

REPUBLICA E KOSOVË / REPUBLIKA KOSOVA / REPUBLIC OF KOSOVO
 Qeveria e Kosovës / Vlada Kosova / Government of Kosovo
 Ministria e Zhvillimit Ekonomik / Ministarstvo Ekonomskog Razvoja
 Ministry of Economic Development

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 Ministry of Finance

Administrata Tatimore e Kosovës / Poreska Administracija Kosova / Tax Administration of Kosovo

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PRISHTINË/A

MEMORANDUM OF UNDERSTANDING (MoU)

BETWEEN

MINISTRY OF ECONOMIC DEVELOPMENT (MED) / KOSOVO ENERGY EFFICIENCY AGENCY (KEEA)

AND

TAX ADMINISTRATION OF KOSOVO

Hereinafter referred to as **“Beneficiary”**

FOR

KOSOVO ENERGY EFFICIENCY AND RENEWABLE ENERGY PROJECT

The Ministry of Economic Development (MoED), acting on behalf of the Republic of Kosovo, has received a credit from the World Bank, to implement the Kosovo Energy Efficiency and Renewable Energy Project (KEEREP). As requested by the Government, a credit has been allocated to contribute to the improving of energy efficiency in selected public buildings. The Project consists of three components that include: (i) energy efficiency (EE) and renewable energy (RE) investments in public buildings; (ii) RE and EE policy and regulatory support, as well as related RE resource assessments; and (iii) project implementation support.

Under the project, the interests of the MoED will be represented by its Project Implementation Unit (PIU).

Using an open, competitive process, KEEA will call for proposals (applications) from line ministries across the country and select candidates to participate in the program.

The program would provide financing for EE projects (“subprojects”) in public buildings (e.g., hospitals, university buildings or other central government buildings) with proven energy savings and social co-benefits.). This includes:

- Detailed energy audit including financial model;
- Technical design;
- Civil / installation works and relevant goods and equipment;
- Supervision of works.

The buildings for which will be introduced EE measures for 2019/2020 are: **Tax Administration - Ferizaj, Tax Administration – Gjilan, Tax Administration – Peja, Tax Administration – Gjakova.**

Article 1

Objective

The overall objective of this agreement is to define roles and responsibilities of the Ministry of Economic Development and Tax Administration of Kosovo, in performing building renovations under KEEREP.

Article 2

Role and responsibilities of Ministry of Economic Development (MED)

1. Responsibilities of Ministry of Economic Development (MED) represented by KEEA are:
 - 1.1. Overall project coordination and supervision
 - 1.2. Ensuring of sound management as well as transparent performing of the KEEREP
 - 1.3. Explain the program process and procedures to the municipality and participating institutions.
 - 1.4. Visit the facilities to be retrofitted to verify basic data, assess buildings’ structural status, and verify participating institutions’ commitment to the program.

- 1.5. Managing the energy auditing consultant and process and ensuring that the proposed measures are feasible and agreed by the beneficiary. Identifying additional non-EE measures that are recommended to ensure effective operation of the building and explaining these to the beneficiary.
- 1.6. Discussing the final scope of the renovation and designs with the beneficiary and agreeing on which measures will be made for EE, which non-EE measures the beneficiary will make and coordinating these.
- 1.7. Complete all procurement, following World Bank procurement guidelines, for a licensed and qualified firm to develop the detailed designs and technical specifications.
- 1.8. Complete all procurement, following World Bank procurement guidelines, for a licensed and qualified firm to purchase the goods and materials, construct the project and arrange for a post-project commissioning.
- 1.9. Arrange for construction supervision and ensure that, as appropriate, any hazardous materials are disposed of according to Kosovo laws and World Bank requirements.
- 1.10. Verify delivery of the project per the agreed design and assess actual energy savings impacts from the retrofitted measures.
- 1.11. Obtain a final approval from the line ministries and participating institution of the final project commissioning report.
- 1.12. Providing of technical assistance to the representatives of the line ministries/beneficiary on the issue of preparation, implementation and sustainability and operations and maintenance of the implemented subprojects and renovated systems.
- 1.13. Providing of technical assistance to the representatives of the line ministries on the process of pre-planning organization and elaboration of energy audits for selected buildings.
- 1.14. Mentoring and facilitation of the implementation of the energy saving plans elaborated with KEEREP support.
- 1.15. Continuous maintenance of an exchange of experience between the beneficiaries by making visits and allowing access to already implemented subprojects.

Article 3

Role and responsibilities of the Tax Administration of Kosovo (beneficiary):

1. Responsibilities of Tax Administration of Kosovo:

- 1.1 Organization of the Project promotion process at the level of district and communities,
- 1.2 Monitoring of the beneficiaries on the issue of time delays and implementation stages,

- 1.3 Appoint a person as point of contact/facility coordinator for all project phases;
- 1.4 To provide and facilitate access to its own premises for persons/entities hired by MED for implementation of energy audit, design, civil works and supervision;
- 1.5 To provide necessary information/documentation for MED's PIU and contracted company during project design phases;
- 1.6 To agree with MED on the scope of the renovation prior to the finalization of the designs and mobilize funding, as needed, for complementary non-EE measures to ensure complete renovation of the facility;
- 1.7 Should the building be on the list of Kosovo Cultural Heritage, the beneficiary will submit the proposed renovation design and arrange for the necessary approvals and permits prior to procurement of the construction firm;
- 1.8 In cooperation with the construction company to facilitate obtaining of all necessary permissions and authorizations for design and construction works;
- 1.9 To inform MED's PIU about any planned or ongoing construction activities (made by beneficiary or other donors) on the buildings foreseen for implementation within MED's KEEREP such as: construction of annex buildings for internal use, investments for the replacement of parts of the building which are in correlation with the scope of works foreseen under KEEREP; changes in building operations/ownership, occupants, etc. The beneficiary shall inform MED about all activities which are foreseen for the buildings in order to harmonize them with MED project and avoid overlapping of investments.
- 1.10 To contribute to supervision of works by independent supervisor and to countercheck and approve statements of works performed;
- 1.11 Propose and take a decisions for further treatment of non-hazardous materials (doors, windows, radiators, etc) that will be decommissioned/removed;
- 1.12 Propose and facilitate on creating temporary storages for new construction materials as well as removed materials from facility;
- 1.13 To ensure that renovated facilities are operational, to maintain the equipment as applicable and to ensure equipment integrity and protect against theft, including providing training to staff/occupants to ensure proper operations and avoid overheating and other excess energy use;
- 1.14 To ensure functional operation and maintenance of equipment and facilities with sufficient number of experienced staff for O&M of the building after handover of works and commissioning of the project.
- 1.15 To participate in exchange of experience in energy efficiency development as performed from KEEA and to provide actual information on energy efficiency impact, including possibly participating in workshops to share results, World Bank and government site visits, press events, etc.;
- 1.16 To ensure project sustainability maintenance.

- 1.17 Providing of necessary assistance in preparation and approval of necessary documents for the subprojects implementation, free of charge and within optimal periods of time,
- 1.18 Creation of necessary conditions for the organization of trainings and competitions for performing beneficiaries,
- 1.19 Assistance of the beneficiaries in the process of subprojects preliminary and final handover,
- 1.20 Assurance of an exchange of experience in energy efficiency development among the localities from the district and promotion of positive practices replication,
- 1.21 Contribution to the renovated objects sustainability maintenance and their further development.
- 1.22 Participate as requested in pre- and post-project surveys to document impacts of project.

Article 4 Disputes

The parties make an effort to solve the possible disagreements between them through trust and negotiation. Any conflict, request that comes as an interpretation of the agreement, including its essence, validity or completion will be settled by the competent court in Pristina.

Article 5 Entry into force

This Memorandum of Understanding enters into force at the same date when it is signed

Arsim Kuliqi, Chief Executive Officer

Illir Murtezaj, General Director



KAEE - Ministry of Economic Development



Tax Administration of Kosovo

03.05.2019

Prishtina, date: 02/05/2019