**ENERGY**

**“DIG DATA” CHALLENGE**

**GRANTS MANAGEMENT MANUAL**

**2021**

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**ABBREVIATIONS AND ACRONYMS**

**GoK** – Government of Kosovo

**MCC** – Millennium Challenge Corporation

**MESP** - Ministry of Environment and Spatial Planning

**MFK** – Millennium Foundation Kosovo

**ERO** - Energy Regulatory Office

**KEEA** - Kosovo Energy Efficiency Agency

**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 four 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, businesses, 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. Energy Data, 2021

4. Judicial Data, 2021

**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 Kosovo 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 ENERGY DIG DATA CHALLENGE**

Kosovo’s electricity is supplied by two lignite coal-fired power plants. Kosovo A has been operational since 1970, while Kosovo B started operating in 1983, with a maximum capacity of 915 MW. Both plants are often unreliable and too inflexible to meet Kosovo’s current and forecasted electricity demand. Furthermore, Kosovo A is 50 years old, and while intended to be decommissioned in 2017, it is now envisaged to generate electricity until 2023. In the meantime, Kosovo B needs to undergo a complete rehabilitation. With the planned decommissioning of Kosovo A, Kosovo will experience a significant lack of electricity, which needs either to be replaced by new generation capacities, or through expensive electricity imports.

According to the Kosovo constraints analysis conducted by MCC, and seconded by the World Bank’s Doing Business Report, unreliable electricity supplies are among the major constraints for investments in new businesses and expanding existing businesses. Although Kosovo has the cheapest electricity tariffs in Europe, the electricity customers often complain about the high tariffs, mostly due to frustrations about the unreliable electricity supplies.

Energy efficiency and energy saving measures could directly support Kosovo issues related to energy security, while at the same time reduce the overall cost of electricity for the customers. They may also have a positive environmental impact as most electrical generation in Kosovo comes from lignite-fired power plants. While the government and energy regulator provide information, citizens struggle to understand energy data — which is the first step toward gaining more control over the energy consumption and the bills that they pay. Furthermore, citizens could benefit from more transparency in whether bills are being fairly collected, to say nothing of whether revenues are being put toward necessary efficiency, anti-pollution, and green improvements in Kosovo’s energy portfolio.

**2.1. ENERGY OPEN DATA CHALLENGE**

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 use open data to drive consumers and government to make better energy choices and combat misperceptions, so that consumers understand their rights, reduce energy consumption, and support policymakers and energy stakeholders to fulfill Kosovo's commitments regarding energy efficiency and renewable energy.

*Solutions must use open data (energy sources generation, consumption, distribution, revenues, complaints etc.) to explain why their tool or approach is needed and incorporate open data in their solutions which will to empower Kosovo’s citizens to:*

* + *to take constructive civic action to improve Kosovo’s fulfillment of energy efficiency and renewable energy generation goals, while maintaining the highest environmental standards and/or*
	+ *understand their rights, and adjust their own energy consumption, and/or*
	+ *improve their understanding around energy supply, electricity tariffs (rates), and against energy theft (or reduction of commercial losses)****.***

All applicants should analyze open datasets from ERO, KEEA and/or other credible, vetted open data from national and international institutions to develop creative solutions which will inform Kosovo’s citizens about Kosovo’s energy sector. Solutions must empower Kosovo’s citizens to do one or some of the following: make better energy choices, take constructive civic action to improve the understanding of their rights, and support policy makers to fulfill Kosovo’s commitments regarding revenue collection, energy efficiency and renewable energy. Solutions do not need to address all the themes in their proposal--it is better to have a focused, clear approach that only addresses one or a few themes than an overly general one attempting to address all of the themes.

**The Incentive**

Winners will be eligible for:

● Up to five grants (maximum per grant of 80,000€ and total grant budget of 300,000€ in available funds) 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 energy sector and 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 Kosovo’s needs, thereby creating examples of constructive relationships between the Government, private sector, and civil society. The activity will support relevant regulatory entities to creatively share data, formulate their critical needs or questions, which they would like help in answering and identifying innovative solutions that would help Kosovo’s transparency and efficiency. It will also support the energy regulator and/or 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 energy sector and/or 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),** wherebygrantees 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 milestones and financial reports.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. 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**

Successful solutions will be funded for periods not exceeding a year, 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 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 the 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.

**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 Kosovo[[1]](#footnote-1), 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]](#footnote-2)

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 the Government of Kosovo and/or other credible, vetted open data from national and international institutions.

v. Solutions 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 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**

Competitors may apply to the Dig Data Challenge Call for Applications through the Application Forms link provided on the MFK Dig Data website: \*link will be provided

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](http://www.millenniumkosovo.org/digdata) webpage, where the applicants can find answers 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](http://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, the energy regulator, and, if applicable, 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:

● Entries must be submitted in English.

● Late entries will not be accepted.

● Entries must be complete and may not leave questions unanswered questions or neglect requested documentation.

● Entries must directly relate to challenge goals, funding requirements and utilize credible open data from ERO, KEEA and/or other credible, vetted open data from national and international institutions.

● All competitors must use Challenge grant funds to implement a solution in Kosovo. International applications are eligible as long as applicants either already have a presence in Kosovo or must demonstrate they have a Kosovar partner (supporting partnership documentation is required).

● All solutions can propose a coordination or implementation partnership with KEEA or ERO.

All eligible applications will be shared with the judging panel. The judging panel will be made up of subject matter experts, energy sector stakeholders, data specialists, MFK staff, and their affiliates, 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

Submissions will be evaluated on the basis of:

• Eligibility (Yes/No).

• Whether they use open data from the Energy Regulatory Office or Kosovo Energy Efficiency Agency or other credible, vetted open data from national and international institutions (Yes/No).

• Whether they are improving the understanding of energy data and providing data-driven, actionable information for Kosovo’s citizens (Yes/No).

• A sliding-scale evaluating applicant’s 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.

**10.4.2. Expert Judging and Matching**

The review process will follow these steps:

1. Eligibility: All applications will first be screened according to the aforementioned Eligibility Criteria.
2. Initial review: Those that are eligible will be reviewed by a panel of independent, expert judges and select Millennium Foundation Kosovo staff.
3. Concurrent review: Millennium Challenge Corporation staff and their affiliates will review shortlisted applications for their concurrence. Select ERO and KEEA staff will be invited to review shortlisted applications during a set period of time for their concurrence; the review will be optional and not required.
4. Optional matching: If a partnership is proposed, ERO and/or KEEA staff will review the top proposals to verify whether a productive working relationship during the implementation phase is possible.
5. Interviews: Finalist applicants capable of a productive working relationship with select energy stakeholders will be invited to an interview lasting no more than two hours. Qualifying applicants will be asked to present their solution, respond to questions from the judging panel. Questions will address any lingering doubts in the technical, data, budget, or operational approach.
6. Selection: Apparent awardees will be selected based on their interview performance. Apparent awardees will enter the grant negotiation phase with Millennium Foundation Kosovo staff.

**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 | 18 January 2021 |
| 2 | Submission Deadline | 15 March 2021 |
| 3 | Expert Judging and Matching | March - May 2021 |
| 4 | Awards Event | May 2021 |
| 5 | Grant Agreement Signing | May 2021 |
| 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 Agreement[[3]](#footnote-3), 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.

**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:

* + - 1. Email to hotline@mcc.gov or mcchotline@usaid.gov;
			2. Filling out web form on the website of the Office of the Inspector General responsible for MCC (<https://oig.usaid.gov/complainant-select>); and
			3. 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**

**Energy Dig Data Challenge**

**What is the problem?**

While Kosovo’s primary source of energy remains lignite-fired power plants, Kosovo’s government and citizens continue to struggle with how to maximize the benefits of energy independence while minimizing the costs.  At present, Kosovo’s citizen’s experience high energy and environmental costs due to a lack of energy efficiency and energy saving measures. While the government provides information, citizens struggle to understand energy data — which is the first step toward gaining more control over the energy consumption and the bills that they pay.  Furthermore, citizens could benefit from more transparency in whether bills are being fairly collected, to say nothing of whether revenues are being put toward necessary efficiency and green improvements in Kosovo’s energy portfolio.

**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 use open data to drive consumers and government to make better energy choices and combat misperceptions, so that consumers understand their rights, reduce energy consumption, and support policymakers and energy stakeholders to fulfill Kosovo's commitments regarding energy efficiency and renewable energy.

*Solutions must use open data (energy sources generation, consumption, distribution, revenues, complaints etc.) to explain why their tool or approach is needed and incorporate open data in their solutions which will to empower Kosovo’s citizens to:*

* + *to take constructive civic action to improve Kosovo’s fulfillment of energy efficiency and renewable energy generation goals, while maintaining the highest environmental standards and/or,*
	+ *understand their rights, and adjust their own energy consumption, and/or*
	+ *improve their understanding around energy supply, electricity tariffs (rates), and against energy theft (or reduction of commercial losses)****.***

All applicants should analyze open datasets from ERO, KEEA and/or other credible, vetted open data from national and international institutions to develop creative solutions which will inform Kosovo’s citizens about Kosovo’s energy sector. Solutions must empower Kosovo’s citizens to do one or some of the following: make better energy choices, take constructive civic action to improve the understanding of their rights, and support policy makers to fulfill Kosovo’s commitments regarding revenue collection, energy efficiency and renewable energy. Solutions do not need to address all the themes in their proposal--it is better to have a focused, clear approach that only addresses one or a few themes than an overly general one attempting to address all of the themes.

**The Incentive**

Winners will be eligible for:

●        Up to five grants (maximum per grant of 80,000 and total grant budget of 300,000€ in available funds) to implement a proposal.

●        Mentorship.

●        Networking opportunities among relevant stakeholders.

●        Publicity, promotion, and profile-raising activities.

**The Challenge Structure and Timeline**

●        **Challenge Announcement and Energy Data Workshop**

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

●      Create a common understanding of the problems that result from a lack of knowledge and misperceptions of energy use, efficiency, rate setting and revenue collection, investments, and theft.

●      Present and discuss a challenge statement and agenda for Kosovo’s energy data.

●      Introduce the priorities and constraints of Kosovo’s energy stakeholders.

●      Contextual and familiarize applicants with the available energy 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.

●        **Challenge Announcement 18 January 2021**

The challenge is taking place 18th of January through 15th of March.

●        **Call for Applications – 18 January 2021[1] –15 March 2021.**

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/faq/.> Submissions received after **Monday, 15th of March 2021. 16:00 CET** may not be considered.

●        **Expert Judging, Interviews, and Matching**

The review process will follow these steps:

1. Eligibility:  All applications will first be screened according to the aforementioned Eligibility Criteria.
2. Initial review:  All eligible applications will be reviewed by a panel of independent, expert judges and select Millennium Foundation Kosovo staff.
3. Concurrent review:  Millennium Challenge Corporation staff and their affiliates will review shortlisted for their concurrence.  Select ERO and KEEA staff will be invited to review shortlisted applications during a set period of time for their concurrence; the review will be optional and not required.
4. Optional matching:  If a partnership is proposed, ERO and KEEA staff will review the top proposals to verify whether a productive working relationship during the implementation phase is possible.
5. Interviews:  Finalist applicants capable of a productive working relationship will be invited to an interview lasting no more than two hours.  Qualifying applicants will be asked to present their solution, respond to questions from the judging panel. Questions will address any lingering doubts in the technical, data, budget, or operational approach.
6. Selection:  Apparent awardees will be selected based on their interview performance.  Apparent awardees will enter the grant negotiation phase with Millennium Foundation Kosovo staff.

●        **Implementation**

Winners will work with MFK’s grants team to draft and set milestones for a results-driven work plan.  Grantees will have up to 12 months to complete the work. MFK will work with the grantees to make connections with relevant energy stakeholders, maintain relationships, mentor the winners, and publicly celebrate their progress.

**What We Are Looking For:**

We're seeking solutions that use open data to drive consumers, energy stakeholders, and government to make better energy choices and combat misperceptions so that consumers understand their rights, reduce energy consumption, and/or support policy makers or energy stakeholders to fulfill Kosovo's commitments regarding energy efficiency and renewable energy.  Currently, Kosovo’s citizens have little understanding of energy sector data and the choices, trade-offs, and policies represented by that data.  Furthermore, since the available data is presented in confusing and difficult formats, citizens struggle to interpret the data in ways that would help them gain more control over their energy consumption.  Clear, reliable information can empower citizens to take on energy efficiency and energy saving measures and reduce their electric bills.

Proposals do not need to address all of the themes in this challenge.  It is better to focus and address one or two of themes well than to try to generally address all of the themes.

**About the data**

MFK has been working with the Government of Kosovo and the Energy Regulator to ensure that data is available and structured so competitors can analyze the most relevant energy sector data.

These data sets are the foundation for a wide variety of potential solutions. Competitors must use open data (energy sources generation, consumption, distribution, revenues, complaints etc.) to explain why their tool or approach is needed and then incorporate open data in their solutions to empower Kosovo’s citizens to:

·       to take constructive civic action to improve Kosovo’s fulfillment of energy efficiency and renewable energy generation goals while maintaining the highest environmental standards, and/or

·           understand their rights, and adjust their own energy consumption, and/or

·       improve their understanding around energy supply, electricity tariffs (rates), and against energy theft (or reduction of commercial losses).

The solutions also should take into consideration that:

1. Stakeholders and everyday citizens need energy data.
2. Customers need to understand their rights and be able to make informed decisions about their consumption.
3. The institutions not only have the data, but they are required to comply with open data requirements.
4. The data should be contextualized and clear to everyday citizens.
5. Upon receipt of this information, everyday citizens should feel empowered and understand pathways they can take to address energy usage concerns at a:
	1. Personal level (lower consumption, or lower bills) and/or
	2. A civic level (e.g., advocating for measures to improve Kosovo’s fulfillment of energy efficiency and renewable generation goals etc.).
6. Citizen activities should be productive and solution-oriented rather than selfish (eg, prioritizing personal benefit over community) and antagonistic (promoting an adversarial relationship with the government).
7. The activities should continue to build ongoing demand for more open government data.

Proposals do not need to address all of the themes in this challenge.  It is better to focus and address one or two of themes well than to try to generally address all of the themes.

*The following types of data are available:*

**Energy Efficiency**:

With energy efficiency data, participants may analyze and compare the introduction and sustained use of energy efficiency measures, their potential savings, and investment costs with baseline consumption. Coupled with the data on costs (MAR), household consumption and other relevant data, this data can be used to analyze potential energy savings from energy efficiency investments. Since many energy efficiency investments are both low-cost and incremental, an analysis of this data can help customers understand the marginal benefits of reducing the use of costly appliances or investing in energy efficiency measures (more efficient appliances, sealing windows, insulating walls).  For example, by changing to more energy efficient compact fluorescent bulbs, a customer can save an average of two-thirds the amount of electricity compared to traditional incandescent light bulbs.  The data on investment in energy efficiency measures and the inventory of publicly owned buildings can also be used to analyze the costs, savings, prevalence, and adherence of existing commercial programs for energy efficiency.

**Maximum Allowed Revenues (MAR)**

Maximum Allowed Revenues data from the Universal Service Supply, the Distribution System Operator, and Transmission System Operator allows participants to analyze the Kosovo energy sector’s costs relative to tariffs. The data also contains energy import and export prices. Using this data, participants may analyze consumers’ bills to analyze and interpret the percentage of the electricity bill that is dedicated to generation costs (divided into costs for lignite and renewable sources, and imports), transmission costs, distribution costs (including identifying also the costs that are associated with losses in the network), and supply costs.  This data could potentially be used for solutions that communicate trends in billing and analyze whether revenue collection is keeping pace with the Government of Kosovo’s commitments to capital investments in energy generation, renewable energy, and energy efficiency.

**Consumption data:**

Participants may use consumption data to analyze differences in how various consumer groups use energy, and their associated electricity losses (divided into technical, commercial and unbilled supply). This data contains information on household, commercial and industrial consumption, including transmission, distribution losses, unbilled supply, and energy used for mines and generating units at KEK. Consumption data also includes the average tariffs for households, commercial and industrial customers. The data also contains billing determinants for households.  Finally, it includes energy consumption patterns over the course of the day and night time so that participants might analyze the effects of energy consumption at different times of day. Competitors may wish to compare this data with air quality data to propose solutions that incentivize customers to reduce energy consumption during peak demand or poor air quality conditions.  These data could also be used to analyze Kosovo’s consumption patterns and prices relative to consumption and prices in other countries and propose proven or promising policy or/and personal solutions to improve public trust, revenue collection, accountability, efficiency and/or consumption patterns.

**Household consumption data:**

Household consumption data allows for in-depth analysis of the household average consumption and household price (tariff) structures. Competitors may use data on household consumption in different districts and consumption in rural versus urban areas to analyze differences between various households based on location. When paired with information available from local sources or international data sources on appliance power consumption, competitors could propose solutions on appliances, programming, policies, or incentives that could reduce household and local energy consumption or improve efficiency. These data could be used to analyze the difference of average consumption difference between districts (cities), as well as differences in average consumption of urban vs rural areas. Together with data on household appliance power consumption, the data can be used to analyze how using certain appliances affects the total monthly consumption, and how changing behaviors might affect the consumer’s bills. The competitors will also have access to consumption data for vulnerable socioeconomic households receiving subsidies from the Ministry of Labor and Social Welfare, such as households qualifying for social assistance or veteran’s pensions. When paired with other available data, the competitors may develop solutions that empower vulnerable groups to understand their electricity, consumption, know their rights and lower their electricity bills.

**Consumer complaint data:**

Consumer complaint data contains data on: 1. Customer complaints to the supplier by month, 2. Customer complaints to the supplier by District, 3. Customer complaints to the supplier by Nature, 4. Customer complaints to ERO against supplier by customer categories (nature), 5. Customer complaints to ERO against suppliers by the nature of complaints 6. Customer complaints by customers against ERO’s decision in the court, 7. Supplier complaints against ERO’s decision to the court concerning customer complaints. This data category also includes complaint outcomes as to whether complaints are refused versus decided in favor of customers. These data could be used to analyze patterns of customer complaints, rulings on complaints, and complaints in various districts.  This data could be used to formulate solutions that could shine a light on and inspire collective action around persistent service or revenue collection failures, disparities in customer treatment, or unjust rulings.  Alternatively, it could be used to formulate solutions which address customer misperceptions around service provision and rate-setting.

**Network loss data:**

Competitors may use network loss data to analyze energy losses and their locations. The data contains information on monthly losses divided into districts for both technical and commercial losses. Together with other sets of data, such as data on costs (MAR), data on consumption, and in particular data on household consumption, these data could be used to analyze in detail the impact of costs for losses in customers electricity bills.

Network losses of electricity in Kosovo remain high, approximately 26% of total consumption in distribution is accounted for as losses in the network. While technical losses, mainly coming as a result of old network infrastructure and planning, account for 13% of total consumption, the rest are commercial losses or unauthorized use of electricity. Only through tariffs the costs of losses are envisaged to amount to approximately 46.88 million Euro for the period 1 April 2020 – 31 March 2021, considering entire costs of Distribution 95.40 Euro millions, is 49% of total costs of distribution.

**Generation data:**

Competitors may use generation data to analyze electricity generation by each individual generator and the average prices of different electricity sources (e.g., for KEK generation, for renewable sources generation).  These data are also reflected in the costs noted in MAR data. This data category also contains data on electricity imports and exports. The data includes the expected generation of electricity (RES targets) from renewable sources to meet the renewable goals and the feed-in tariff prices. The available data includes renewable projects that have been authorized by ERO to develop new generation capacities and which will be supported by existing tariffs paid to renewable energy generators (“feed in tariffs”) set by ERO. The data includes the projected generation (in MWh) after construction is complete, and the applicable feed in tariffs. The data could be used to analyze what is being generated relative to costs (both financial and environmental), as well as what may be the costs of generation in the future if renewable generation goals are met. The data could also be used to analyze the impacts of market liberalization in the cost to customers and the price of various European power exchanges.

**Environmental pollution data**

Competitors may use environmental pollution data to analyze the effects of using lignite coal for electricity generation. The data contains information on lignite production and consumption, as well as data for pollutants from mining and electricity generation. These data could be used to analyze electricity generation pollution from KEK (lignite sources).  When coupled with information from the energy generation data set, competitors would be able to analyze and propose solutions vis-a-vis addressing the impacts of renewable energy sources on pollution.  This data could also be paired with air quality data and or consumption data to propose solutions for improved citizen health.

**Eligibility Criteria**

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

●        Entries must be submitted in English.

●        Late entries will not be accepted.

●        Entries must be complete and may not leave questions unanswered questions or neglect requested documentation.

●        Entries must directly relate to challenge goals, funding requirements and utilize credible open data from ERO, KEEA and/or other credible, vetted open data from national and international institutions.

●        All competitors must use Challenge grant funds to implement a solution in Kosovo. International applications are eligible as long as applicants either already have a presence in Kosovo or must demonstrate they have a Kosovar partner (supporting partnership documentation is required).

● All solutions can propose a coordination or implementation partnership with KEEA or ERO.

*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’s primary source of energy remains lignite-fired power plants, Kosovo’s government and citizens continue to struggle with how to maximize the benefits of energy independence while minimizing the costs.  At present, Kosovo’s citizen’s experience high energy and environmental costs due to a lack of energy efficiency and energy saving measures. While the government provides information, citizens struggle to understand energy data — which is the first step toward gaining more control over the energy consumption and the bills that they pay.  Furthermore, citizens could benefit from more transparency in whether bills are being fairly collected, to say nothing of whether revenues are being put toward necessary efficiency and green improvements in Kosovo’s energy portfolio.

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 use open data to drive consumers and government to make better energy choices and combat misperceptions, so that consumers understand their rights, reduce energy consumption, and support policymakers and energy stakeholders to fulfill Kosovo's commitments regarding energy efficiency and renewable energy.

*Solutions must use open data (energy sources generation, consumption, distribution, revenues, complaints etc.) to explain why their tool or approach is needed and incorporate open data in their solutions which will to empower Kosovo’s citizens to:*

* + *to take constructive civic action to improve Kosovo’s fulfillment of energy efficiency and renewable energy generation goals, while maintaining the highest environmental standards and/or*
	+ *understand their rights, and adjust their own energy consumption, and/or*
	+ *improve their understanding around energy supply, electricity tariffs (rates), and against energy theft (or reduction of commercial losses)****.***

All applicants should analyze open datasets from ERO, KEEA and/or other credible, vetted open data from national and international institutions to develop creative solutions which will inform Kosovo’s citizens about Kosovo’s energy sector. Solutions must empower Kosovo’s citizens to do one or some of the following: make better energy choices, take constructive civic action to improve the understanding of their rights, and support policy makers to fulfill Kosovo’s commitments regarding revenue collection, energy efficiency and renewable energy. Solutions do not need to address all the themes in their proposal--it is better to have a focused, clear approach that only addresses one or a few themes than an overly general one attempting to address all of the themes.

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 energy data from the ERO, KEEA and/or other international sources.
2. Clearly contextualize and interpret the data for everyday citizens. Contextualization efforts should include:
	1. Crediting the data source (e.g., ERO.),
	2. What factors the data is measuring,
	3. What how the data is being measured
	4. What the data may signify for vis-a-vis energy use—examples include but are not limited to, explaining the implications for:
		1. The costs and benefits associated with energy use reductions, efficiency measures, and behavior change
		2. Revenue collection
		3. Pollution and health
		4. Equitable distribution, rate setting, and responsiveness to complaints
		5. Revenue collection and expenditures relative to capital investments in retrofits, renewable energy, or energy imports and exports
3. Upon receipt of this information, everyday citizens should feel empowered and understand pathways they can take to address energy concerns on both:
	1. A personal level (purchasing efficient appliances, modifying behavior, improved understanding of their bill, etc.) and
	2. A civic level (a tip line to report network losses, advocating for increased energy efficiency programming, 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 energy sector or government).
5. These activities should continue to build ongoing demand for more open government data.

Proposals do not need to address all of the themes in this challenge.  It is better to focus and address one or two of themes well than to try to generally address all of the themes.

**Awards:**

MFK will award up to five grants (total of 300,000€ 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, the energy sector, 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:**

* Entries must be submitted in English.
* Late entries will not be accepted.
* Entries must be complete and may not leave questions unanswered questions or neglect requested documentation.
* Entries must directly relate to challenge goals, funding requirements and utilize credible open data from ERO, KEEA and other credible, vetted open data from national and international institutions.
* All competitors must use Challenge grant funds to implement a solution in Kosovo. International applications are eligible as long as applicants either already have a presence in Kosovo or must demonstrate they have a Kosovar partner (supporting partnership documentation is required).
* All solutions can propose a coordination or implementation partnership with KEEA or ERO.

**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 energy use and proactive steps citizens 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.

**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 the ERO, KEEA, and/or other credible, vetted open data from national and international institutions.
5. Solutions that are unwilling to establish partnerships with relevant stakeholders, particularly with energy stakeholders and 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 energy issues.

We advise competitors to keep in mind:

* Whether the solution is a credible response to issues raised by data from the ERO, KEEA, 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 the 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 Kosovo citizens.

***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 energy data and also a series of constructive personal and civic recommendations they can take to address their concerns.

We advise competitors to keep in mind:

* The effectiveness of the solution in communicating energy sector 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 reducing energy use and efficiency, health, environmental stewardship, and renewables.
* 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 energy use, efficiency, enforcement, expenditures, and customer service.
* Solutions that demonstrate the vision and potential to continue to encourage productive public discussion about addressing energy issues.
* Solutions that may demonstrate new or adaptive ways of collaborating with energy stakeholders and/or 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 of literacy and digital access among population groups such as the elderly and less educated.  Competitors should also consider Kosovo’s linguistic diversity.
	+ The availability of certain interventions in a given geography, and at a given time (e.g., a solution should not recommend products that are not available or approved for use in Kosovo).

**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 energy 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 energy data 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 energy 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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dig Data Energy Challenge Launch | Energy Dig Data Workshop | Application Deadline | Judging, Interviews, and Matching | Winners Announced | Implementation |
| 18 January 2021 | 26 January 2021 | 15 March 2021 | March 2021 – May 2021 | May 2021 | May 2021 - May 2022 |

**APPENDIX III. APPLICATION EVALUATION FORMS FOR JUDGES**

**ENERGY DIG DATA CHALLENGE**

**Please review the following application.**

Does the application use open data from the Energy Regulatory Office or Kosovo Energy Efficiency Agency or other credible, vetted open data from national or international institutions? :  Yes/No (if no, disqualified)?

Does the application contextualize Energy data and is 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 partnerships 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 Energy 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 energy data 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 Energy data and its impact and/or preventive measures?  Does it inform both the 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 Energy 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 Agreement 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 this 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](http://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 from 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 Kosovowill 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]

|  |  |
| --- | --- |
|   BY......................................................   NAME................................................    TITLE: CHIEF EXECUTIVE OFFICER    |   BY.......................................................   NAME.................................................    TITLE................................................. |

**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.....................................................





**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. ENERGY DATA GUIDEBOOK**

**ENERGY DIG DATA CHALLENGE DATA GUIDEBOOK**

**Introduction**

Energy consumption, energy savings, and energy efficiency are among the most important topics in energy debates across the world. While availability of energy sector data in Kosovo is not a problem, ensuring that the data is not only open source, but easily interpreted by Kosovo’s citizens, poses a particular challenge. The data that are already published are often not in an appropriate format for data analysis and data-driven policy making. Furthermore, energy data comes from different sources and often requires adjustments to make the data decipherable across different institution policies and formats.

Given these issues, Kosovo’s citizens and stakeholders are struggling to interpret and create solutions that reflect what actually is happening in Kosovo. Citizens and stakeholders are often forced to make inferences and develop hypothetical scenarios using foreign data and case studies to provide energy-related solutions for Kosovo, rather than using local data that has a greater likelihood of success.

Citizens access to Kosovo’s energy data, including both electricity and thermal/district heating, can increase their information regarding household energy consumption, and the ways they can reduce energy consumption and costs; would benefit non-governmental organizations in researching new solutions for energy savings, energy resource management, green energy, and potential inequalities related to gender, ethnicity, and region; and research enthusiasts who enjoy fostering better social outcomes through data.

The Millennium Foundation Kosovo (MFK) has cooperated with the Energy Regulatory Office and the Kosovo Agency of Energy Efficiency to publish ten (10) datasets, which contain different data on energy production, energy consumption, renewable energy resources, customer-related requests and complaints related to energy and investments in energy efficiency. The datasets are focused only on the electricity side of the energy, and do not include information regarding thermal heating. Through these datasets, as well as in combination with outside research sources, researchers, civil society, the private sector, academia, journalists, technology innovators, and creative problem solvers can come up with data-driven solutions for energy-related topics in Kosovo.

Energy data can be found online, at the Energy Regulatory Office website, as well as at the Kosovo Agency of Energy Efficiency website, and are available to be downloaded in format compatible for data analysis. Data users will have the opportunity to download and work with raw data, and analyze them to develop different solutions.

The following is a list of data categories published online:

1. Energy costs
2. Energy consumption
3. Household energy consumption
4. Customer complaints
5. Energy losses
6. Renewable energy
7. Lignite resources and environmental pollution
8. Energy efficiency investments by type of investment
9. Energy efficiency investments by municipality
10. Energy efficient products and their consumption

**Data Descriptions**

**Energy Costs**

|  |  |
| --- | --- |
| Source | Energy Regulatory Office |
| URL | https://www.ero-ks.org/zrre/sq/te-dhena |
| Format | Excel |
| Description | This category of datasets contains information on energy costs incurred in distributing, transmitting, and supplying energy. Specifically, the datasets contain information on the Maximum Allowed Revenues (MAR) for the energy distribution, transmission, and supply systems. Distribution and transmission costs are an integrated part of the supply costs. Maximum Allowed Revenues for energy supply is determined based on supply costs, and supply costs are used to determine energy tariffs for different customer categories. Furthermore, these datasets contain information on electricity generation (electricity purchase), divided into lignite resources, renewable energy resources, and imports.MAR data is presented in Euro units, while energy purchase data are presented in terms of GWh consumption, as well as in terms of Euro costs for purchase of MWh. |
| Possible usage of datasets | * Calculate energy costs
* Calculate percentage change in energy costs from one year to another
* Analyze the factors that drove the yearly change in energy costs
* Analyze the effect of transmission and distribution costs on overall costs
* Analyze the importance of imports, lignite resources, and renewable resource on the overall energy purchase costs
 |
| Number of datasets | Four (4) |
| Frequency of data available | Annually |
| Years available | 2013-2019 |

**Energy Consumption**

|  |  |
| --- | --- |
| Source | Energy Regulatory Office |
| URL | https://www.ero-ks.org/zrre/sq/te-dhena |
| Format | Excel |
| Description | This category focuses on energy consumption and losses data. The datasets contain information on the monthly consumption of different groups, including households, industrial, and commercial consumption. Furthermore, the datasets include information regarding technical, commercial and unbilled energy supply losses. The third dataset in this category contains yearly average tariff prices for each of the aforementioned costumer types. The data are available from 2009. The primary focus of this category, as well as of others, is households. As such, the fourth dataset contains data on household billing determinants and the household day and night consumption and tariffs. These data allow for analysis of household electricity bills. Billing determinants are available for 2018 and 2019, while day and night household consumption and tariffs data are available on an annual basis from 2017 to 2019. |
| Possible usage of datasets | * Calculate energy production and cost for each production unit
* Calculate household consumption and costs based on day and night tariffs
* Calculate monthly household consumption
 |
| Number of datasets | Six (6) |
| Frequency of data available | Annually and monthly |
| Years available | 2009-20192017-2019 |

**Household Energy Consumption**

|  |  |
| --- | --- |
| Source | Energy Regulatory Office |
| URL | https://www.ero-ks.org/zrre/sq/te-dhena |
| Format | Excel |
| Description | This category provides detailed data on household energy consumption. All of the data are presented monthly. The datasets include:* Household monthly energy consumption
* Household tariff structure
* Household appliances’ power consumption
* Household consumption by district
* The number of customers in each district
	+ Total
	+ By municipality

These datasets, when used together, provide detailed information on the energy consumption behavior of Kosovo’s households, and as such offer insights for possible energy savings solutions that are tailored to households. |
| Possible usage of datasets | * Calculate monthly household energy consumption and costs through monthly average energy prices
* Calculate household consumption by district, depending on the number of customers per district
* Analyze energy consumption of different household appliances and calculate of their impact on household energy costs
* In combination with the datasets from the second category, calculate the impact of reduced or increased energy consumption on average tariff levels.
* Pair with other data, such as data on vulnerable socioeconomic households receiving subsidies (Ministry of Labor and Social Welfare), to understand consumption data for these households and develop solutions
 |
| Number of datasets | Six (6) |
| Frequency of data available | Monthly |
| Years available | 2019 |

**Customer Complaints**

|  |  |
| --- | --- |
| Source | Energy Regulatory Office |
| URL | https://www.ero-ks.org/zrre/sq/te-dhena |
| Format | Excel |
| Description | The datasets in this category are divided into:* Complaints against the energy supplier
* Complaints against the ERO

Data on complaints against energy suppliers are categorized by month, district, the nature of the complaints, and the complaint status. Data on complaints against the ERO are presented based on the reason for the complaint, the customer type, and the complaint status. These data provide detailed information on the number of complaints that households and other customers file, based on different causes. The data includes information regarding the number of complaints that have been decided in favor and against the complainant. Furthermore, this dataset includes information regarding the customer complaints in courts. Citizens and stakeholders can use complaint datasets to analyze the type of complaints and propose solutions that would decrease complaints and increase household satisfaction with energy provision. |
| Possible usage of datasets | * Analyze complaints based on region and offer solutions towards decreasing their causes
* Analyze complaints based on their nature, and offer solutions that would tackle the highest source of complaints
* Analyze the number of complaints that are decided in favor of costumer, and develop solutions that decrease complaints.
* Combine data and desk research to analyze changes in complaint type over time and analyze what caused the change
* Analyze any potential disparities in customer treatment or unjust rulings
 |
| Number of datasets | Eight (8) |
| Frequency of data available | Monthly and Yearly |
| Years available | 2015-2019 |

**Energy Losses**

|  |  |
| --- | --- |
| Source | Energy Regulatory Office |
| URL | https://www.ero-ks.org/zrre/sq/te-dhena |
| Format | Excel |
| Description | This category provides detailed data on energy losses, divided into technical and commercial losses. The data are presented by district and by month.Specifically, this dataset includes:* Monthly data on technical losses, for each district
* Monthly data on commercial losses, for each district
* Monthly data on energy load, for each district
* Monthly data on billed energy, for each district

Through these datasets, citizens will be able to analyze different types of losses. When combined with the Energy Costs dataset, citizens are able to determine the impact of losses on customer energy bills. |
| Possible usage of datasets | * Combine data with other categories to analyze the impact of network losses on customer bills
* Analyze losses by district
* Analyze losses by month
* Analyze energy load by month
* Analyze energy load by district, and compare it with consumption
* Analyze energy billing by district, and compare it with consumption
* Analyze energy billing by month
 |
| Number of datasets | Eleven (11) – data by district |
| Frequency of data available | Monthly |
| Years available | 2010-2019 |

**Renewable Energy**

|  |  |
| --- | --- |
| Source | Energy Regulatory Office |
| URL | https://www.ero-ks.org/zrre/sq/te-dhena |
| Format | Excel |
| Description | This series of datasets presents data on renewable energy sources. Energy production in Kosovo is a combination of lignite coal and renewable energy sources, and this category provides monthly production data of different energy sources. Besides the total energy balance data presented in the other datasets, this category offers insights on the monthly production of:* Kosovo A Power Station
* Kosovo B Power Station
* Distribution of renewable energy sources
* Transmission of renewable energy sources

Besides production, these datasets also include Kosovo’s energy import and export prices, as well as renewable energy prices.As such, the data can contribute to better understanding energy production in Kosovo and the associated costs. The data also addresses renewable energy investments currently under construction that will become available in Kosovo in the near future, particularly:* The amount of energy that will be produced by renewable sources in Kosovo in the near future
* The costs associated with energy produced by renewable sources

In particular, this category includes data on:* Energy production
* Renewable energy production by sources in transmission
* Renewable energy production by sources in distribution
* Import and export data
* Import and export prices
* Renewable energy sources for the listed years
 |
| Possible usage of datasets | * Calculate energy produced by lignite coal
* Calculate energy produced by renewable energy resources
* Analyze the impact of imports on energy prices
* Analyze the impact of price on energy production
* Analyze Kosovo’s renewable energy production potential
 |
| Number of datasets | Five (5) |
| Frequency of data available | Monthly and Yearly |
| Years available | 2009-2019 |

**Lignite Resources and Environmental Pollution**

|  |  |
| --- | --- |
| Source | Energy Regulatory Office |
| URL | https://www.ero-ks.org/zrre/sq/te-dhena |
| Format | Excel |
| Description | The dataset presents information on Kosovo’s lignite coal resources. Specifically, this dataset contains monthly information on:* Lignite coal production
* Lignite consumption
* Lignite consumption in the market

Furthermore, this dataset includes information regarding pollution from lignite coal resources in Kosovo.Using these datasets, Kosovo citizens can understand the amount of lignite coal production, consumption, and environmental impact. When combined with data from other datasets and desk research, competitors can conduct a thorough analysis on the costs and tradeoffs associated with Kosovo switching its energy production from lignite coal to renewable sources. |
| Possible usage of datasets | * Calculate monthly lignite coal production
* Calculate monthly energy consumption
* Analyze the contribution of lignite coal to environmental pollution
* Analyze the tradeoffs and costs associated with Kosovo increasing the production of renewable energy resources, and the impact it may have on the environment.
* Pair with air quality data and or consumption data to identify vulnerable groups and propose solutions for improved citizen health
 |
| Number of datasets | Three (3) |
| Frequency of data available | Monthly |
| Years available | 2009-20192017-2019 |

**Energy Efficiency Investments by Institution**

|  |  |
| --- | --- |
| Source | Kosovo Agency of Energy Efficiency |
| URL | https://akee.rks-gov.net/te-dhena/ |
| Format | Excel |
| Description | The dataset presents information on total energy efficiency investments in Kosovo, divided by type of institutions. More specifically, data are available for:* Investments in inventories
* Investment in monetary means

Data on energy efficiency investments are presented by the type of institution that made the investment. Currently, data are divided into:* Total investments made by institutions
* Investments by data

Using these datasets, Kosovo citizens will have the opportunity to understand the amount of money invested in different energy efficient facilities, by institutions. Through these data, citizens can analyze which types of energy efficient facilities are most frequently bought, and which ones make up for the highest percentage of budget devoted to efficiency.  |
| Possible usage of datasets | * Analyze energy efficiency investments in facilities
* Analyze energy efficiency investment in public lightening
* Calculate the amount of money spent in energy efficiency investments as a total, as well as divided by the type of institution
 |
| Number of datasets | Two (2) |
| Frequency of data available | Yearly |
| Years available | 2018 and 2019 |

**Energy Efficiency Investments by Municipality**

|  |  |
| --- | --- |
| Source | Kosovo Agency of Energy Efficiency |
| URL | https://akee.rks-gov.net/te-dhena/ |
| Format | Excel |
| Description | The dataset presents information on total energy efficiency investments in Kosovo for each municipality. In this dataset, Kosovo citizens can find information regarding:* Total investments in energy efficient inventories by each municipality
* Total investments in monetary means, divided by year

Through these data, citizens can analyze which types of energy efficient facilities are most frequently bought by different municipalities, and conduct a municipality-based comparison analysis in energy efficiency.  |
| Possible usage of datasets | * Analyze energy efficiency investments in facilities by different municipalities
* Analyze energy efficiency investment based on categories
* Calculate the amount of money spent in energy efficiency investments by municipalities
* Comparison analysis between the municipalities that invest the most in energy efficiency
 |
| Number of datasets | Three (3) |
| Frequency of data available | Yearly |
| Years available | 2018 and 2019 |

**Energy Efficiency Investments by Commercial Banks**

|  |  |
| --- | --- |
| Source | Kosovo Agency of Energy Efficiency |
| URL | https://akee.rks-gov.net/te-dhena/ |
| Format | Excel |
| Description | This dataset is a combination of the total investment in energy efficient measures made by commercial banks in Kosovo. However, it must be stated that the data presented come only from four (4) commercial banks in Kosovo, because the other banks have not reported to the Agency.Given that commercial banks orient their energy efficient loans towards households, the data provided lay down important information on the amount of money provided to households for energy efficiency, compared to the money provided to public institutions and municipalities.Furthermore, this dataset outlines the main energy efficient household appliances and the consumption of the energy by these appliances. Together with the data on the third dataset, on the consumption of the energy from the current household appliances, Kosovo citizens can compare the efficient and non-efficient appliances in terms of their energy consumption, costs, and savings to households in Kosovo.  |
| Possible usage of datasets | * Comparison analysis between efficient and non-efficient household appliances
* Cost comparison between efficient and non-efficient household appliances
* Analyze energy efficiency investments by commercial banks in Kosovo
 |
| Number of datasets | Two (2) |
| Frequency of data available | Yearly |
| Years available | 2019 |

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> [↑](#footnote-ref-1)
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 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. [↑](#footnote-ref-2)
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> [↑](#footnote-ref-3)