

“DIG DATA” CHALLENGE

GRANTS MANAGEMENT MANUAL

2019

Contents

ABBREVIATIONS AND ACRONYMS

1. INTRODUCTION TO DIG DATA CHALLENGE

- 1.1. Social and Gender Integration Plan for TAG Project

2. BACKGROUND OF ENVIRONMENT DIG DATA CHALLENGE

- 2.1. Air Quality Dig Data Challenge

3. INTRODUCTION TO GRANTS MANUAL

- 3.1. Grants Manual Purpose
- 3.2. Grants Manual Scope

4. TYPES OF GRANT AGREEMENTS

5. GRANT SIZES

6. GRANT CURRENCY

7. GRANT PAYMENTS

8. GRANT BUDGET

9. ELIGIBILITY FOR GRANTS

- 9.1. Ineligible Activities
- 9.2. Other Eligibility Criterias

10. APPLICATION PROCEDURE

- 10.1. Call for Applications
- 10.2. Queries on Applications
- 10.3. Applicant Support and Mentorship
- 10.4. Evaluation and Selection
 - 10.4.1. Judging Criteria
- 10.5. Indicative Timeframes for Grant Processing

11. GRANT IMPLEMENTATION AND MONITORING

11.1. PROCESSES AND PROCEDURES FOR MAKING PAYMENTS TO GRANTEES

- 11.1.1. Establishment of Grant Agreements
- 11.1.2. Disbursement Procedures
- 11.1.3. Disbursement Schedule
- 11.1.4. Accountability
- 11.1.5. Receipts
- 11.1.6. Bank Accounts
- 11.1.7. Delays in Disbursements

11.2. MONITORING AND EVALUATION OF GRANT ACTIVITIES

- 11.2.1. Reporting Requirements
- 12.2.2. Non-compliance

11.3. GRANT COMPLETION, FINAL EVALUATION, AND CLOSING

APPENDICES

APPENDIX I. CALL FOR APPLICATIONS

APPENDIX II. INFORMATION PACKAGE

APPENDIX III. APPLICATION EVALUATION FORMS FOR JUDGES

APPENDIX IV GRANT AGREEMENT TEMPLATE

APPENDIX V. PROJECT MILESTONE REPORT FORM

APPENDIX VI. ANNUAL REPORT FORM FOR GRANTEES

APPENDIX VII. AIR QUALITY DATA GUIDEBOOK

ABBREVIATIONS AND ACRONYMS

AQ – Air Quality

GoK – Government of Kosovo

MCC – Millennium Challenge Corporation

MESP - Ministry of Environment and Spatial Planning

MFK – Millennium Foundation Kosovo

KEPA - Kosovo Environmental Protection Agency

KHMI - Kosovo Hydrometeorological Institute

NIPH - National Institute of Public Health

SOP – Standard Operating Procedure

TAGP – Transparent and Accountable Governance

1. INTRODUCTION TO DIG DATA CHALLENGE

The Transparent and Accountable Governance Project (hereinafter, TAG Project) will carry out three open data challenges, named “Dig Data”, which will let the government pose their challenges to civil society and private sector stakeholders to propose creative, data-grounded solutions, which can be a model for more productive partnerships between government, civil society, academia and the private sector.

The “Dig Data” Open Data Challenge Activity is concentrated in improving the public availability and analytical use of judicial, environmental, and labor force data by civil society, business, and the Government, thus promoting data driven decision-making.

Through this activity, Millennium Foundation Kosovo (hereinafter, MFK) aims to foster productive partnerships between the Government, private sector, and civil society, support innovation in data use and analysis, and develop a culture of information sharing and evidence-based decision-making.

Grants will be awarded through multiple open data challenge windows in the following areas:

1. Time use and Labor Force data, 2018
2. Environmental data, 2019
3. Judicial data, 2020

1.1. SOCIAL AND GENDER INTEGRATION PLAN FOR TAG PROJECT

In line with the Millennium Challenge Corporation (hereinafter, MCC) Gender Policy, MFK has produced a Social and Gender Integration Plan that seeks to integrate social and gender issues into all Threshold Program activities. In particular, early compact development identified the low participation of women in the labor market as a critical, cross-cutting concern that could limit the equitable participation of Kosovan citizens in the benefits of Threshold Program investments. Opportunities to strengthen the economic participation of women are therefore integrated as a cross-cutting issue into the Threshold program, consequently into the TAG Project and all Dig Data challenge activities, which require special attention and outreach to women and minority groups. The Dig Data challenge emphasizes disaggregation and analysis of data by meaningful categories, such as gender, ethnicity, or region, as well as efforts to ensure the participation of women’s organizations and minority group organizations.

2. BACKGROUND OF ENVIRONMENT DIG DATA CHALLENGE

Kosovo's poor air quality, particularly in the winter months, has been a long-standing health risk. Despite this, until the recent installation of air quality monitors, Kosovo's citizens lacked context for how their air quality compared to other geographies and how it impacted their health. Moreover, the data emanating from the monitors, is available but not easy to find, and, once located, is technical and difficult to understand. Citizens do not immediately know what the air quality data signifies and what informed choices they can make to protect themselves and constructively advocate for improved air quality.

Today, Kosovo is experiencing a proliferation of air quality data from numerous government and non-government sources. Nonetheless, its citizens face challenges in interpreting the data - particularly when it comes from different sources, it changes over time, and reflects immediate, local conditions. In this information uncertainty Kosovo's stakeholders and citizens are struggling to have productive, data-informed conversations about poor air quality and what steps to take in the short and long term.

2.1. AIR QUALITY OPEN DATA CHALLENGE

MFK calls on open data movers and shakers and opinion-makers, start-ups, civil society, the private sector, academia, journalists, designers, technology innovators, and creative problem solvers to submit proposals that address the question:

How might we use outdoor air quality data – possibly in combination with health, economic, transportation, construction, or other data sets – to empower Kosovo's citizens to make data-informed decisions and to take improved and constructive personal and civic action?

All applicants should propose creative solutions based on the open data from the Government of Kosovo (KEPA/KHMI/NIPH) and/or other credible open data from national and international institutions to inform Kosovo's citizens about air quality data and what steps to take according to the data.

The Incentive

Three winners will be eligible for:

- Grants up to 50,000€ (total of 150,000€ available) to implement a proposal.
- Mentorship.
- Networking opportunities among relevant stakeholders.
- Publicity, promotion, and profile-raising activities.

3. INTRODUCTION TO GRANTS MANUAL

Dig Data – Open Data Challenge Activity is funded by MCC and will award grants through a competitive process to individuals or organizations that have innovative ideas about how to use, analyze, and present data to influence and support the Government’s analytical and public communication needs. To ensure the newly available data resulting from the Threshold Program and other sources is used to drive decision-making, Dig Data will engage, support, and connect local innovators, developers, and solution providers to use open data to help produce tools and analysis that responds to Government needs, thereby creating examples of constructive relationships between the Government, private sector, and civil society. The activity will support relevant Government entities to creatively share data, formulate their critical needs or questions, which they would like help in answering and identify innovative solutions that would help Government transparency and efficiency. It will also support the Government to implement or plan for implementation of solutions identified as part of the Kosovo Open Data Challenge “Dig Data” Activity. Through this process, the Kosovo Open Data Challenge Activity will in particular emphasize identification of potential inequalities related to gender, ethnicity, region, or other relevant disaggregation, and solution-oriented analysis of data, and adoption of those solutions. by civil society, business, and the Government, thus promoting data driven decision-making.

In this manual, MFK is defined as “grantor” that will implement the activity by dispersing grants to individuals, companies, and organizations (which are defined as “grantees” in this manual) in Kosovo with innovative ideas about how to use, analyze, and present data to influence and support the Government’s analytical and public communication needs. The MFK will implement this project and ensure the full accountability of the use of MCC funds. Thus, this manual is designed to provide direction from the phase of identifying potential grantees through the close out process, as well as provide responsibility assigned to MFK towards the precise management of grant funds received from MCC and precise management of MFK grantees.

3.1. GRANTS MANUAL PURPOSE

The purpose of the manual is to provide policies and guidelines (including the policies, procedures and operational management) with regards to the grants to be implemented under the Dig Data Challenge, as well as codify various sets of standard operating procedures (hereinafter, SOPs) to guide the MFK and its sub-grantees in managing the grant funds effectively, efficiently, and in accordance with the best practices.

3.2. GRANTS MANUAL SCOPE

The manual covers all procedures related to the management of grantees, starting from the release of the applications for grants until the closeout of the granting process. In addition, the manual directs the responsibilities of the parties for the activities, the type of activities, and the timeframe of implementation of the activities.

4. TYPES OF GRANT AGREEMENTS

Fixed Obligation Grant (FOG), whereby grantees receive payments upon MFK's approval of deliverables/milestones based on a schedule included in the grant agreements. Payments will be dependent on successfully meeting the deliverables and on approval of project milestone and financial reports. MFK team will work with the grantees to structure a grant agreement with tasks, milestones and a budget that makes clear the amount of grant funds that will be disbursed upon completion of each milestone. After submitting the documentation of completing an agreed upon milestone, the Grantee will receive grant funds per the terms of the Grant Agreement signed with MFK.

5. GRANT SIZES

The Grant sizes will be up to 50,000€.

Successful solutions will be funded for periods not exceeding a year and a half, on the basis of the approved budgetary provisions in the project proposal and milestones agreed during negotiations. Given the serious nature and extent of the Dig Data challenge, grants will be structured and funded in a manner that will enable grantees to achieve measurable results in line with the Dig Data Challenge objectives. Grants cannot go beyond 18 months and must be implemented before the Threshold Program's End Date.

6. GRANT CURRENCY

Grants to the Kosovan entities will be awarded and paid in local currency, EURO (€).

7. GRANT PAYMENTS

The MFK team will work with the grantees to structure a grant agreement with tasks, milestones and a budget that makes clear the amount of grant funds that will be disbursed upon completion of each milestone.

Grants are Fixed Obligation Grants (FOG), whereby grantees receive payments upon MFK's approval of milestones based on a schedule included in the Grant Agreements. The payments will be dependent on successfully meeting the milestones and on approval of project milestone report (forms provided under Appendix V). After submitting the documentation of completing an agreed upon milestone, the Grantee will receive grant funds per the terms of the Grant Agreement signed with MFK.

8. GRANT BUDGET

All activities in the proposed budget for grants must include full cost information, the funding source must be indicated and adequate cost information must be provided in the application form in order to allow MFK to determine and negotiate the amount of the grant. The proposed budget for grants must not exceed 50,000€.

Non-Allowable Costs:

- i. The creation of endowments;
- ii. Bad debts of Grantee;

- iii. Fines and penalties imposed on the Grantee;
- iv. Any purchase or activities that are illegal under Kosovan or United States laws;
- v. Purchase of vehicles;
- vi. International travel;
- vii. Taxes (taking into account that according to the Kosovo Threshold Program Grant Agreement between Millennium Challenge Corporation and the Government of the Republic of Kosovo¹, section 2.5. MCC funding is not taxed, taxes shall not be included as part of the costs of the grantees).
- viii. Any purchases or activities not necessary for accomplishing the Grant purpose as determined by MFK; and,
- ix. Any other that would be unallowable under the MCC Cost Principles involved in the MCC Kosovo's Threshold Program.
- x. for assistance to, or training, the military, police, militia, national guard or other quasi military organization or unit;
- xi. for any activity that is likely to cause a substantial loss of United States jobs or a substantial displacement of United States production;
- xii. to undertake, fund or otherwise support any activity that is likely to cause a significant environmental, health or safety hazard, as further described in the "MCC Environmental Guidelines" posted at www.mcc.gov (the "MCC Website") or otherwise made available by MCC to the Government ("MCC Environmental Guidelines") (to the extent applicable to the Threshold Program and as may be further instructed by MCC from time to time);
- xiii. to pay for the performance of abortions as a method of family planning or to motivate or coerce any person to practice abortions, to pay for the performance of involuntary sterilizations as a method of family planning or to coerce or provide any financial incentive to any person to undergo sterilizations or to pay for any biomedical research which relates, in whole or in part, to methods of, or the performance of, abortions or involuntary sterilization as a means of family planning.

9. ELIGIBILITY FOR GRANTS

The challenge is open to individuals, groups, and organizations. Ideas from Kosovo citizens, including informal groups and networks, community groups, businesses and existing service providers are encouraged. The challenge is not open for government entities.

Organizations representing women, vulnerable groups and minorities are encouraged to apply for grants, as are other organizations with an interest in analyzing available data disaggregated by gender, ethnicity or region, and identifying solutions based on disaggregated data.

Government and political parties are not eligible. Religious groups may submit a solution, but the solution must not have an exclusively religious purpose~~—~~.

Applicants must not have a conflict of interest.²

¹ Millennium Challenge Account Threshold Program, Grant Agreement Between the United States of America Acting Through the Millennium Challenge Corporation And The Republic of Kosovo Acting Through the President of the Republic of Kosovo, available at: <https://assets.mcc.gov/content/uploads/tpaa-kosovo.pdf>

² Among other things, an applicant may have a conflict of interest if they have a business or family relationship with, (i) a member of MFK's staff or board of directors, (ii) the Fiscal Agent, or Auditor hired

Individuals and organizations from outside Kosovo are eligible to apply, however, they must have a Kosovan partner.

In order to ensure a transparent and accountable process of applications for grants, the applicants are required to adhere to the eligibility criteria that are described in the Section 11 and Information Package.

MFK will not grant:

- i. Solutions with a strictly research focus. All research must include feasible recommendations for policy or programming actions.
- ii. Solutions in the idea phase with no demonstration of real-world application.
- iii. Solutions that center around the provision of free equipment or focus on building new infrastructure.
- iv. Solutions that do not use open data from Government of Kosovo and/or other credible, vetted open data from national and international institutions.
- v. Solutions (in the Open Data Governance Intervention), that are unwilling to establish partnerships with relevant stakeholders, particularly within Kosovan government ministries, agencies, and municipalities.
- vi. Solutions originating from foreign countries that do not have a local, Kosovan partner.
- vii. Solutions that do not deliberately and equitably include women and underserved groups.
- viii. Solutions that are a continuation of an existing project without a new component.
- ix. Solutions that are affiliated with a political party or engaged in political activity.
- x. Solutions that are focused solely on religious activities.

9.1. INELIGIBLE ACTIVITIES

- i. Activities that conflict with the activities of other US or GoK supported programs;
- ii. Activities that are not in compliance with international human rights standards and principles of equality and non-discrimination” or that actively promote or feature discriminatory, sexist, or violent content. Activities that are not consistent with international human rights standards, or democratic goals of gender, racial and ethnic tolerance and harmony;
- iii. International travel;
- iv. Activities that might cause significant environmental, health, or safety hazard, as defined by MCC Environmental Guidelines; as well as
- v. Activities that contribute to the violation of internationally recognized rights of workers in Kosovo.

9.2. OTHER ELIGIBILITY CRITERIAS

Firms and individuals declared ineligible by the World Bank for any reason, including in accordance with the World Bank Group anti-corruption policies, shall be ineligible to be awarded a grant during the period of time that the firm or individual is sanctioned by the World Bank. In addition, any person or

by MFK, any of whom is directly or indirectly involved in any part of (A) the preparation of this grant program, (B) the selection process for this grant, or (C) supervision of this grant.

entity that is debarred or suspended from participation in procurements funded by the United States Federal Government or otherwise prohibited by applicable United States law or executive order or United States policies, including under any then-existing anti-terrorist policies, shall be ineligible to be awarded a grant. A firm or individual may be excluded if (i) as a matter of law or official regulation, if Kosovo prohibits commercial relations with the firm or individual's country, provided that MCC is satisfied with such exclusion; or (ii) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the country of the MCA Entity prohibits any payments to a particular firm or person or for particular goods. In addition, in accordance with MCC Program Procurement Guidelines P1.A.1.7, the Supplier must ensure that MCC Funding is not used for goods or services from a country, or from a firm that is organized in or has its principal place of business or a significant portion of its operations in a country, that is subject to sanction or restriction by law or policy of the United States, including U.S. designated State Sponsors of Terrorism (<https://www.state.gov/j/ct/list/c14151.htm>).

Prior to MKF awarding a grant, the MFK Procurement Director will perform and document all Partial, Full and Periodic Eligibility Procedures per the MCC Program Procurement Guidelines.

10. APPLICATION PROCEDURE

The following section describes the application procedure starting from the call for applications until the award of the grant.

10.1. CALL FOR APPLICATIONS

Potential applicants will be able to enroll in the application process by applying to the Dig Data Challenge Call for Applications calling for the submission of proposals through the Application Forms provided on the MFK Dig Data website:

https://docs.google.com/forms/d/e/1FAIpQLSfxdUTxcD5zZSdj0AHZIQXnNpbWr1oSittPhuCCfliW_6aRgA/viewform

Applications shall be filled in accordance with the guidelines provided in the Information Package (Appendix A, respectively).

All applications must be in English language; no hand-written applications will be accepted. Applicants should provide enough details in the application form and be precise and clear in the answers to the questions in the form.

It is the sole responsibility of the applicant to ensure that the application is duly complete and all required supporting documentation is provided. Failure to do so may lead to disqualification from the Dig Data challenge.

10.2. QUERIES ON APPLICATIONS

MFK has provided a FAQ column on the www.millenniumkosovo.org/digdata webpage, where the applicants can find answer to potential queries.

Any clarifications related to the Call for Applications can be obtained on request from the MFK team at digdata@millenniumkosovo.org. Answers to queries will be sent to the applicant via email and posted on the MFK website www.millenniumkosovo.org/digdata.

10.3. APPLICANT SUPPORT AND MENTORSHIP

To help applicants formulate their submissions, MFK will be hosting:

- An interactive data workshop to familiarize applicants to the data available, open data guidelines and considerations, data analysis and visualization tools, and a basic overview of the application process. The workshop will also serve to familiarize applicants on the Challenge goals, expectations and process, answer any questions publicly, in plenary, and to give competitors a foundation for a successful application.

To accelerate their solutions, grantees will also benefit from:

- **Mentoring:** Grantees will work with mentors from MFK and relevant ministries in the central and municipal government to help them adapt and grow their solution to more successfully meet customer needs.
- **Networking and professional matchmaking:** Introductions to relevant experts and stakeholders.
- **Profile-raising activities:** MFK will promote your winning innovation and celebrate your results.

10.4. EVALUATION AND SELECTION

The Challenge is open to all and will accept entries that meet the following **criteria**:

- **Must be submitted in English.**
- **On time:** Late solutions will not be entertained.
- **Complete:** No missing documentation or unanswered questions.
- **Topical:** Solutions must directly relate to challenge goals, funding requirements and utilize credible open data from the Government of Kosovo and other credible, vetted open data from national and international institutions.
- **Size:** The Challenge is open to individual applicants, teams of individuals, and organizations of all sizes. We encourage applications from small and medium enterprises (SMEs) and innovators.
- **Local Presence:** All competitors must use Challenge grant funds to implement a solution in Kosovo. This being said, international applications are acceptable as long as applicants either already have a presence in Kosovo or must demonstrate they have a Kosovan partner (supporting partnership documentation is required).

All eligible applications will be shared with the judging panel. The judging panel will be made up of subject matter experts, government representatives, data specialists, MFK staff etc. The proposed solutions will be peer reviewed for accuracy of analysis therefore, all data that is used should be attributed to the original source and links should be provided to the original source data. All eligible

submissions will be assessed and judged with a view toward proposal quality, ambition and portfolio balance.

The Challenge particularly encourages proposals from private sector firms, women, and underserved minorities.

10.4.1. Judging Criteria

All eligible entries will be judged against the following **criteria**:

- **Criterion 1:** Use of Open Data
- **Criterion 2:** Actionable Information
- **Criterion 3:** Accessibility
- **Criterion 4:** Potential Impact
- **Criterion 5:** Market Potential
- **Criterion 6:** Communications and Outreach Strategy

10.4.2. Expert Judging and Matching

All applications will first be screened according to the aforementioned Eligibility Criteria. Those that remain eligible will be reviewed by a panel of independent, expert judges. The judges will make a preliminary selection of top-performing proposals.

The top-performing proposals will then be shared with the relevant government stakeholders to verify whether a productive working relationship during the implementation phase is possible. Those finalist applicants capable of a productive implementation relationship alongside government will win the award.

10.4.3. Judging Criteria

A panel of Judges will assess solutions to inform decisions about the selection of winners. The judges will be representatives of the will be made up of subject matter experts, government representatives, data specialists, MFK staff etc., with particular knowledge and expertise across a range of labor force, education, data and innovation areas, and GSI principles.

Submissions will be evaluated on the basis of:

- Eligibility (Yes/No).
- Whether they use open data from the Government of Kosovo and other credible, vetted open data from national and international institutions (Yes/No).
- Whether they are improving understanding of air quality data and providing data-driven, actionable information for Kosovo's citizens (Yes/No).

- A scale evaluating use of data, actionable information, accessibility, potential impact, and market potential.

A detailed Evaluation Sheet for project proposals is presented in Appendix III.

MCC has sole discretion over the ultimate winners of the Dig Data challenge.

10.5 Indicative Timeframes for Grant Processing

The following table presents the indicative timeframes for grant processing; the timeframes are subject to change depending on the number of applications received. The timeframe will be updated and new dates will be published on the <http://millenniumkosovo.org/digdata> webpage if any changes in the timeframe happen.

Table III. Indicative Timeframes for Grant Processing

No.	Activity	Timeframe
1	Publication of Call for Applications	21 June 2019
2	Submission Deadline	6 September 2019
3	Expert Judging and Matching	September - October 2019
4	Awards Event	November 2019
5	Grant Agreement Signing	December 2019
6	Disbursement of the first inception payment	Upon submission of the costed milestone-based work plan and signing of the grant agreement

10.6. Grant Award

Successful applicants will be requested to meet with the MFK team to discuss the proposed budget and sign the Grant Agreements (Grant Agreement Form available under Appendix IV).

11. GRANT IMPLEMENTATION AND MONITORING

The following section presents information on the processes and procedures for making payments to the grantees such as: establishment of grant agreements; disbursement procedures; requirements for accountability; monitoring and evaluation of grant activities; reporting requirements; as well as information on grant completion, final evaluation, and closing.

11.1. PROCESSES AND PROCEDURES FOR MAKING PAYMENTS TO GRANTEES

11.1.1. Establishment of Grant Agreements

The first step before establishing the grant agreement, as mentioned in the previous sections is to identify, review, and approve solutions that will receive grants to carry out projects as part of the Dig Data challenge. Following this, a grant agreement will be signed by the MFK and the respective selected grantee. MFK will develop grant agreements that consider specific laws, rules and procedures, simplified language, as well as clauses in order to ensure that the document is easily understandable.

As part of our grant process, we will review each prospective grantee's ability to carry out the intended activities in the work plan. Some of these activities may involve hiring or procurement. MFK will request all grantees to submit documentation of their organization's procurement and hiring procedures.

The MFK Procurement Director with the assistance of the Grant Specialist will conduct the due diligence on applicant's procurement capacity in accordance with Section 4.3. of the Kosovo Threshold Program Grant Agreement³, and whether their procurement procedures are in line with the proposed ones in the MFK Grant Manual. In the event the prospective grantee does not have a procurement or hiring procedure or the existing procedure is unsatisfactory, MFK will propose the following policies:

Hiring:

All staff should be hiring via a transparent, competitive and non-discriminatory process, with a publicly posted job description for a minimum of two weeks and two interviewers participating in every interview.

Individual consultants:

A statement of work shall be posted publicly and the team will undertake a competitive process to select among the best providers based on CVs, interviews, and previous work products. The prospective grantee will submit a memo summarizing all competitors and justifying why the consultant was deemed more qualified.

Procurement:

All prospective grantees should reference section 9. Eligibility for Grants, to see what MFK will and will not fund.

³ Section 4.3. Procurement and Grants as set in the Millennium Challenge Account Threshold Program, Grant Agreement Between the United States of America Acting Through the Millennium Challenge Corporation And The Republic of Kosovo Acting Through the President of the Republic of Kosovo, available at: <https://assets.mcc.gov/content/uploads/tpaa-kosovo.pdf>

0-250€:

Goods and services under this amount are subject to the prospective grantee's discretion, although receipts (proof of expenses) are mandatory.

250-10,000€:

Goods and services in this amount must be selected via at least three businesses submitting quotes in writing in response to a documented solicitation. The prospective grantee should follow a best value determination process. A best value determination means that, in the prospective grantee's estimation, the selected offer will provide the greatest overall benefit to the MFK and the grantee in response to the requirements stated in the solicitation. This is to say; the selected vendor need not be the cheapest; it must best fulfill the team's needs.

10,000-150,000€:

Goods and services in this amount must be publicly advertised to attract at least three businesses proposals and quotes in writing in response to a documented solicitation to be evaluated per pre-established and advertised evaluation criteria. The prospective grantee should follow a best value determination process. A best value determination means that, in the prospective grantee's estimation, the selected offer will provide the greatest overall benefit to the MFK and the grantee in response to the requirements stated in the solicitation. The prospective grantee will consider the tradeoffs between the quality of each individual section, weighted as outlined in the solicitation. A bid committee will be convened to evaluate each technical proposal, and will subsequently consider the offerors' cost proposals and determine an apparent winner. This means that it may be in the interest of the prospective grantee to consider award to other than the lowest priced offeror or other than the highest technically rated offeror. MFK will not cover the bid committee expenses.

In case the MFK identifies a necessity to amend a grant agreement at the post award stage, the modified agreement of the original agreement with the existing grantees will need to be signed giving the reasons for the modification.

The evaluation report shall include eligibility checks, technical responsiveness, and price reasonableness of the offer. Price reasonableness means only a commercially reasonable price (as determined, for example, by a comparison of price quotations and market prices) shall be paid to procure goods, works, and non-consulting services.

11.1.2. Disbursement Procedures and Schedule

MFK will disburse the funds in accordance with the budget approved for the proposed solutions and the agreed schedule on disbursements linked to milestones that are set out in the Grant Agreement - Annex 3 (costed work plan). The costed work plan should reflect the milestones to which we will agree upon when signing the Grant Agreement. Grantees should plan the milestone accordingly considering that they will be reporting to MFK on a milestone basis and disbursement will be made according to the milestones provided in the costed work plan.

Grantees should plan the milestones accordingly considering that they will be reporting to MFK on a milestone basis as disbursement will be made only according to the milestones provided in the costed work plan. Therefore, the budget should reflect the agreed milestones in accordance with the terms of the signed Grant Agreement.

An inception payment of 15% will be provided for the initiation of the project upon signing the Grant Agreement and submission of a costed work plan for activities that will take place during the implementation of the project. After receiving the inception payment, the payment for each milestone will be disbursed after the completion and approval of the relevant milestone.

All subsequent disbursements will be made following the achievement of agreed milestones. Upon receipt of the achieved milestones, the MFK will expedite reviews and approval to ensure that payment is done in a timely manner, generally within 30 days. Once the MFK Grant Manager verifies the related documents in accordance with the milestones, MFK Administration and Finance Department will issue the disbursement for the successfully completed milestone to the Grantee.

11.1.3. Accountability

MFK demands full accountability on the resources that are provided to Grantees under this Grant Facility. Grantees must be accountable and transparent in using the resources and procuring goods and services in an open manner, and the transparency shall be extended downwards to the beneficiaries.

11.1.4 Receipts

If the individual and/or organization is paying for any service, a proper and authentic receipt must always be obtained as MFK shall have the right to ask the Grantee to present the receipts and audit the process at any time while the grant is active. Receipts should be credible and have a date, address, amount and the name of the issuer.

11.1.5. Bank Accounts

Grantees must have Bank Accounts as the funding will be transferred to the Grantees via bank. Any withdrawals or transfers shall have an official signature by the authorized individual and/or the authorized individual of the organization. In order to ensure control over grant funds, MFK may require grantees to establish dedicated Bank Accounts in order to ease the fund monitoring process.

11.1.6. Delays in Disbursements

Grantees are highly encouraged to produce and submit their reports on time in order to avoid delays in funding since the disbursement of funds will be done based on the satisfactory achievement of the agreed milestones. Delays in submission of the reports may lead to delays in disbursement.

11.1.7.1. Anti-Fraud and Anti-Corruption Policy

Fraudulent and corrupt practices pose a serious risk, and a challenge to the fulfillment of the Program objectives. Therefore, instituting reasonable and prudent measures to identify, prevent, or—if necessary—mitigate risks must be a priority for all parties involved in the grants implementation. The

grant will be administered in accordance with MCC's Policy on Preventing, Detecting and Remediating Fraud and Corruption, available at: <https://www.mcc.gov/resources/doc/policy-fraud-and-corruption>. The grant may be terminated as a result of any violation of this policy. Any grant funds lost to fraud or corruption will be reported to the government and may be required to be reimbursed.

11.1.7.2. Reporting Potential Fraud or Corruption

In the course of administering grants program, any indications or allegations of potential fraud or corruption should be reported by all MCC, MFK, Grantees or all other working with MCC funding by contacting any of the following methods:

- i. Email to hotline@mcc.gov or mcchotline@usaid.gov;
- ii. Filling out web form on the website of the Office of the Inspector General responsible for MCC (<https://oig.usaid.gov/complainant-select>); and
- iii. Telephoning the OIG at 1-800-230-6539 or 202-712-1023.

11.2. MONITORING AND EVALUATION OF GRANT ACTIVITIES

While monitoring the Grant activities is focused on tracking and reporting high-priority information about Dig Data Open Data Challenge Grant Facility, its inputs and intended outputs, as well as outcomes and impact, grant evaluation is focused on collecting information about the Grant Facility and/or intervention activities to determine the merit and/or worth of the Grant facility and its intervention.

Thus, the monitoring and evaluation of Grant activities will be based on collecting, storing, analyzing, and ultimately transforming data into strategic information that will be used by the grantee, MFK and MCC to make decisions with regard to managing and improving grant performance, formulating policy and outreach, and better planning of the programs.

MFK's standard operating procedure must be used in order to guarantee adequate, effective, and continuous feedback in order to plan, manage, and improve the Grant Facility. Objectives of M&E will include:

- Data on grant(s)
- Targets of grant(s)
- Quality assurance of grant(s)
- Timely feedback of project performance

The Grantees are responsible to monitor the progress of their projects in achieving the expected objectives and report those to the Grantor. Each Grantee is required to develop a Monitoring and Evaluation Plan that outlines the indicators to measure and report on seed funding, milestone, annual, and end of grant basis. MFK may conduct independent evaluations in order to measure the impacts of the projects.

Grant project implementation monitoring will also include the verification by MFK team to ensure that the activities that have been reported by the grantees are not supported by sources other than the MFK sources. Verifying that the reported activities of the grantees have been supported by sources other than MFK's, will result in MFK using written communication and taking actions based on the agreement.

11.2.1. Reporting Requirements

Grantees are required to produce and submit project milestone reports to the Grantor in the intervals set in the Grant Agreement. The report will be a basis for disbursement.

Implementation (Narrative) Reports

Narrative reports will be produced and submitted at intervals set in the Grant Agreement, following every disbursement and will serve as a basis for the next disbursement. They must provide details on the implementation state of the planned activities and the achievement of the milestones, as they are a useful tool to indicate the success or failure to achieve the target.

Financial Reports

Financial reports shall be produced with generally accepted accounting standards and principles. The Grantees are required to submit the project financial reports in accordance with the intervals set in the Grant Agreement, following every disbursement and will serve as a basis for the next disbursement. The financial reports shall have the accompanying documents to verify the expenses and in case any variances from the approved budget occurred, the explanations for these variances shall be stated in the report. The Grantee shall, no more than four (4) months after the MFK's fiscal year-end, complete and submit to MFK; annual financial statements in respect of such fiscal year, which will then be reviewed by MFK for comparison of the project targets and achievement, and project timeliness and review of any explanations of delays.

11.2.2. Non-compliance

Failure to comply with the reporting requirements of the Grant in the intervals set in the Grant Agreement will result with the MFK using written communication of non-compliance nature to remind the Grantee of the set requirements and outlines. Failure to implement the options set in the written communication will result in MFK taking actions based on the signed grant agreement, including also the possibility to suspend and/or terminate the grant.

11.3. GRANT COMPLETION, FINAL EVALUATION, AND CLOSING

Following the submission of the final End of Project Report by the grantee, MFK will undertake final evaluation to determine the level of achievement. If the level of achievement is favorable, the project is recommended for closure.

Table IV. Reporting Schedule and Grantee Reports to the Grantor

Project Name	Report Type	Due Date	Content
	Project Milestone Report	Last day of the agreed milestone period	Narrative and Milestone report on the progress for milestone period (See report form in Appendix V)
	Annual Report	Last day of the 2nd month after the reporting period	Narrative and Milestone report on the progress for the past twelve months. (See report form in Appendix VI)
	End of Project Report	Last day of the 3rd month after the reporting period	Final Narrative and Milestone report on the project implementation, to what extent have the milestones been achieved, the challenges that were faced and the lessons learned.

APPENDICES

APPENDIX I. CALL FOR APPLICATIONS

Dig Data: Air Quality Challenge

What is the problem?

While Kosovo is experiencing a proliferation of air quality data from numerous government and non-government sources, its citizens face challenges in interpreting the data - particularly when it comes from different sources, it changes over time, and reflects immediate, local conditions. In this “information uncertainty” Kosovo’s stakeholders and citizens are struggling to have productive, data-driven conversations about poor air quality and what steps to take to mitigate the negative impact of poor air quality in the short and long term.

The Call

Millennium Foundation Kosovo calls on open data movers, shakers and opinion-makers, start-ups, civil society, the private sector, academia, journalists, designers, technology innovators, and creative problem solvers to submit proposals that address the question:

How might we use outdoor air quality data – possibly in combination with health, economic, transportation, construction, or other data sets – to empower Kosovo’s citizens to make data-informed decisions and to take improved and constructive personal and civic action?

All applicants should propose creative solutions based on the open data from the Government of Kosovo (KEPA/KHMI/NIPH) and/or other credible, vetted open data from national and international institutions to inform Kosovo’s citizens about air quality data and what steps to take to mitigate the negative impact of poor air quality according to the data. Solution may aim to empower Kosovo’s citizens to improve air quality and/or take action to reduce the impacts of poor air quality. When relevant, the solutions should make an effort to address at risk groups that are especially impacted by air pollution (e.g. pregnant women, the elderly, children, individuals with respiratory issues) and help such groups understand and act upon air pollution risks through differentiated and targeted messaging and outreach.

The Incentive

Three winners will be eligible for:

- Grants up to 50,000€ (total of 150,000€ available) to implement a proposal.
- Mentorship.
- Networking opportunities among relevant stakeholders.
- Publicity, promotion, and profile-raising activities.

The Challenge Structure and Timeline

- **Air Quality Data Workshop 18 - 19 June 2019**

To help applicants understand stakeholder priorities, interpret the data available, and formulate a submission, MFK is hosting an interactive data workshop with the following goals:

- Introduce the priorities and constraints of Kosovo's government stakeholders.
- Contextual and familiarize applicants with the available air quality data.
- Collectively identifying a challenge statement and agenda for Kosovo's open air quality data.
- Share open data guidelines and considerations, data analysis and visualization tools.
- Explain the Challenge goals and application process.
- Introduce participants to each other in hopes of fomenting productive partnerships and a community of practice.
- Give the applicants the chance to pose their questions publicly, in plenary.

The workshop is not mandatory, but we believe it will provide information foundational to a successful application.

A final challenge statement and priority areas will be formulated at the workshop.

- **Challenge Announcement 21 June 2019**

To build interest, we are announcing that the challenge is taking place 21st of June through 6th of September. Interested applicants will be given time to plan for the air quality data workshop.

- **Call for Applications – 21 June 2019^[1] – 6 September 2019.**

Applicants can find application forms and other materials needed to apply on <http://millenniumkosovo.org/digdata>

We recommend applicants read the **FAQs, Eligibility and Judging Criteria** before entering the Challenge.

Prospective competitors can send queries via email to digdata@millenniumkosovo.org. All questions will be answered on a rolling basis and posted on https://millenniumkosovo.org/digdata_air/faq/. Submissions received after **Friday, 6 September 2019. 16:00 CET** may not be considered.

- **Expert Judging, Interviews, and Matching**

All applications will first be screened according to the aforementioned Eligibility Criteria. Those that remain eligible will be reviewed by a panel of independent, expert judges. The judges will make a preliminary selection of top-performing proposals. Qualifying applicants will be asked to present their solution and respond to questions from the judging panel.

The top-performing proposals will then be shared with the relevant government stakeholders to verify whether a productive working relationship during the implementation phase is possible. Those finalist applicants capable of a productive implementation relationship alongside government will win the award.

- **Implementation**

Winners will work with MFK's grants team to draft and set milestones for a results-driven work plan. Depending on the funding and ambition of the project, they will have until 15 November 2020 to complete the work.

MFK will work with the grantees to make connections with relevant government stakeholders, maintain relationships, mentor the winners, and publicly celebrate their progress.

What We Are Looking For:

The current available air quality data is confusing and does not meaningfully inform Kosovo's citizens about what to do in the moment, but also how to improve Kosovo's air quality overall.

As MFK understands it:

1. Stakeholders and everyday citizens need air quality data.
2. At risk groups need to understand their higher exposure risks and be able to make informed decisions about their exposure.
3. The Government of Kosovo not only has data, it is required to comply with open data requirements.
4. The data should be trusted and accurate.
5. The data should be contextualized and clear to everyday citizens. Contextualization efforts should include:
 1. Crediting the data source (US Embassy, KEPA, Apple air quality alerts, personal sensors, etc.),
 2. What factors the data is measuring,
 3. What kind of sensing device is being used,

4. How is the sensing device calibrated or maintained and whether the calibration/maintenance is up-to-date?
5. Where the sensing device is located, considering elevation and factors that may affect the reading,
6. Attributable sources of air pollution, and
7. What the data may signify for air quality at the measured level—examples include, but are not limited to, explaining the implications for:
 1. Health (e.g. respiratory conditions, preterm birth, cancer, ischemic heart disease, etc.)
 2. Visibility
 3. Travel/transit
 4. Academic performance
 5. Closures
 6. Heating
 7. Agriculture Performance
6. Upon receipt of this information, everyday citizens should feel empowered and understand pathways they can take to address air quality on both:
 1. A personal level (stay inside, avoid using cars, etc.) and
 2. A civic level (advocating for measures to improve air quality or reduce the impact of air pollution via spatial city planning, regulations or laws, transport measures, green spaces, etc.).
7. Citizen activities should be productive and solution-oriented rather than selfish (eg, prioritizing personal benefit over community health) and antagonistic (promoting an adversarial relationship with the government).
8. These activities should continue to build ongoing demand for more open government data.

We are looking for grant applications to develop tools, approaches, or services that will address these factors.

Eligibility Criteria

The Challenge is open to all and will accept entries that meet the following **criteria**:

- **Must be submitted in English.**
- **On time:** Late solutions will not be entertained.
- **Complete:** No missing documentation or unanswered questions.
- **Topical:** Solutions must directly relate to challenge goals, funding requirements and utilize credible open data from the Government of Kosovo (KEPA/KHMI/NIPH) and other credible, vetted open data from national and international institutions. Data from sensors and other sources is allowed, but must be contextualized against Government of Kosovo data.
- **Size:** The Challenge is open to individual applicants, teams of individuals, and organizations of all sizes. We encourage applications from small and medium enterprises (SMEs) and innovators.

- **Local Presence:** All competitors must use Challenge grant funds to implement a solution in Kosovo. This being said, international applications are acceptable as long as applicants either already have a presence in Kosovo or must demonstrate they have a Kosovar partner (supporting partnership documentation is required).

The Challenge particularly encourages proposals from private sector firms, women, and underserved minorities.

Judging Criteria

All eligible entries will be judged against the following **criteria**:

- **Criterion 1:** Use and Analysis of Open Data
- **Criterion 2:** Actionable Information
- **Criterion 3:** Accessibility
- **Criterion 4:** Potential Impact
- **Criterion 5:** Market Potential
- **Criterion 6:** Communications and Outreach Strategy

For more detailed information on Judging Criteria, please refer to the **Information Package**.

APPENDIX II. INFORMATION PACKAGE

INFORMATION PACKAGE FOR APPLICANTS

While Kosovo is experiencing a proliferation of air quality data from numerous government and non-government sources, its citizens face challenges in interpreting the data—particularly when it comes from different sources, it changes over time, and reflects immediate, local conditions. In this “information uncertainty” Kosovo’s stakeholders and citizens are struggling to have productive, data-driven conversations about poor air quality and what steps to take to mitigate the negative impact of poor air quality in the short and long term.

The Millennium Foundation Kosovo (MFK) calls on open data movers, shakers and opinion-makers, start-ups, civil society, the private sector, academia, journalists, designers, technology innovators, and creative problem solvers to submit proposals that address the question:

How might we use outdoor air quality data – possibly in combination with health, economic, transportation, construction, or other data sets – to empower Kosovo’s citizens to make data-informed decisions and to take improved and constructive personal and civic action?

To address this barrier, MFK seeks proactive proposals from civil society, technology providers, academia, the private sector, start-ups, and creative problem solvers that:

1. Draw from trusted, accurate air quality data (and data from complementary sources such as public health data, energy bills, traffic data, etc.) from the Government of Kosovo and other international sources.
2. Clearly contextualize and interpret the data for everyday citizens. Contextualization efforts should include:
 1. Crediting the data source (US Embassy, KEPA, Apple air quality alerts, Pristina air quality monitoring, personal sensors, etc.),
 2. What factors the data is measuring,
 3. What kind of sensing device is being used,
 4. Where the sensing device is located,
 5. Attributable sources of air pollution, and
 6. What the data may signify for air quality at the measured level—examples include but are not limited to, explaining the implications for:
 1. Health
 2. Visibility
 3. Travel/transit

4. Closures
5. Heating
3. Upon receipt of this information, everyday citizens should feel empowered and understand pathways they can take to address air quality on both:
 1. A personal level (stay inside, avoid using cars, etc.) and
 2. A civic level (who they can contact to encourage improvement in air quality, where they can find more data, how they might obtain masks, etc.).
4. Citizen activities should be productive and solution-oriented rather than selfish (eg, prioritizing personal benefit over community health) and antagonistic (promoting an adversarial relationship with the government).
5. These activities should continue to build ongoing demand for more open government data.

Awards:

MFK will make three grant awards up to 50,000€ (total of 150,000€ available in funding) to implement a proposal that addresses the aforementioned objectives. In addition to the award, grantees will also receive:

- **Mentoring:** Winners will work with mentors from MFK and relevant ministries in the central and municipal government to help them adapt and grow their solution to more successfully meet customer needs.
- **Networking and professional matchmaking:** Introductions to relevant experts and stakeholders.
- **Profile-raising activities:** MFK will promote your winning innovation and celebrate your results.

Eligibility Criteria

The Challenge is open to all and will accept entries that meet the following criteria:

- **Must be submitted in English.**
- **On time:** Late solutions will not be entertained.
- **Complete:** No missing documentation or unanswered questions.
- **Topical:** Solutions must directly relate to challenge goals, funding requirements and utilize credible Government of Kosovo (GoK), national, and/or international institutions open data.
- **Size:** The Challenge is open to individual applicants, teams of individuals and all organizations, regardless of size. We encourage applications from small and medium enterprises (SMEs) and innovators.
- **Government Partnership:** All solutions must propose a government partner to implement the project.

- **Local Presence:** All competitors must use Challenge grant funds to implement a solution in Kosovo. This being said, international applications are acceptable as long as applicants either already have a presence in Kosovo or demonstrate they have a Kosovan partner (supporting partnership documentation is required).

The Challenge particularly encourages proposals from:

- Diverse groups that have clear, strategic, collaborative models to tackle the issue of clearly communicating data-driven information about both air quality and proactive steps the consumer can take to address the issue.
- Private sector actors, entrepreneurs, and organizations with market-based solutions and/or clear plans for sustainability beyond the point of award.
- Organizations with proposals that deliberately seek to address risk to different groups that are particularly vulnerable to air pollution such as pregnant women, children, the elderly, and people with respiratory diseases that face particular risks with respect to poor air quality.

Dig Data Challenge will not fund:

1. Solutions with a strictly research focus. All research must include feasible recommendations for policy or programming actions.
2. Solutions in the idea phase with no demonstration of real-world application.
3. Solutions that center around the provision of free equipment or focus on building new infrastructure.
4. Solutions that do not use open data from Government of Kosovo and/or other credible, vetted open data from national and international institutions.
5. Solutions that are unwilling to establish partnerships with relevant stakeholders, particularly within Kosovan government ministries, agencies, and municipalities.
6. Solutions originating from foreign countries that do not have a local, Kosovan partner.
7. Solutions that do not deliberately and equitably include women and underserved groups.
8. Solutions that are a continuation of an existing project without a new component.
9. Solutions that are affiliated with a political party or engaged in political activity.
10. Solutions that are focused solely on religious activities.

Judging Criteria

All eligible entries will be judged against the following criteria:

Criterion 1: Use of Open Data

The submission should present a new, adapted or aggregated data-informed solution, able to add value to how Kosovans obtain, understand, and take action on air quality issues.

We advise competitors to keep in mind:

- Whether the solution is a credible response to issues raised by data from the Government of Kosovo and other credible, vetted open data from national and international institutions.
- The extent to which there is a well-reasoned, substantiated analysis of the data in the application that justifies why they applicant is taking that approach.
- The extent to which accurate, open data is incorporated into the product/service/output.
- How effectively the solution translates data into accessible, actionable, constructive insights for Kosovan citizens.
- How pregnant women, children, the elderly and other vulnerable populations can be particularly affected by poor air quality - and how those experiences manifest differently in the data.

Please Note: Data should not be used or submitted that does not protect personally identifiable information.

For more information, please see the Data Guide.

Criterion 2: Actionable Information

The submission should provide timely, context-appropriate, and actionable advice to users to enable them to understand both the air quality conditions in real-time (or near-time) and also a series of constructive personal and civic recommendations they can take to address air quality issues.

We advise competitors to keep in mind:

- The effectiveness of the solution in communicating the air quality information and interventions.
- The extent to which any recommended interventions are proactive, constructive and build a culture of data-informed personal and civic accountability, with aim on raising awareness of citizens and encouraging civic engagement in changing behavior rather than selfish or adversarial culture.
- How effectively the solution presents timely, actionable, and context-appropriate insights for users, depending on the user's attributes (age, languages spoken, geographic location, etc.).
- The extent to which the advice presented reflects best practices and guidelines with respect to health, environmental stewardship, air quality, and forestry use.
- How effectively the solution uses best practice methods, that may include but are not limited to, behavior change communications (BCC) and human-centered design (HCD).
- Direct feedback from testing with users about whether they can utilize the insights from the solution to make timely, action-oriented decisions with respect to air quality, personal

health, and civic action. (For example, users are not being advised to consult with politicians outside their jurisdictions).

- Solutions that demonstrate the vision and potential to continue to encourage productive public discussion about addressing air quality.
- Solutions that demonstrate new or adaptive ways of collaborating with the central and/or municipal governments, in order to better target government programming or communications.
- Please note, context-appropriate advice should take into account issues including but not limited to:
 - The different degrees on access to digital data and information of different groups of population such as elderly and less educated towards digital technologies Kosovo's linguistic diversity and differing degrees of literacy.
 - The availability of certain interventions in a given geography, and at a given time (e.g., a solution should not recommend public transit options if there are none available).
 - How women, children, the elderly, minority communities, and other vulnerable populations can be particularly affected by poor air quality and how those groups obtain information. Recommendations for women, children, the elderly, minority communities, and other vulnerable populations should be context-specific.

Criterion 3: Accessibility

The solutions should demonstrate that there is a clear understanding of citizen needs and meet those needs easily and affordably. Applications should take into consideration the accessibility of their solution with respect to gender, language and literacy, levels of education, digital literacy and connectivity, and cost.

Competitors should keep in mind:

- The need for a clear understanding of the target customer's specific needs (e.g., what type of product/approach is most suitable for the ways your customers access the information).
- How easy it is for your target customer to use the solution.
- How accessible the solution is likely to be to its target audience, and for underserved populations (people with disabilities, and other socially relevant groups such as low-income, marginalized ethnicities, and landless or land-poor households).
- How the solution takes into account variations in digital penetration and digital connectivity. It should demonstrate creativity overcoming those barriers.

- Value for money to the users (including ongoing payment, maintenance, or replacement considerations).

Applicants should consider:

- Technology access, social roles, and access to information and networks.
- Obstacles that may inhibit acquisition and use.
- Tactics to mitigate any barriers.
- How much it will cost customers to buy and maintain the solution.
- Who has the skills and capacity to maintain the solution?

Criterion 4: Potential Impact

The applicant should demonstrate a real understanding of the situation that their solution is helping to address. Impact will be measured according to the degree to which the solutions can provide actionable information for Kosovan citizens to proactively and constructively address air quality concerns for their personal and/or civic well-being.

Applicants should demonstrate:

- A clear articulation and understanding of the user's specific needs and how they are being addressed at an individual level
- A credible argument for the likely impact that the solution will have on customers, including gender and cultural dynamics, for instance, by providing a logical reason, or set of reasons for why it is likely to have an impact, and why that would be an improvement on the current situation.
- The extent to which a diverse range of customers (men, women, ethnic minorities, etc.) perceive the applicant's solution likely to have a positive impact on supplying customers with insights on air quality and how to address it.

Criterion 5: Market Potential

The solutions should be financially and economically sustainable, with respect to both financial and environmental considerations. Applicants should consider the commercial and growth potential of the solutions.

Applicants should keep in mind:

- How well does the proposed solution fit into the market? How is it better or does it relate to the existing solutions in the market? How well the solution has been developed in relation to a particular market and how well that market is understood? For instance, an understanding of how it fits with solutions that are already out there.

- Whether they can demonstrate how the solution sustains itself? They should demonstrate a sustainable business model that allows for ongoing product updates/service improvements and maintenance.

Criterion 6: Communications and Outreach Strategy

The applicant should demonstrate a clear understanding of the importance of communicating data to their target group and a strategy to do so. The communications and outreach strategy must demonstrate how the applicant intends to attract, retain and communicate actionable air quality information to an identified target audience.

Applicants should demonstrate:

- An ability to translate data into well-understood, actionable information for the target audience.
- A communications and outreach strategy to attract and deliver the final product/service to the target audience.
- The communications and outreach approach should use appropriate means of communication to deliver the solution to the target audience (this may include TV, social media, brochures, awareness raising campaigns, etc. but the methods chosen must reflect the logical and preferred ways the target audience obtains information). .
- An approach that both attracts and retains the target audience while also having a means to tell the story of your solution and its impact to the general public.

Timeline and Milestones

Air Quality Data Workshop	Dig Data Air Quality Challenge Launches	Application Deadline	Judging, Interviews, and Matching	Winners Announced	Implementation
18-19 June 2019	21 June 2019	6 September 2019	September – November 2019	November 2019	December 2019 - May 2021

APPENDIX III. APPLICATION EVALUATION FORMS FOR JUDGES

Please review the following application.

Does the application use open data from the Government of Kosovo: Yes/No (if no, disqualified)?

Does the application contextualize AQ data and does the data presented clearly to the citizens: Yes/No

Is the budget realistic: Yes/No

If no, what amount of funding would you recommend?

Based on the past performance examples, the partnership rationale, approach and staffing, does the team seem capable of carrying out the intervention: Yes/No

_____ On a scale of 0-10, how innovative is the solution? Does it tackle the problem in a new, unique way? Is it an improvement on existing product or service offerings?

_____ On a scale of 0-15, what is the growth potential of the solution? How large is the target customer base? Can other teams or sectors use this approach? Can the solution sustain itself? Does it have a viable model for growth?

_____ On a scale of 0-15, what is the potential impact of this solution? Were it to be successful, how might it affect the understanding of AQ data and its implications? What groups would it impact most? Does the applicant have a realistic understanding of the groups it is serving and how the intervention might affect them?

_____ On a scale of 0-10, does the proposal demonstrate a clear, data-driven rationale for why their approach will address getting air quality information to Kosovo's citizens?

_____ On a scale of 0-10, does the proposal offer a clear plan for how it will communicate to its customers and users? Does the proposal signal how it will both attract and retain customers as well as communicate success and impact to the larger Kosovan public?

_____ On a scale of 0-10, how affordable is the solution? Is it a good value for money? Is the budget realistic?

_____ On a scale of 0-10, how usable is the intervention? Is it accessible to the target customers? Is it accessible to women and underserved minorities? Is the intervention easy to use and will it integrate naturally into the user's daily life or is it a struggle to use and master? Are there entrenched interests who might resist the adoption of the intervention? Is it realistic?

_____ On a scale of 0-10, how informative is the intervention? Does it provide timely, well-understood, actionable information? Does it provide useful, appropriate advice with respect to AQ data and its impact and/or preventive measures? Does it inform both government and citizens?

_____ On a scale of 0-10, what is the applicability to Kosovo's unique context? Does the application demonstrate a clear and realistic understanding of AQ data and a command of the problem?

Overall comments on the application:

Do you recommend that this application obtain funding: Yes/No?

APPENDIX IV GRANT AGREEMENT TEMPLATE

MILLENNIUM KOSOVO DIG DATA CHALLENGE GRANT AGREEMENT

This Grant Agreement (this “Agreement”) is entered into this .. (day) of (month), (year).
Between the Millennium Foundation Kosovo (herein after referred to “the Grantor”) and (herein after referred to as “the Grantee”)

WHEREAS, the United States of America, acting through the Millennium Challenge Corporation (“MCC”), and Kosovo (the “Government”) executed the Millennium Challenge Threshold Program Grant Agreement on 12th September 2017, as amended or otherwise modified from time to time (the “Threshold Agreement”) that sets forth the general terms and conditions on which MCC will provide funding (“MCC Funding”) to the Government for a programme (the “Programme”) to addresses two key constraints to Kosovo’s economic growth: an unreliable supply of electricity; and real and perceived weakness in rule of law, government accountability and transparency.

WHEREAS, under the Threshold Agreement, the Grantor has been designated by the Government to oversee, manage and implement the Programme, which includes the Transparent and Accountable Governance (“TAG”) Project, and subsequently the Dig Data challenge which is an open innovation competition that will let the government pose their challenges to civil society and private sector stakeholders to propose creative, data-grounded solutions, which can be a model for more productive partnerships between government and civil society.

WHEREAS, the Grantee has submitted an application to the Grantor for grant funding concerning a project entitled Project ID#(number of project)- ‘DIG DATA’ which is in line with the Transparent and Accountable Governance Project Action Plan (the “TAGPAP”) and the Social and Gender Integration Plan (the “SGIP”) of the Programme (hereinafter referred to as ‘the Project’ a copy of which is attached as Annex I to this Agreement).

AND WHEREAS the Grantor has approved the Project and agreed to award a grant to the Grantee for the purpose of carrying out the activities described herein.

The Parties to this Agreement agree as follows:

ARTICLE I AGREEMENT EFFECTIVENESS AND TERM

Section 1.1 The Grant

Subject to the terms of this Agreement, the Grantor will make available to the Grantee an amount not to exceed *[amount in numbers]* [EUROS] (the "Grant") to carry out the Activities described in Annex II (the "Grant Project"). In consideration of the funds received, the Grantee will perform the Grant Project on the terms provided in this Agreement.

(a) The goal of the Grant Project is *[summary of the project proposal/solution]*.

(b) Total funding for the Grant Project is limited to the Grant. Each disbursement of the Grant will be subject to the availability of funds to the Grantor for that purpose at the time of the disbursement.

(c) If the Grantee chooses to continue the Grant Project after the Grant has been exhausted, the Grantee understands that the Grantor makes no commitment of funding beyond the amounts available under the terms of this Agreement. Unless the Grantor agrees otherwise in writing, the Grantor will not authorize disbursement of the Grant for Activities undertaken or for costs incurred after the Expiration Date, as defined below.

Section 1.2 Term. This Agreement and by extension the Grant Project is for a period of *[number of months]*, effective as of the date first written above upon signature by the Parties, and will expire on *[day/month/year]* unless further extended by written agreement of the Parties, or earlier terminated in accordance with Article IV. The grant project cannot go beyond the Threshold End Date.

ARTICLE II **DISBURSEMENT**

Section 2.1. The Grant is a Fixed-Obligation Grant and the Grantor will disburse the Grant amount to the Grantee based on the successful performance and achievement of the proposed deliverables (including approved project milestones and financial reports). The inception payment of 15% will be granted for the initiation of the project upon signing the Grant Agreement and upon submitting a costed work plan for activities that will take place during the implementation of the project. After each milestone is completed and the reporting has taken place, MFK will make the disbursement of the funds in reference to the relevant milestone.

Section 2.2. **Milestone Disbursement Plan.** Annex III sets forth the amount to be disbursed upon completion of each milestone and the schedule for completion of the milestones. Except as provided in this Agreement, the Grantee will not be entitled to any fees or other remuneration, directly or indirectly, for performing the Grant Project under this Agreement.

Section 2.3. **Conditions Precedent to Disbursement of the Grant.** Unless the Parties agree otherwise in writing, before the first disbursement of the Grant, the Grantee must furnish to the Grantor, in form and substance satisfactory to the Grantor:

- a) A costed work-plan for signing the grant agreement and receiving the inception payment of 15%;
- b) For subsequent disbursements, implementation reports for 100% of the previous disbursement in accordance with the agreed milestones;
- c) Details of Bank Account.

Section 2.4 Disbursement.

To receive disbursement, the Grantee must include all claims and invoices arising under this Agreement or any portion thereof at the intervals provided herein and proof sufficient to the Grantor of the Grantee's satisfaction or completion of each milestone which was a condition to permit that disbursement of that amount as provided in Annex III.

- (a) The Grantor will make all disbursements to the Grantee under this Agreement to the following account:

Account Name:

Account No:

Bank Name:

Branch / Service Centre Name:

SWIFT Code:

- (b) All payments by the Grantor under this Agreement will be subject to the availability of funds under the Threshold Agreement.

Section 2.5 Assets and Income. Subject to Section 5.2, unless otherwise provided in writing by MCC or by the Grantor, all assets and income derived by virtue of entering this Agreement will remain the property of the Grantee during the term of this Agreement and thereafter and must be used in support of the Grant.

Section 2.6 Grantee Contribution. The Grantee will be responsible for any costs not otherwise funded under this Agreement that are related to carrying out the terms hereof and that are necessary to achieve the purpose of the Grant.

ARTICLE III **REPRESENTATIONS AND COVENANTS**

Section 3.1 Representations. Each Party represents and warrants to the other Party, as of the date of this Agreement, that (a) it has the power and authority to execute, deliver, and perform its obligations under

this Agreement and each other agreement, certificate, or instrument contemplated hereby; (b) the execution, delivery and performance by such Party of this Agreement and the transactions contemplated herein will not violate any applicable law or regulation or any of its other contractual obligations; (c) no consent, approval, registration or filing with or any other Action by any person, entity or governmental authority is required in connection with such Party's execution, delivery and performance of this Agreement; and (d) this Agreement is a valid, binding and legally enforceable obligation of such Party.

Section 3.2 Covenants. In the performance of its duties and obligations under this Agreement, the Grantee will comply with (a) all of the relevant terms of this Agreement, including any Annexes hereto, (b) all applicable laws, and (c) any guidelines, instructions or procedures provided by the Grantor from time to time. For the avoidance of doubt, the Grantee agrees and understands that the provisions of the Annexes are an integral part of this Agreement and that, as with other sections of this Agreement, the provisions of each Section and Annex are binding obligations of the Grantee under this Agreement. The Grantee shall also perform all duties and obligations related to procurement, eligibility and reporting fraud and corruption per the Grant Manual available at www.millenniumkosovo.org/digdata. The Grant Manual will be available to grantees during grant implementation.

ARTICLE IV

SUSPENSION AND TERMINATION

Section 4.1 Suspension. The Grantor may, at any time and in its sole discretion, suspend the Grant by delivering a written suspension notice ("*Suspension Notice*") to the Grantee. In the event that any suspension is related to the Grantee's failure to perform any of its obligations under this Agreement, the Grantee will have 30 days to cure the breach or failure for which such Suspension Notice was issued; provided that if the Grantee fails to cure such breach or failure within the 30-day period, the Grantor may terminate this Agreement. During any suspension period, neither the Grantor nor the Grantee will disburse or claim any Grant funds, and the Grantor will not be required to perform its obligations hereunder. If the Grantor determines, in its sole discretion, to resume the Grant, the Grantor will deliver to the Grantee written notice of the end of such suspension and the resumption of the Grant.

Section 4.2 Termination. This Agreement may be terminated prior to the Expiration Date:

(a) By either Party giving thirty (30) days written notice to the other Party;

(b) By the Grantor, with immediate effect,

(i) if the Grantee fails to perform any of its obligations under this Agreement, and such failure continues for 30 days after the Grantor delivers notice to the Grantee of the failure;

(ii) in accordance with Section 4.1 following a period of suspension:

- (iii) if the Grantor determines that the Grantee is no longer able to implement the Grant Project; or
- (iv) the Grantee (1) takes steps to place itself, or is placed in liquidation, whether voluntary or compulsory or under judicial management in either case whether provisionally or finally, or (2) permits execution by way of judicial disposal to be levied against any of the Grantee's assets or income;

(d) If, under its terms, the Threshold Agreement expires or any event occurs that would permit the termination of the Threshold Agreement.

Section 4.3 Effect of Expiration or Termination.

(a) Upon termination of this Agreement under Section 4.2 the Grantee will immediately transfer both the Grant and any income or assets derived with the Grant to the Grantor.

(b) Upon termination of this Agreement under Section 4.2(b), any amounts due but unpaid under Section 4.3(a) will accrue interest at a rate of [7 per cent] [per [month]] starting on the date after any applicable cure period.

(c) Upon termination or expiration of this Agreement, the Parties will cooperate to close out all matters related to this Agreement in accordance with the procedures to be stipulated in the sole discretion of the Grantor, which might include but might not be limited to, arrangements regarding return of assets acquired from Grant funding, cash transfer of Grant funding, return of documentation, and confidentiality issues.

(d) Upon any termination or expiration of this Agreement, the Grantor's obligation to make the Grant is terminated.

(e) Termination of this Agreement will not relieve either Party of obligations imposed upon such Party by statute or regulation or by this Agreement.

(f) Upon termination of this Agreement, the Grantee will be liable for repaying any Grant funds found to have been used for any purpose not authorized under this Agreement or otherwise in violation of any of the terms of this Agreement.

(g) All the remedies provided under this Article IV are cumulative and in addition to any other remedies available to the Parties under applicable law.

ARTICLE V
MISCELLANEOUS

Section 5.1 Notices and Communications. Any document or communication required or submitted by either Party to the other under this Agreement must be in writing and, except as otherwise agreed, in English, and will be delivered either by hand, by registered mail or by facsimile (with confirmation copy sent by registered mail). All such communications will be deemed to be received by the other party upon the actual receipt or actual delivery. For this purpose, the address of each Party is set forth below.

Grantor:

Chief Executive Officer
Millennium Foundation Kosovo
Address: Str. Migjeni, no. 21
Pristina, 10.000
Kosovo

Attention: Grants Management Officer
Phone: +383 49 90 66 85
Email: digdata@millenniumkosovo.org

Grantee:
Address:
Phone:
Email:

Attention:
Phone:
Email:

Section 5.2 Intellectual Property

- (a) The right, title and interest in any work, device, instrument, composition of matter, design, machine, manufacture or process or any other tangible or intangible property arising in connection with or acquired using the Grant (hereinafter called the "*Funded Intellectual Property*") shall vest in the Grantee, and the Grantee may therefore register or otherwise

secure its right, title and interest therein in accordance with the laws of Kosovo; provided that if the Grantee elects not to retain title to any Funded Intellectual Property (either expressly or by failing to so elect) in accordance with clause (f) below, title to the Funded Intellectual Property automatically shall be ceded to and reside in the Grantor.

(b) In addition, the Grantee hereby cedes a royalty-free, non-exclusive, irrevocable, paid-up license (hereinafter referred to as the "*License*"), to the Grantor (on behalf of the Government of the Republic of Kosovo, the Millennium Foundation Kosovo), in any Funded Intellectual Property, to practice or have practiced for or on behalf of the Grantor any Funded Intellectual Property throughout the world including, but not limited to:

(1) The right to produce, reproduce, publish, or otherwise use any and all Funded Intellectual Property for its individual purposes, which license shall include the right to authorize third parties to reproduce, publish, or otherwise use any and all Funded Intellectual Property, provided that the latter right shall only be exercised after comprehensive consultation between the Grantor and the Grantee; and

(2) The right to assign or have assigned rights in the Funded Intellectual Property, as are determined by the Grantor as necessary for meeting the obligations of the Government of the Republic of Kosovo under any treaty, international agreement, arrangement of cooperation, memorandum of understanding, or similar arrangement.

Section 5.3 Assignment. The Grantee may not assign, delegate or otherwise transfer its rights or obligations under this Agreement without the prior written consent of the Grantor.

Section 5.4 Governing Law. The laws of the Republic of Kosovo will govern the validity, interpretation and performance of this Agreement and the courts of the Republic of Kosovo will have exclusive jurisdiction.

Section 5.5 No Waiver. The failure of either Party to insist upon strict performance of any provision of this Agreement or to exercise any right, power or remedy consequent upon a breach hereof will not constitute a waiver by such party to require strict and punctual compliance with each and every provision of this Agreement.

Section 5.6 Entire Agreement and Variation. This document embodies the entire Agreement between the Parties hereto. No amendment of any of the provisions of this Agreement will be of any force or effect unless in writing and signed by both Parties. No waiver of any of the provisions of this Agreement will be of any force or effect unless in writing and signed by the Party against whom enforcement is sought.

Section 5.7. Annexes. Each annex, exhibit, schedule, section, appendix and attachment to this Agreement is incorporated herein and constitutes an integral part of this Agreement.

Section 5.8. Dispute Resolution. Any dispute between the parties as to matters arising from or in connection with this Agreement that cannot be settled amicably within thirty (30) days after receipt by

one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the procedures below.

(a) All disputes, controversies or claims arising out of or in connection with this Agreement, or the breach, termination or invalidity thereof, that cannot be settled amicably by the Parties within thirty (30) days of notification of such dispute, controversy or claim, shall be finally settled in accordance with the Laws of the Republic of Kosovo.

(b) MCC has the right to be an observer or a party to any arbitration proceeding hereunder, in either case at its sole discretion, but does not have the obligation to participate in any arbitration proceeding, in any capacity. Whether or not MCC is an observer or a party to any arbitration hereunder, the Parties shall provide MCC with written transcripts of any arbitration proceedings or hearings and a copy of the reasoned written award within ten (10) days after (i) each such proceeding or hearing or (ii) the date on which any such award is issued. MCC may enforce its rights hereunder in an arbitration conducted in accordance with this provision or by bringing an action in any court that has jurisdiction. The acceptance by MCC of the right to be an observer or a party to the arbitration shall not constitute consent to the jurisdiction of the courts or any other body of the Republic of Kosovo or any other jurisdiction or to the jurisdiction of any arbitral panel.

(c) The costs associated with any settlement efforts before arbitration or associated with arbitration shall be allocated between the Grantor and the Grantee as follows: (i) each Party shall be responsible for its own attorneys' fees and expenses, (ii) costs related to translation or interpretation shall be shared equally by the Parties, and (iii) all other costs associated with the arbitration shall be allocated as determined by the arbitration panel.

IN WITNESS WHEREOF, the Grantor and the Grantee, each acting through its duly authorized representative, have caused this Agreement to be executed in their names and delivered as of the date first written above.

[Millennium Foundation Kosovo]

[The Grantee]

<p>BY.....</p> <p>NAME.....</p> <p>TITLE: CHIEF EXECUTIVE OFFICER</p>	<p>BY.....</p> <p>NAME.....</p> <p>TITLE.....</p>
---	---

APPENDIX V. PROJECT MILESTONE REPORT FORM

**TITLE OF THE PROJECT:
DIG DATA CHALLENGE GRANT FACILITY
Reporting Period**

Grant Agreement No.

SUBMITTED TO: MILLENNIUM FOUNDATION KOSOVO

SUBMITTED BY [GRANTEE NAME AND ADDRESS]:

Name and designation of contact person.....

.....

Date.....

NOTE: In addition to the Project Milestone Report form below, please submit documentation of achieving the milestone. Depending on the milestone, please submit relevant documentation including, but not limited to, i.e. a report, an attendance list, a recording, a download code for an app, photos of the activity, a signed meeting agenda, receipts, a completed solicitation, an image, google analytics of social media campaign etc. If you have any questions of what may count, please contact the MFK Grant Manager.

Instructions for filling in the Project Milestone Report:

- A - References:** Please provide a unique reference number for each Milestone.
- B - Milestone:** Please write a short name for the Milestone. This name should be short but descriptive enough to give a fair idea of what the Milestone is.
- C - Description of the Milestone:** Please provide a detailed description of the Milestone. The description should clearly summarize all the things that must be completed to successfully achieve the Milestone.
- D - List of Deliverables:** Please provide a list of all deliverables that are due at the completion of a respective Milestone.
- E - Expected Date:** Please provide the tentative date by which the Milestone should be achieved.
- F - Trend:** Please provide information on how the things are progressing towards achieving the respective milestone as i.e. progressing, lacking, derailed, etc.
- G - Completion Date:** Please provide the actual date when the respective milestone has been achieved.
- H - Variance:** This column automatically shows the variance between the actual date and the expected date.
- I - M.Status:** Please write the status of the respective Milestone, as i.e. delayed, achieved, or in progress.
- J - Deliverables Status:** In line with the list of deliverables, please write the status of each deliverable for the respective Milestone.
- K - Amount Disbursed:** Please write the financial amount disbursed for the respective Milestone.
- L - Issues and Comments:** Please write any final comments if the milestone has been achieved or detail out the issues that have delayed or hindered the achievement of the respective Milestone.

Project Milestone Report											
Project Name <input style="width: 150px;" type="text"/>			Prepared on <input style="width: 100px;" type="text"/>			Prepared By <input style="width: 100px;" type="text"/>					
Reference No	Milestone	Description of the Milestone	List of Deliverables	Expected Date	Trend	Completion Date	Variance	M. Status	Deliverables Status	Amount Disbursed	Issues and Comments
			<input style="width: 100%; height: 15px;" type="text"/>				0		<input style="width: 100%; height: 15px;" type="text"/>		
			<input style="width: 100%; height: 15px;" type="text"/>				0		<input style="width: 100%; height: 15px;" type="text"/>		
			<input style="width: 100%; height: 15px;" type="text"/>				0		<input style="width: 100%; height: 15px;" type="text"/>		
			<input style="width: 100%; height: 15px;" type="text"/>				0		<input style="width: 100%; height: 15px;" type="text"/>		
			<input style="width: 100%; height: 15px;" type="text"/>				0		<input style="width: 100%; height: 15px;" type="text"/>		

APPENDIX VI. ANNUAL REPORT FORM FOR GRANTEES

**TITLE OF THE PROJECT:
DIG DATA CHALLENGE GRANT FACILITY
Reporting Period**

Grant Agreement No.

SUBMITTED TO: MILLENNIUM FOUNDATION KOSOVO

SUBMITTED BY [GRANTEE NAME AND ADDRESS]:

Name and designation of contact person.....

.....

Date.....

I. INTRODUCTION

Summary of main achievements

Give brief introduction to the project and the milestones being implemented, the thematic area they are addressing and are they being implemented (the priority sub-catchments targeted under the MFK Dig Data Challenge)

Provide bullet points of the key achievements of your project. If you are reporting on several milestones, provide bullets per milestone and the deliverables achieved during the reporting period.

II. PROJECT ACTIVITIES BY OBJECTIVES AND OUTCOMES

Provide detailed information on each milestone and outcome and activity of your milestone. When writing the narrative, please make sure that for each outcome and activity of the milestone you address/respond to the following questions:

- What is the background of these milestones/outcomes/activities?*
- What progress has been achieved during the reporting period?*
- What was significant about the milestone/outcome/activity?*

NOTE: In addition to the Narrative, please submit documentation of achieving the progress of milestone/milestones. Depending on the milestone/outcome/activity, please submit relevant documentation including, but not limited to, i.e. a report, an attendance list, a recording, a download code for an app, photos of the activity, a signed meeting agenda, receipts, a completed solicitation, an image, google analytics of social media campaign etc.

III. MONITORING AND EVALUATION

Use tables and graphics to indicate results where possible.

Impact of the milestones on the issues being addressed and how these have been measured. Provide and indicate progress towards achieving the objective(s) of the milestones and project using the indicators in your solution proposal.

IV. CHALLENGES AND LESSONS LEARNED

Describe technical challenges in implementing the milestones and planned activities. How did you address those challenges and what lessons were learnt? (Please note that this is a question on challenges in implementation, financial challenges should be covered in the Section VI)

V. MANAGEMENT/COMMUNICATION

Any changes to the project management team, if applicable, during the reporting period and how did this affect implementation?

Describe key meetings, if any, with partner organizations, visits by MFK Grant Facility, and others to the project, as well as the outcomes of those interactions.

VI. MILESTONE REPORT FORM

Dates of milestone disbursements:

Provide details in the format below:

Milestone	Milestone Description	Deliverables	Completion Date	Payment Amount
TOTAL				

NOTE: In addition to the Milestone Report above, please submit any relevant documentation.

VII. LESSONS FROM IMPLEMENTING THE BUDGET

Indicate in bullet form the major challenges in implementing the budget. How were the challenges addressed and what lessons were learnt? Please indicate challenges relating to the budget only, not technical implementation challenges covered in Section IV above

APPENDIX VII. AIR QUALITY DATA GUIDEBOOK

Introduction

While Kosovo is experiencing a proliferation of air quality data from numerous government and non-government sources, its citizens face challenges when interpreting the data – particularly when they come from different sources. The main issue faced is that these data change over time and have to be reflect immediate, local conditions of air quality. In this “information chaos”, Kosovo’s citizens and stakeholders are struggling to have productive, accurate data-driven conversations about poor air quality and what steps need to be taken in order to mitigate negative impacts to persons, communities and/or nations in the short and long term.

The Millennium Foundation Kosovo (MFK) invites all open data movers, shakers and opinion-makers, start-ups, civil society, the private sector, academia, journalists, designers, technology innovators, and creative problem solvers to submit proposals that address the question:

How might we use outdoor air quality data – possibly in combination with health, economic, transportation, construction, or other data sets – to empower Kosovo’s citizens to make data-informed decisions and to take improved and constructive personal and civic action?

All applicants should propose creative solutions based on the open data from the Government of Kosovo (KEPA/KHMI/NIPH) and/or other credible, vetted open data from national and international, to inform Kosovo citizens about air quality data and what steps to take according to the data. Use of non-public/proprietary data sets is not permitted. Applicants to Dig Data Kosovo should apply for:

1. Air Quality Challenge

MFK will fund three grant awards of **50,000 Euros (total of 150,000 Euros available in funding)** to implement a proposal that addresses the aforementioned objectives.

Suggested Datasets

Applicants are required to use data from the Government of Kosovo. They are strongly encouraged to use GoK open data, and/or credible, vetted open data from other national and international institutions. Exclusive use of non-public/proprietary data sets is not permitted. In order to support the applicant to respond to the Dig Data Challenge and data use, the Millennium Foundation Kosovo team has listed and described a number of datasets and websites that can help with your solution.

The suggested datasets can be used as a toolkit to guide applicants in constructing their solutions. Applicants are encouraged to develop solutions that connect outdoor air quality data with other

datasets on related issues - such as health, economic, transportation, and construction - as they see fit for their particular solution.

Datasets on the following pages are meant to provide a starting point for problem solvers. For each dataset listed, a link is provided in addition to a brief description. Happy digging!

1. Open Air Quality

Owner	OpenAQ
Coverage	Worldwide
URL	<ul style="list-style-type: none"> The last 90 days of data can be downloaded: https://openaq.org/#/countries/XK Historical data can be downloaded in CSV format here. API docs where last 90 days can be accessed: https://docs.openaq.org/ Explainer on how to access data older than 90 days: https://medium.com/@openaq/how-in-the-world-do-you-access-air-quality-data-older-than-90-days-on-the-openaq-platform-8562df519ecd <p>An overview of Kosovo data and corresponding Jupyter notebook</p>
Description – what information is included?	Open Air Quality includes maps and downloadable data including 7 different parameters with which they measure air pollution. Among other countries, they have open air quality data for 9 different locations in Kosovo. The data is downloadable and at the same time can be compared to any other city/country in the world.
Relevant history / Related information	Open Air Quality collects air quality data provided by the government and other sources in 70 different countries. They publicly share real time data and make data accessible universally. Open Air Quality started as a for-profit, and became a non-profit organization on 2018.

2. Kosovo Air Quality

Owner	Ministry of Environment and Spatial Planning – funded by the European Union
Coverage	Europe
URL	http://www.kosovo-airquality.com/secure/index2.html and associated Kosovo AIR Quality mobile phone app
Description – what information is included?	Kosovo Air Quality platform includes data from 8 different stations, assessing air quality based on key pollutants that determine the index level. Data is transmitted on an hourly basis. Index includes all monitoring stations for each city. This website includes data from 7 different regions in Kosovo. However, data cannot be downloaded and there is no historical data.
Relevant history / Related information	Kosovo Air Quality is a European Union includes data from the Ministry of Environment and Spatial Planning.

3. AirNow

Owner	U.S Embassy in Kosovo
Coverage	Kosovo
URL	https://airnow.gov/index.cfm?action=airnow.global_summary#Kosovo\$Pristina https://xk.usembassy.gov/embassy/pristina/air-quality-monitor-pristina/
Description – what information is included?	This platform includes data on air quality in Prishtina which defines the air quality index. The information is public and the historical data can be downloaded. AirNow covers only the concentration from PM2.5 for Prishtina, but not for other regions of Kosovo.

Relevant history / Related information	The US Embassy in Prishtina, has installed an air monitor to monitor the air pollution in Prishtina. The Embassy collects the data and updates them hourly in the AirNow website in order for the data to be open and used by the public.
---	---

4. World Air Quality Index

Owner	WAQI
Coverage	Worldwide
URL	https://waqi.info/ http://aqicn.org/city/kosovo/pristina/us-consulate/
Description – what information is included?	This platform includes data from the Environmental Protection Agencies all over the world with world rankings on air pollution, air pollution measurements with health implications, and maps showing different air pollutants for specific regions. The forecasts and historical data only cover Prishtina from the Kosovo region, extracting the data from Prishtina US Consulate.
Relevant history / Related information	The World Air Quality Index is a non-profit project that started in 2007. The team of founders is located in Beijing, China. They cover more than 11,000 stations in 88 countries, and they are still expanding.

5. Air Quality Life Index

Owner	AQLI
Coverage	Worldwide

URL	https://aqli.epic.uchicago.edu/the-index/
Description – what information is included?	Air Quality Life Index is an interactive platform that determines the relationship between air pollution and impacts of air pollution in reduced life expectancy and health for citizens all around the world. They depend on WHO guidelines and standards to calculate the impact on life expectancy of individuals. The index includes maps on reduced life expectancy and air pollution over the years. The data is downloadable, and Kosovo is included in the map.
Relevant history / Related information	They concentrate on communicating the health impacts to citizens in order for them to take preventive measures for protecting their health. AQLI was produced by the Energy Policy Institute at the University of Chicago (EPIC).

6. Kosovo Open Data Platform

Owner	Agency of Information Society - Ministry of Public Administration
Coverage	Kosovo
URL	https://opendata.rks-gov.net/
Description – what information is included?	This is the governmental catalog of metadata relating to data released in an open format by Kosovo public administrations. Published datasets are tagged with categories: Government and Public Sector, Education, Culture and Sport, Agriculture, Health, Economy and Finance, Justice and Security, Procurement, Population and Society, Environment, Transport and Infrastructure, Science and Technology, and Politics. The .csv and .xls files are available for download.
Relevant history / Related information	These are public generated data, saved and published by government agencies of the Republic Kosovo.

Additional Websites

Considering the limited number of datasets in Kosovo with a focus on Environment and Air Quality, below you will find multiple suggested websites and reports on Air Quality, Environment, Public Health, etc. These sources will be able to help you address your solution and have extensive knowledge on the issue we are trying to solve with the Dig Data Challenge on Environment:

1. [Breathe Life](#) global campaign for clean air
 2. [Our World in Data](#), information on the impacts of quality
 3. [Clean the Air for Children](#), a UNICEF report
 4. [Kosovo Country Environmental Analysis](#), a World Bank report
 5. [Health Care in Kosovo](#), a Kosovo Agency of Statistics report
 6. [Assessment of the Current Public Health Vulnerabilities Due to Climate Change in Kosovo](#), a UNDP report
 7. [Public Health in Kosovo After Five Difficult Years of Independence](#), a South Eastern European Journal of Public Health report
 8. [Environment International](#), a peer-reviewed journal
 9. [The Cost of Air Pollution](#), OECD policy tools and evaluations
 10. [Prishtina Online](#) city documents
 11. MCC Labor Force and Time Use Survey data in [STATA format](#)
 12. [Science for Change](#) low-cost sensor data, [Ajri Pristines](#) platform, and [Making Sense](#) citizen toolkit
- [OpenAir R Project](#), R package for air quality analysis

Finally, during the Dig Data Air Quality Workshop delivered by Open Air Quality, a nonprofit US organization, participants were introduced to the OpenAQ Slack channel, a platform that allows for discussion on air quality and open data issues in Kosovo. There are also a number of resources shared on the platform under the hashtag #Kosovo that might be useful for all interested applicants. Join the channel by clicking on this <https://openaq.slack.com/> and become part of the community.

Data Analysis and Visualization Tools

There are many data analysis, visualization, and storytelling tools that you might use in formulating your solution. Many of these software products are no-cost or low-cost such as Cocalc, Google Charts, Google Data Studio, HighCharts, Keshif, Microsoft Power BI, Tableau Public, and so on. **Please note that Millennium Foundation Kosovo does not endorse any specific tools.**

Data Ethics

All data should be attributed to the original source and links should be provided to the original source data to ensure compliance with applicable privacy and copyright laws.