letter Template

<Date>

<Name and Address of Partner>

Re: Transfer of Assets of the USAID/Scaling Innovations in Mobile Money (SIMM) Project

Dear _____:

With reference to your letter dated _____ regarding the request for assets from the USAID/SIMM Project, we agree in principle to the request to transfer the assets from USAID/SIMM Project to your office.

Subsequently, we will first have to forward this request to USAID for its approval. Afterwards, we will contact you to discuss the transfer of these assets to your office. We hope these assets can contribute positively to the sustainability of your organization and ultimately improve and strengthen the water services sector in the Philippines.

We wish you the best in all your undertakings.

Very truly yours,

Mamerto Tangonan
Chief of Party

APPENDIX C: Inventory Transfer Receipt Template

The USAID/SIMM Project has received the required USAID approval to transfer program equipment to your organization. The equipment for which you will take ownership is listed below (or in attached inventory list if greater than 5 items).

Item Description DAI Inventory # Model/Make/Serial # Quantity Condition

Receipt Certifications:

DAI, a USAID contractor heretofore with custody and control of the above mentioned property for use in carrying out the USAID/SIMM Project hereby agrees to transfer all rights, title, and interest in the property and transfer physical possession to the recipient organization acknowledging receipt below.

I, _____ on behalf of USAID/SIMM Project, acknowledge that the equipment item(s) described above has (have) been disposed of according to the USAID approval program equipment disposition plan.

Signature over Printed Name

Date:

I, _____, on behalf of _____, acknowledge receiving the equipment described in its current state of condition.

Signature over Printed Name

Date:

Acknowledged by:

Mamerto Tangonan
Chief of Party
USAID/SIMM Project

APPENDIX D: Closedown Module in TAMIS

The screenshot displays the Philippines SIMM TAMIS application window. The title bar reads "Philippines SIMM TAMIS - 1. Workplan\8. Close Down\1. New Task Info Summary - IBM Lotus Notes". The menu bar includes "File", "Edit", "View", "Create", "Actions", "Tools", "Window", and "Help". The toolbar contains icons for "Open", "Home", "Vicente Catudio - Mail", and "Philippines SIMM TAMIS - 1. Workpla...".

The main interface is divided into two panes. The left pane shows a hierarchical tree structure:

- Meetings
- Events
- Training
- PHP
- Workplan New
- Publications
- Old Technical Section
- >>ADMINISTRATIVE
 - 1. Contacts
 - 2. Travel and Leave
 - 3. Procurement
 - 4. Project Administration
 - 6. Internal Approvals
 - 9. Field Operations Manual
 - > TAMIS Change Requests
 - > TAMIS Help Guide
 - > Excel Reports
 - > Database Administration
- >>CORPORATE
 - Workplan Old
 - Calendar Old
 - Start-up
 - Close Down
 - 1. Task Information Summary
 - 2. Task Information Summary By Person
 - 3. Close Down Progress Report
 - 4. QA Review
 - 5. Close Down Progress Report By Due Date
 - 6. Close Down Packing Boxes
 - 7. Paxton Report View
 - 8. Close Down documents
 - 9. Expat Personnel Checklist
 - 10. CCI Personnel Checklist
 - Record Trackers
 - Project Schedule of Authorities
 - DUNS

The right pane features a table with columns: "Stage", "No.", "Category", "Tasks", "Timeframe", "Responsibility", "QA Point", "Due Date", and "Date Completed". The table is currently empty.

At the bottom of the window, a status bar indicates "Notes configuration settings have been refreshed". The Windows taskbar is visible at the very bottom, showing icons for Internet Explorer, Outlook, Word, and other applications.