



# Notice of Funding Opportunity Concept Note

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## ABBREVIATIONS AND DEFINITIONS

<b>AE</b>	Accountable Entity
<b>CBO</b>	Community Based Organization
<b>CSO</b>	Civil Society Organization
<b>DG</b>	Director of Grants
<b>MCA</b>	Millennium Challenge Account
<b>MCC</b>	Millennium Challenge Corporation
<b>NGO</b>	Non-Governmental Organization
<b>NOFO</b>	Notice of Funding Opportunity
<b>PGG</b>	MCC Program Grant Guidelines
<b>RFA</b>	Request for Application
<b>SC</b>	Selection Committee
<b>SL</b>	Sector Lead

<b>Adjacent Sector</b>	Sectors that share core competencies or skill sets needed for the energy sector. These include, inter alia, construction trades such as welding and masonry, plumbing, and water-related trades such as pipe fitting and heating and cooling systems. More details are in Annex 1.
<b>Applicant</b>	An entity that submits an Application asking for an MCC-funded Grant from an MCA Entity.
<b>Application</b>	The written document, including all subsequent additional information and modifications, submitted by an Applicant as required to assess the technical merit of the Application, the capability of the Applicant and the proposed budget.
<b>Co-Creation</b>	The process of collaboration between the MCA Entity and potential Grantee(s) in designing Grant Programs or developing documents. This contrasts with Discussions, which is a tool to provide feedback on an entity's submission so that the entity can, acting on its own, improve subsequent submissions.
<b>Compact End Date</b>	The last day of the Compact Term (as defined in the Compact).
<b>Cost Share</b>	The resources a Recipient contributes to the total cost of the Grant Activities. Cost Share is not a mandatory or uniform requirement for MCA Grant Programs generally but could be a deemed mandatory requirement for a specific MCA Grant Program.
<b>Discussions</b>	A process of dialogue between an MCA Entity and a Proposer or an Applicant aimed at improving the entity's subsequent submissions. Discussions provide feedback on an entity's submission so that the entity can, acting on its own, improve its subsequent submissions as compared

	with Co-Creation during which the MCA Entity cooperates with the entity on the development or modification of a submission (Concept Note or Application).
<b>Energy Sector</b>	Includes all activities related to the generation, transmission, distribution, transport, storage, sale, resale, purchase and supply of electric energy, thermal energy, energy derived from all forms of gas, and renewable energy.
<b>Grant</b>	A transfer of MCC assistance in cash or in kind made for a specific purpose by an MCA Entity under any form of Grant Agreement defined in these Grant Guidelines.
<b>Grant Activities</b>	The actions that a Grantee undertakes to carry out a Grant using its best efforts to fulfill the purpose of a Grant including in-kind, Cost Share or Leverage plus any actions promised by the MCA Entity under a Grant Agreement that includes in-kind assistance.
<b>Grant Agreement</b>	The written legal document that establishes the relationship between the MCA Entity and the Grantee. It sets forth the commitment of the MCA Entity to transfer funding assistance to the Grantee for a specific purpose subject to satisfaction of conditions for disbursement and other applicable terms and conditions.
<b>Grant Award</b>	The award of MCC funding assistance made by the MCA Entity to an entity under the terms of a Grant Agreement.
<b>Grant Budget Narrative</b>	The explanation of the estimated costs by line item or category set out in the Grant Budget. The Grant Budget Narrative should set forth a detailed breakdown of costs and explain how the costs associated with each line item or category relate to carrying out the Grant Activities.
<b>Grant Guidelines</b>	The MCC Program Grant Guidelines.
<b>Grant Manager or Grant Facility Manager</b>	The personnel hired or a firm contracted by the MCA Entity to manage one or more Grant Programs.
<b>Grant Program</b>	A program of assistance that the MCA Entity is implementing to achieve certain objectives, results, indicators and targets set out in the Compact and its implementing documents. It may take the form of a Grant Facility, an individual Grant or multiple Grants that each serve a public purpose.
<b>Grantee or Recipient</b>	The entity that receives a Grant from an MCA Entity.
<b>MCA Entity</b>	The entity designated by the government of the country receiving assistance from the MCC as responsible for the oversight and management of implementation of the Compact on behalf of the government. MCA Entity includes any predecessor entity designated to represent the government during Compact development and up until the formal MCA Entity is set up and any successor entity that might be set up to represent the government until final closeout of the Compact. MCA Entity also means any entity designated by the government to implement a Threshold Program.

<b>Merit Review</b>	The formal process of reviewing and analyzing the technical merit of an Application and may also be used to review technical merit of a Concept Note or a Concept Paper.
<b>Milestone Disbursement Schedule</b>	The schedule for disbursing Grant funding assistance to a Grantee based upon the designated milestones achieved in carrying out the Grant.
<b>Notice of Funding Opportunity</b>	An announcement publicly advertised by the MCA Entity requesting submission of Concept Notes. This is the first step in the Two-Step Concept Note/RFA Grant Award Procedure.
<b>Proposed Grant Award</b>	The decision taken by the MCA Entity to make a Grant to an Applicant subject to negotiation of a Grant Agreement.
<b>Proposer</b>	An entity that originates, develops and submits a Concept Note or a Concept Paper.
<b>Recipient</b>	An entity that receives an assistance award.
<b>Request for Applications</b>	The document that sets out all of the requirements for submitting an Application. When used for Simplified Grants and in the One-Step RFA Grant Award Procedure, this document will be publicly advertised. When used as the second step in two-step Grant Award Procedures, this document will be sent to selected Proposers.
<b>Selection Committee</b>	The group of individuals who identify Applicants for Proposed Grant Award taking into consideration the Application Appraisal Reports and the Grant Program Policy Factors and in compliance with the principles and requirements set out in these Grant Guidelines. In making this determination, the Selection Committee will prescribe the terms and conditions for negotiating Grant Agreements. This group also determines, taking into consideration Concept Paper Appraisal Reports or Concept Note Appraisal Reports, which Proposers will be invited to submit Applications.
<b>Subaward</b>	An award of funding assistance by a Recipient, serving as a pass-through entity, to another entity, the Sub-recipient.
<b>Sub-grantee or Sub-recipient</b>	the entity that receives a Subaward. This does not include an individual that is a beneficiary of a Grant.
<b>Threshold Programs</b>	The programs funded pursuant to Section 616 of the Act and intended to assist promising candidate countries to become Compact eligible by offering them the opportunity to demonstrate their commitment to just and democratic governance, economic freedom, and investments in their people.
<b>Two-Step Concept Note/RFA</b>	A Grant Award Procedure that begins with a Notice of Funding Opportunity requesting Concept Notes followed by a Request for Application inviting Applications from selected Proposers based upon review of Concept Notes.



## COVER PAGE

### NOTICE OF FUNDING OPPORTUNITY

MCA Entity	MCA-Kosovo
Project Name	Just and Equitable Transition Acceleration (JETA) Project
Grant Program	Energy for Equality Grants Program
Award Procedure:	Two-Step Concept Note/RFA
Grant Application Reference number	24-7001
Publication Date	November 4, 2024
Submission Deadline	November 29, 2024

The Millennium Challenge Account-Kosovo has received financing from the Millennium Challenge Corporation toward the cost of the JETA project and its Inclusive Energy Sector Workforce Activity (IESWA) implemented by Tetra Tech and intends to apply part of the proceeds towards grant funded activities under Energy for Equality Grants Program.<sup>1</sup>

MCA-Kosovo now invites Concept Notes from eligible proposers for activities which promote gender equitable practices among energy and adjacent sector employers and/or provide technical assistance to help increase the representation of women and women from ethnic minority communities in energy companies in Kosovo, and/or support networking, mentoring, and other educational and learning opportunities for women. The final aim is to increase women’s employment, retention, and promotion in the energy and adjacent sector workforce.

The MCA-Entity has determined that Two-Step Concept Note/RFA is the best procedure for the funding disbursement and will expect Grantees to administer grant funding based on the MCC Program Grant Guidelines (PGG).

Interested Proposers may submit questions by filling out the online form at: [Form to Submit Questions](#), which are then redressed to the Energy for Equality Team. The deadline for submitting questions is November 8, 2024. A conference meeting with virtual joining option open to all interested proposers will be held on **November 13 and November 14 2024, 2024 at 2:00pm CET**.

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<sup>1</sup> ‘Energy for Equality Grants’ refers to the ‘Women in Energy Grants’ sub-activity as part of the ‘Inclusive Energy Sector Workforce’ (now referred to as ‘Energy for Equality’) under the JETA project in the Compact.

Interested parties must register **for in-person** (limited to 40 participants per session) or **virtual** attendance at the workshop here: [Form for registration to informational workshop.](#)

Written responses to questions will be posted on the website <https://www.energyforequality.com/> prior to the conference and will be shared and discussed in more detail during the conference.

Contact Information:

<b>The address(es) referred to above is (are):</b>	MCA-Kosovo Str. Migjeni 21 (Ex-Ljubljana Bank Building), 8th and 9th floors, Pristina, Kosovo
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<b>E-mail:</b>	e4e.grants@mcakosovo.org
<b>Website:</b>	<a href="https://www.energyforequality.com/">https://www.energyforequality.com/</a>

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11/4/2024

Florina Duli Sefaj, MCA-Kosovo CEO

Date





## I. FUNDING OPPORTUNITY DESCRIPTION

The Government, acting through the Millennium Challenge Account – Kosovo (MCA-Kosovo), intends to apply a portion of the MCC Funding to eligible recipients to increase employment of women and women from ethnic minority communities among energy and adjacent sector<sup>2</sup> employers in Kosovo through the implementation of policies, projects and initiatives that advance inclusivity for which this Call for Concept Notes is issued. Any disbursement made by MCA-Kosovo under the proposed agreement will be subject, in all respects, to the terms and conditions of the Grant Agreement and related documents, including restrictions on the use and distribution of MCC Funding. No party other than the Government and the MCA-Kosovo shall derive any rights from the Grant Agreement or have any claim to the proceeds of MCC Funding. Information regarding the Compact and its related documents can be found on the MCC website ([www.mcc.gov](http://www.mcc.gov)) and on the website of MCA-Kosovo: [www.mcakosovo.org](http://www.mcakosovo.org).

### 1.1. Funding and Duration

This Call for Concept Notes is expected to award up to 32 Grants for a maximum amount of:

- 26,000 EUR for Tier 1 (Micro and Small) Companies,
- 50,000 EUR for Tier 2 (Medium) Companies, and
- 35,000 EUR for Tier 4 (Civil Society Organizations).

The Grants are expected to have a duration of 12-24 months. The duration of the Grant shall not exceed the Compact end date of April 30, 2029.

Cost share will be required by Grantees in the amount of at least:

- 10% for Tier 1 (Micro and Small) Companies,
- 15% for Tier 2 (Medium) Companies, and
- 10% for Tier 4 (Civil Society Organizations).

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<sup>2</sup> See definitions of “Energy Sector” and “Adjacent Sector” in the Definitions table beginning on page 3. See also Annex 2 in this document for a longer detailed list of energy sector and adjacent sector activities.

## II. PROGRAM DESCRIPTION

### 2.1. Background

The Inclusive Energy Sector Workforce (IESW) Activity is part of the Just and Equitable Transition Acceleration (JETA) Project by the Millennium Challenge Account (MCA) - Kosovo.

The JETA Project is based on the theory of change that workforce training and targeted workplace gender interventions will lead to more skilled workers in the labor force and a more diverse and equitable workplace in the energy sector, particularly for women, which will support the growing energy sector to be well resourced and inclusive. This is expected to facilitate the Government of Kosovo's energy transition. The objectives of the JETA Project are to (1) produce graduates who are hired in relevant jobs in the energy and adjacent sectors; and (2) increase employment of women among employers participating in the Inclusive Energy Sector Workforce Activity.

The Inclusive Energy Sector Workforce Activity publicly referred to as Energy for Equality is comprised of the following components:

1. Energy for Equality Awards
2. Energy for Equality Grants
3. Energy for Equality Pathways for Women in Energy

The Energy for Equality Grants Program was identified (through the root cause analysis during Compact Program development) as a solution to the problem of the low representation of women in the workforce of energy and adjacent sectors in Kosovo. The Energy for Equality Grants Program was designed to directly achieve the objective of supporting IESWA grantees implement workplace initiatives by providing financial grant incentives to achieve greater gender equality in the workforce among participant companies.

Achievement of this objective is expected to support the Project goal of increasing employment of women among employers participating in the Inclusive Energy Sector Workforce through grants provision for the implementation of gender equitable workplace policies, projects, and initiatives within grantee companies in the energy and adjacent sectors.

By providing financial support to facilitate women's empowerment in the workplace, this sub-activity will contribute to strengthening women's hiring, retention, promotion, and network building through the development of inclusive and gender-friendly working environment for women.

As research has shown, companies with gender equality in senior management and leadership positions reap the benefits of higher profit and improved company performance.<sup>3</sup> A global survey in 2010 found that companies with the greatest proportion of women on their executive committees earned 47% higher return on equity than did those with no female executive members.<sup>4</sup> Other advantages companies expect from the measures include increased staff retention and an energized

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<sup>3</sup> McKinsey & Company. March 2018. "Still looking for room at the top: Ten years of research on women in the workplace." <https://www.mckinsey.com/featured-insights/gender-equality/still-looking-for-room-at-the-top-ten-years-of-research-on-women-in-the-workplace>.

<sup>4</sup> Ibid.

and motivated workforce. A study on Kosovo also revealed that increasing the number of women in senior leadership positions may help reduce corruption, because according to the survey, women were much less likely to participate in corrupt activities, compared to men.<sup>5</sup>

The economic benefits of grants program will be tied to overall program activities that build on each other to address the identified barriers for women's low representation in the workforce. Specifically, grants will contribute to accelerating changes in employers' policies, practices and infrastructure that will produce the following results:

- Improved conditions for women in the workplace in energy sector participant companies.
- Improved recruitment process among participant companies that intentionally seek to increase women and minority representation in the workforce.
- Increased awareness among participant companies about the harms of discrimination in the workplace.
- Increased awareness among participant companies about the benefits of gender integration in the workplace.
- Increased awareness among participant companies on how to integrate gender equality in the workplace into policies and practices (especially those policies and practices that are being awarded).

According to gender equality and social inclusion best practices, the above results will contribute to the increased hiring, retention, and promotion of women in the energy sector workforce, which in turn contributes to firms benefiting from these results. The benefits include savings in employee turnover, improved firm reputation, and higher return on equity.<sup>67</sup>

## 2.2. Development Problem Statement

Women's representation in the energy and adjacent sector in Kosovo is under 30%, which reflects a global trend in the energy sector where women are underrepresented. To create a more sustainable and inclusive energy sector, the IESW Activity aims to address women's low level of participation in this comparatively high-paying sector. Specifically, the Inclusive Energy Sector Workforce Activity aims to:

- i. promote gender equitable practices among energy sector employers,
- ii. provide technical assistance to help increase female representation in energy companies in Kosovo, and

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<sup>5</sup> Open Data Kosovo. May 2019. "More Women in Leadership Would Probably Reduce Corruption." <https://opendatakosovo.org/portfolio/more-women-in-leadership-would-probably-reduce-corruption-but-is-there-a-more-effective-way/>.

<sup>6</sup> McKinsey & Company. March 2018. "Still looking for room at the top: Ten years of research on women in the workplace." <https://www.mckinsey.com/featured-insights/gender-equality/still-looking-for-room-at-the-top-ten-years-of-research-on-women-in-the-workplace>.

<sup>7</sup> Open Data Kosovo. May 2019. "More Women in Leadership Would Probably Reduce Corruption." <https://opendatakosovo.org/portfolio/more-women-in-leadership-would-probably-reduce-corruption-but-is-there-a-more-effective-way/>.

- iii. support networking, mentoring, and other educational and learning opportunities for women.

As Kosovo transitions towards a greener electricity sector, against the backdrop of challenges related to finances, it would be fair to assume that there may not be enough capacity to dedicate toward gender mainstreaming activities and programs that target increasing the representation of minority communities the energy sector. Additionally, since the concept is niche, companies may not have adequate guidance to undertake long-term efforts and implement policies focused on gender and social inclusion. Key underlying effects related to poor representation of women and minority communities and institutional roadblocks can be resolved by investing in grants contributing toward improving gender equality at the company level. These grants can be utilized to instill change in hiring and recruitment practices to be more inclusive and transparent and can also be used to develop and implement policies that project energy sector employers to be perceived as companies of choice by women. For example, Salary Equity policy can be instated to improve wage transparency and reduce gender wage gap. Similarly, investment can be made to promote more women role models in technical fields in the energy and adjacent sectors to encourage participation of women in STEM careers and active enrollment in STEM education.

### 2.3. Theory of Change

*If* companies adopt a more inclusive and gender-friendly work environment, *then* employment of women among employers participating in the Inclusive Energy Sector Workforce Activity will be increased.

### 2.4. Illustrative Interventions

The potential measures for grant financing are grouped into three types of measures: Policies, Projects, and Initiatives.

**Policies:** Grants will support companies' efforts to design gender equality related policies. Policies are formal documents, approved by the organization leadership, their implementation is measured, and their relevance is evaluated to ensure the policy is current and serving its desired purpose.

**Projects:** Grants will support companies' tangible projects that involve the provision of hardware, equipment, construction, or physical facilities that advance gender equality in the workplace.

**Initiatives:** Grants will support companies' programs that through training, internships, mentorship, networking, scholarships, or other initiatives advance gender equality but that do not involve physical facilities, hardware, or equipment.

The list of measures in each category can be expanded and adapted to the priorities of each participant employer and the grant proposals are expected to include actions in one or more categories.

Policies	Projects	Initiatives
<p>Grants to finance consulting for the development of:</p> <ul style="list-style-type: none"> <li>• Gender Policy/equal opportunity recruitment / equal pay</li> <li>• Anti-harassment policy</li> <li>• Flex time and home-office policy</li> <li>• Policies addressing care responsibilities (including paternity leave, child-care, elderly care)</li> <li>• HR (development) policy with equal career path management support</li> <li>• Back to work policy (re-integration and re-skilling)</li> <li>• Gender Equality Certification (e.g., EDGE, UN Gender Equality Seal, etc.)</li> <li>• Any other policy that aims to improve gender equality in the workplace</li> </ul>	<p>Grants for the financing of:</p> <ul style="list-style-type: none"> <li>• Transportation program: vehicles, standing contracts with transportation service providers, leasing of vehicles or financial support for safe transportation</li> <li>• Changing rooms and bathroom facilities</li> <li>• Lactation rooms</li> <li>• Day-care facility or monetary support for childcare</li> <li>• Software and platforms for remote learning</li> <li>• IT equipment to enable home office (laptops and similar)</li> <li>• Systems/equipment for monitoring of flex time</li> <li>• Software and IT platform for gender equality data base and monitoring system</li> <li>• Any other project that aims to improve gender equality in the workplace</li> </ul>	<p>Grants for the financing of:</p> <ul style="list-style-type: none"> <li>• Internships (at least 6 months' salary) and mentorship programs (2-3 days)</li> <li>• Training &amp; skills qualifications</li> <li>• Advocacy activities (promoting role models)</li> <li>• Gender sensitivity and inclusivity campaigns</li> <li>• Leadership programs</li> <li>• Setting up internal or external networking initiatives</li> <li>• Re-skilling training</li> <li>• Scholarships</li> <li>• Any other initiative that aims to improve gender equality in the workplace</li> </ul>

### 2.5. Innovation Applied

In addition to the illustrative interventions above, the proposers are also encouraged to ideate and propose innovative solutions, which may include among others, measures toward the inclusion of women from ethnic minority communities; measures towards the inclusion of women with disabilities into the energy sector workforce; innovative measures to integrate gender inclusion into their business models, etc. These are some of the suggestive innovative approaches and ideas, and the Concept Note proposals should not limit to those listed above.

### 2.6. Cross Cutting Principles

Proposers are encouraged to also suggest cross-cutting principles such as:

Inclusion of women from diverse backgrounds: In addition to overall inclusion of women, this grant program intentionally addresses issues related to the underrepresentation of women from diverse backgrounds in the energy sector workforce. All Concept Notes and Proposals are expected to include strategies to integrate women from diverse backgrounds into the proposed grant activities. These can include a focus on women from ethnic minority communities, inclusion of women with disabilities, and/or integration of other underrepresented groups.

Environmental considerations: Proposed grant activities should consider their environmental impacts and strive to prevent and/or mitigate negative contributions to the natural environment, biodiversity ecosystems, local communities, and the effects of climate change. Where pertinent, grant activities are encouraged to perform an environmental impact assessment as well as suggest adaptation measures.

Do no harm: Proposed grant activities must not, intentionally or otherwise, cause any harm to individuals and communities, including exacerbating existing conflicts or inequalities.

### 2.7. Illustrative Approach

To facilitate information, approach and proposal design, proposers are encouraged to check some of the illustrative approaches such as: organizational gender assessment, training and action planning following good practices for gender integration in the workplace. Participants may check the following frameworks: UN Women’s Empowerment Principles, the USAID Engendering Industries Approach, UNDP Gender Seal for Public institutions or Private Sector, and the Millennium Challenge Corporation’s Gender and Inclusion Policy.

### 2.8. Illustrative Results

Below are presented some illustrative milestones and activities include the following, which Proposers are encouraged to confirm or adjust.

Activity	Milestone Numbers and Dates (if known)
Policies	Illustrative example: 1 new organizational gender policy developed by December 2026
Projects	Illustrative example: 1 new lactation room installed and made available to employees by January 2027
Initiatives	Illustrative example: 1 technical training on renewable energy and climate change held with 30 women employees at the company by October 2025

### 2.9. Illustrative Indicators

- a. # of women hired (disaggregated by women among ethnic minority communities and disability status, if appropriate)
- b. # of women retained (disaggregated by women among ethnic minority communities and disability status, if appropriate)
- c. # of women promoted (disaggregated by women among ethnic minority communities and disability status, if appropriate)
- d. % (or ratio) of women employees (disaggregated by women among minorities and disability status, if appropriate)
- e. # of gender equality and social inclusion policies developed and implemented
- f. Increased employee’s awareness about gender equality and social inclusion

### III. ELIGIBLE INSTITUTIONS

#### 3.1. Eligibility Criteria

MCA-Kosovo welcomes Concept Notes from all eligible institutions. Some of the main eligibility criteria for the proposers are presented below, but a completed list of eligibility criteria and evaluation criteria, please refer to the section VI in this document.

The following entities are eligible to apply:

- Registered and operating in Kosovo.
- Publicly or private owned energy and adjacent sector companies, or
- Civil Society Organizations (CSOs) or Non-Governmental Organizations (NGOs) in Kosovo.

The following organizations are NOT eligible for MCA-Kosovo grant funding:

- Individuals.
- Organizations/entities that are not legally registered in Kosovo.
- Political parties, groups or institutions, their subsidiaries, or affiliates.
- Organizations that promote or engage in illegal or anti-democratic activities.
- Faith-based organizations.
- Public International Organizations.
- Entities that have been declared ineligible, debarred, suspended and prohibited from different World Bank and United States funding.<sup>8</sup>
- Any organization/entities that is deemed to have a conflict of interest with MCA-Kosovo.<sup>9</sup>

There are other special Eligibility Criteria that are specific requirements for different Tiers as part of the Energy for Equality Grant Program:

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<sup>8</sup> All proposers will be screened if ineligible, debarred, suspended and prohibited from different World Bank and United States funding, as per the lists/databases presented in Annex 2.

<sup>9</sup> In line with MCC Program Grant Guidelines, the ineligibility of an organization to receive an MCC Grant happens when such organization has a conflict with their prior or current obligations to other clients or donors, or that may place them in a position of being unable to carry out the terms and conditions of the Grant in the best interest of the MCA-Kosovo. Conflict of interest is also understood and includes entities serving as the MCA-Kosovo's Fiscal Agent, Procurement Agent and Grants Manager.

	Tier 1 (Micro and Small) Companies	Tier 2 (Medium) Companies	Tier 4 (CSOs)
Eligibility criteria	<ul style="list-style-type: none"> <li>Companies<sup>10</sup> with 3 to 49 employees.</li> <li>Must be registered for energy generation, energy transmission, energy distribution, energy supply, energy efficiency or other adjacent sector activities.</li> <li>Companies that have been active in business for at least one year.</li> </ul>	<ul style="list-style-type: none"> <li>Companies<sup>11</sup> with 50 to 199 employees.</li> <li>Must be registered for energy generation, energy transmission, energy distribution, energy supply, energy efficiency or other adjacent sector activities.</li> <li>Companies that have been active in business for at least one year.</li> </ul>	<ul style="list-style-type: none"> <li>CSOs should be active in advocating for women and minority groups' participation in the workforce or in the energy sector.</li> </ul>

### 3.2. Other Grant Application Considerations

The table below contains other grant application considerations that Proposers should take into account when developing Concept Notes and Proposals.

	Tier 1 (Micro and Small) Companies	Tier 2 (Medium) Companies	Tier 4 (CSOs)
Maximum Grant Amount	26,000 EUR	50,000 EUR	35,000 EUR
Cost share contribution	At least 10%. In-kind contributions can be considered.	At least 15%. In-kind contributions can be considered.	At least 10%. In-kind contributions can be considered.
Grant application frequency	Can apply for a grant every year, provided the measure to be financed is part of the gender equality action plan.	Can apply for a grant every year, provided the measure to be financed is part of the gender equality action plan.	These organizations should only apply for a one-time grant.
Grant activity restrictions	None. Can apply for all three types of Grant measures.	None. Can apply for all three types of Grant measures.	Can only apply for the Initiatives grant activity category.
Grant duration requirement	None. The length of the grant will depend on the proposed measures to be implemented, with an expected timeframe of 1-2 years of implementation.	None. The length of the grant will depend on the proposed measures to be implemented, with an expected timeframe of 1-2 years of implementation.	None. The length of the grant will depend on the proposed measures to be implemented, with an expected timeframe of 1-2 years of implementation.

<sup>10</sup> Companies are a reference to Public or Private Sector Employers.

<sup>11</sup> Ibid.



## CALL FOR CONCEPT NOTES

### IV. APPLICATION PROCESS

#### 4.1. Stages of Application

The application process under this Call for Concept Notes will take place in two stages with a possible Co-creation process at the end of Stage I.

##### 1. Stage I – Concept Note.

- a. Submission of Concept Notes.
- b. Review of Concept Notes and Selection.
- c. Proposers who pass Stage I may go into a Co-Creation or Discussions phase or will receive a Request for Applications.
  - i. Co-Creation – Co-Creation may be a meeting, series of meetings or conversations (both in person and in-writing) between designated Selection Committee Members and representatives of the Proposer to collaboratively design or significantly modify the Concept Note response. Some, all or none of the Proposers will enter into a Co-Creation process.
  - ii. Discussions –The review panel may provide feedback to the Proposer on any portion of the Concept Note so that the Proposer can, acting on its own, improve its subsequent submissions.
- d. Proposers who pass Stage I will be required to fill out an assessment document and participate in a 3.5 days training for proposers’ better understanding of gender equality and social inclusion concepts and proper proposal development.<sup>12</sup> The training will be provided in two modalities (online and in person) during the period of January 27, 2025 to February 28, 2025 in Pristina, Kosovo. Three participants (mixed men and women) shall participate from each organization.

##### 2. Stage II – Full application.

- a. Shortlisted candidates from the Concept Note stage will receive a Request for Applications.
- b. Full Applications will be submitted by the applicants and evaluated by the Selection Committee.
- c. Applicants who pass Stage II will be notified for negotiations.
- d. Signed Grant Agreements.

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<sup>12</sup> Proposers may be exempted from the training stage if they have received a similar training and have already developed a Gender Assessment and Action Plan in the past.

**4.2. Proposed Timeline**

The following schedule indicates the deadlines for the different activities for the Call for Concept Notes and Request for Applications:

ACTION	Timing
<b>Stage 1</b>	
Call for Concept Notes	November 4, 2024
Informational Workshop	November 13 and 14, 2024 2.00pm <a href="#">Registration Form</a> In person participation limited to 40 people per day.
Questions or Clarifications Deadline	November 8, 2024
Concept Note Submission Deadline	November 29, 2024
Notification to shortlisted Proposers	January 15, 2025
Assessment and Training	January 27, 2025 to February 28, 2025
Co-Creation or Discussions, Workshop or Meetings	March 14, 2025
<b>Stage 2</b>	
Request Full Application	February 28, 2025 to March 20, 2025
Full Application Submission Deadline	April 10, 2025
Selection Notification	April 30, 2025
Award Negotiation and Signature	May 15, 2025

**4.3. Submission Instructions**

- a) **Concept Notes are due by November 29, 2024, 12 Noon Central European Standard time.**
- b) **Templates for Concept Notes** are available in Section V as part of this document for proposers to prepare for submission.
- c) **Electronic submissions through email are required.** The completed Concept Note template, along with other requested documents must be submitted attached to an email, sent to [e4e.grants@mcakosovo.org](mailto:e4e.grants@mcakosovo.org).
- d) **Concept Notes will only be accepted in the English language.** Templates are also provided in Albanian and Serbian languages, but Concept Note proposals are only accepted in the **English** language.

- e) Printed **hard copy submissions** or **incomplete submissions** are **NOT** permitted. Incomplete submission may mean non-processing, significant delay in processing of the application, or rejection.
- f) All Proposers should retain, for their records, a copy of their application and all accompanying enclosures.
- g) Proposers are kindly requested to only submit one application per entity. If a single entity (company or CSO) submits multiple applications, the first application submitted by the organization will be evaluated.

## V. CONCEPT NOTE TEMPLATES

The Concept Note application is organized according to five different modules: A) General information, B) Company History, C) Grant Project Idea, D) Financial Information, and E) Appendices. Some sections have associated length limits. A detailed budget should *not* be submitted, though a rough, estimated top-line budget number is requested in the Financial information section of the Concept Note template.

The submission format will be through email using the designated PDF form. The tables below are for reference only and include the information that proposers will be required to prepare. Proposers need to fill out the PDF template and attach all required appendices in the same email submission. PDF forms are available for download here:

- Tier 1 and 2: <https://www.energyforequality.com/wp-content/uploads/2024/10/ENG-E4E-Concept-Note-Application-Form-Tier-1-and-Tier-2.pdf>
- Tier 4: <https://www.energyforequality.com/wp-content/uploads/2024/10/ENG-E4E-Concept-Note-Application-Form-Tier-4.pdf>

**5.1. Concept Note Template for Tier 1 (micro and small) companies and Tier 2 (medium) companies**

**CONCEPT NOTE**

**A. General information**

Name of company	
Full address of company	
E-mail address of company	
Telephone number of company	
Company website (or indicate N/A)	
Company Registration Number	
Type of company (Select one)	<input type="checkbox"/> Private company <input type="checkbox"/> Public company
Sector of operation (Select one) (See Annex 2 in this document for more information)	<input type="checkbox"/> Energy sector <input type="checkbox"/> Energy-Adjacent sector
Company activity/ies (Select all that apply)	<input type="checkbox"/> Generation <input type="checkbox"/> Transmission <input type="checkbox"/> Distribution <input type="checkbox"/> Supply <input type="checkbox"/> Auditing <input type="checkbox"/> Consulting <input type="checkbox"/> Service provider <input type="checkbox"/> Network/Association <input type="checkbox"/> Community organization <input type="checkbox"/> Renewable energy developer <input type="checkbox"/> Welding <input type="checkbox"/> Masonry <input type="checkbox"/> Construction <input type="checkbox"/> Plumbing <input type="checkbox"/> Water-related trades <input type="checkbox"/> Other (please describe):
Year the company was founded	
Number of company branches/offices (if applicable)	

Please list the cities where the branches/offices are located		
Company ownership structure identification (Select all that apply)	<input type="checkbox"/> Woman owned ( <i>A business that is at least 51% owned, operated, and controlled by women</i> ) <input type="checkbox"/> Man owned ( <i>A business that is at least 51% owned, operated, and controlled by men</i> ) <input type="checkbox"/> Woman Ethnic Minority owned ( <i>A business that is at least 51% owned, operated, and controlled by women from ethnic minority communities</i> ) <input type="checkbox"/> Man Ethnic Minority owned ( <i>A business that is at least 51% owned, operated, and controlled by men from ethnic minority communities</i> ) <input type="checkbox"/> Other (please describe):	
Company size (Select one)	<input type="checkbox"/> Tier 1 (Micro/Small: 3-49 employees) <input type="checkbox"/> Tier 2 (Medium: 50-199 employees)	
Total number of employees (2023)		
Employee distribution information (2023)	<i>Women employees</i>	<i>Men employees</i>
	<i>Women employees from ethnic minority communities</i>	<i>Men employees from ethnic minority communities</i>
	<i>Women employees with disabilities</i>	<i>Men employees with disabilities</i>
Point of Contact (name, position title, phone number, e-mail address)		
Signature of authorized representative of the proposer (Check box)	<input type="checkbox"/> By checking this box I confirm the contents are accurate and that the entity that I represent has the capacity to implement the anticipated grant project.	
Name and title of authorized representative of the proposer		
How did you hear about the Energy for Equality Grant program? (Select all that apply)	<input type="checkbox"/> TV	

	<input type="checkbox"/> Radio <input type="checkbox"/> News portal <input type="checkbox"/> Informational session <input type="checkbox"/> Social media <input type="checkbox"/> MCA-Kosovo and/or Energy for Equality Website <input type="checkbox"/> Economic chambers <input type="checkbox"/> Energy-related entities/Associations <input type="checkbox"/> Word of mouth <input type="checkbox"/> Other (please specify):
--	--

**B. Company History**

<p><b>Company History</b>          In the box below, briefly describe your company’s history and development, listing key milestones since the company foundation. Include current and/or past activities related to gender equality, if any. (Maximum 3,000 characters)</p>

**C. Grant Project Idea**

<b>Grant Project Title</b>	
Please select for which <b>Energy for Equality Grant measure/s</b> you are interested to apply. Proposers can choose between the measures within the same category, or between the measures in different categories. From the stage of the Concept Note and to the Full Application, the category and selected measures can be changed at the Full Application stage.	
<b>Grant for POLICIES</b> (Select one or more policies listed, or select “Other” and describe)	<input type="checkbox"/> Gender / equal opportunity recruitment / equal pay <input type="checkbox"/> Anti-harassment/sexual harassment policy <input type="checkbox"/> Flextime and home-office policy <input type="checkbox"/> Policies addressing care responsibilities (including paternity leave, child-care, elderly care) <input type="checkbox"/> HR (development) policy with equal career path management support <input type="checkbox"/> Back to work policy (re-integration and re-skilling) <input type="checkbox"/> Gender equality certification <input type="checkbox"/> Other (please describe):
<b>Grant for PROJECTS</b> (Select one or more projects listed, or select “Other” and describe)	<input type="checkbox"/> Transportation program: vehicles, standing contracts with transportation service providers, leasing of vehicles (e.g., grant

	<p>can be used for a down payment to reduce leasing rate), parking subsidies or financial support for safe transportation</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Locker rooms and bathrooms (separate for men and women)</li> <li><input type="checkbox"/> Lactation and infant changing rooms</li> <li><input type="checkbox"/> Other infrastructure measures to increase accessibility</li> <li><input type="checkbox"/> Day-care facility or monetary support for childcare</li> <li><input type="checkbox"/> Software and platforms for remote learning</li> <li><input type="checkbox"/> Systems/equipment for flextime work</li> <li><input type="checkbox"/> Software and IT platform for gender equality database and monitoring system</li> <li><input type="checkbox"/> IT equipment to enable home office (laptops and similar)</li> <li><input type="checkbox"/> Other (please describe):</li> </ul>
<p><b>Grant for INITIATIVES</b> (Select one or more initiatives listed, or select “Other” and describe)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Regular training on gender equality</li> <li><input type="checkbox"/> Networking facility</li> <li><input type="checkbox"/> Gender-sensitive mentoring schemes</li> <li><input type="checkbox"/> Regular training schedules tied to career management</li> <li><input type="checkbox"/> Special leadership training for women, including for management, leadership and board positions</li> <li><input type="checkbox"/> Certification courses</li> <li><input type="checkbox"/> Development of monitoring and tracking systems for the industry</li> <li><input type="checkbox"/> Development of publications/ blogs for sharing knowledge about best practices</li> <li><input type="checkbox"/> Expanded internship programs for women</li> <li><input type="checkbox"/> Outreach programs targeting women to promote technical careers in schools and universities</li> <li><input type="checkbox"/> Other (please describe):</li> </ul>
<p><b>Concept Note Idea</b></p> <p>In the box below, you must show how you are interested in improving the number of women employed, retained and promoted in your company.</p> <p>With no more than <b>9,000 characters</b>, please structure your Concept using the following outline:</p> <ol style="list-style-type: none"> <li>1. General Concept (what measures, when, how, expected benefits for the business from the measures)</li> <li>2. Overall Objective to be achieved by the company with the use of the grant.</li> <li>3. Main Activities:</li> </ol>	



<ul style="list-style-type: none"> <li>i. Description of activities connected to selected measures</li> <li>ii. Indicators (up to three)</li> </ul> <p>4. Anticipated impact</p> <p>While you write this Concept, please ensure that you are answering the following questions:</p> <ul style="list-style-type: none"> <li>• Did you describe <b>which measures</b> you would like and need support in order to achieve the objective?</li> <li>• Did you describe if <b>you have already undertaken</b> any measures in the past to adopt such measures?</li> <li>• Did you elaborate briefly on <b>how</b> you think each measure will contribute to the objective?</li> </ul>
Project location (for all measures including infrastructure projects)

**D. Financial information**

High-level budget amount for the grants you are requesting (in EUR, including cost-share amount)	
% of cost-share to be provided by the grantee	
Amount of cost-share to be provided by the grantee (in EUR)	

**E. Appendices** (to be attached to the submission email)

<b>Appendix 1:</b> Business Registration Certificate
<b>Appendix 2:</b> Fiscal Number Certificate
<b>Appendix 3:</b> Proof of employee numbers (one year extract from the Tax Administration of Kosovo)
<b>Appendix 4:</b> Signed declaration of compliance (Attach a signed and completed version of MCA-Kosovo’s Declaration of Compliance – found in Annex 3 in this document)

**5.2. Concept Note Template for Tier 4 CSOs**

**CONCEPT NOTE**

**A. General information**

Name of CSO													
Full address of CSO													
E-mail address													
Telephone number													
Website (or indicate N/A)													
Registration Number													
Mission Statement													
Brief description of Civil Society Organization’s Activities													
Annual budget of organization (for 2022 and 2023, in EUR)													
Year of foundation													
Total number of employees (2023)													
Employee information (2023)	<table border="1"> <tr> <td><i>Women employees</i></td> <td><i>Men employees</i></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td><i>Women employees from ethnic minority communities</i></td> <td><i>Men employees from ethnic minority communities</i></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td><i>Women employees with disabilities</i></td> <td><i>Men employees with disabilities</i></td> </tr> <tr> <td></td> <td></td> </tr> </table>	<i>Women employees</i>	<i>Men employees</i>			<i>Women employees from ethnic minority communities</i>	<i>Men employees from ethnic minority communities</i>			<i>Women employees with disabilities</i>	<i>Men employees with disabilities</i>		
	<i>Women employees</i>	<i>Men employees</i>											
	<i>Women employees from ethnic minority communities</i>	<i>Men employees from ethnic minority communities</i>											
<i>Women employees with disabilities</i>	<i>Men employees with disabilities</i>												
Point of Contact (name, position title, phone number, e-mail address)													
Signature of authorized representative of the proposer (Check box)	<input type="checkbox"/> By checking this box I confirm the contents are accurate and that the entity that I represent has the capacity to implement the anticipated grant project.												

Name and title of authorized representative of the proposer	
How did you hear about the Energy for Equality Grant program?	<input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> News portal <input type="checkbox"/> Informational session <input type="checkbox"/> Social media <input type="checkbox"/> MCA-Kosovo and/or Energy for Equality Website <input type="checkbox"/> Economic chambers <input type="checkbox"/> Energy-related entities/Associations <input type="checkbox"/> Word of mouth <input type="checkbox"/> Other (please specify):

**B. Civil Society Organization History**

<p><b>Civil Society Organization History</b>          In the Box below briefly describe the CSO’s history and development, listing key milestones since the foundation. Explain your expertise in workforce development, women’s empowerment, integration of minority communities, STEM education, energy sector, and gender equality and social inclusion related activities. (Maximum 3,000 characters)</p>
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**C. Grant Project Idea**

<b>Grant Project Title</b>	
Please select which Energy for Equality Grant Initiative you are applying for. The selected initiative can be changed later on in the grant process.	
<b>Grant for INITIATIVES</b> (Select one or more initiatives included, or select “Other” and describe)	<input type="checkbox"/> Regular training on gender equality <input type="checkbox"/> Networking facility <input type="checkbox"/> Gender-sensitive mentoring schemes <input type="checkbox"/> Regular training schedules tied to career management <input type="checkbox"/> Special leadership training for women, including for management, leadership and board positions <input type="checkbox"/> Certification courses <input type="checkbox"/> Development of monitoring and tracking systems for the industry

	<input type="checkbox"/> Development of publications/ blogs for sharing knowledge about best practices <input type="checkbox"/> Expanded internship programs for women <input type="checkbox"/> Outreach programs targeting women to promote technical careers in schools and universities <input type="checkbox"/> Other (please describe):
--	---

**Concept Note Idea**

In the box below, you must show how you are interested in improving the number of women employed, retained and promoted in the energy sector.

With no more than **9,000 characters**, please structure your Concept using the following outline:

1. General Concept (what measures, when, how, expected benefits for the business from the measures)
2. Overall Objective to be achieved by the organization with the use of the grant.
3. Main activities:
  - Description of activities connected to selected measures
  - Indicators (up to three)
4. Anticipated impact

While you write this Concept, please ensure that you are answering the following questions:

- Did you describe **which measures** you would like and need support in order to achieve the objective?
- Did you describe if **you have already undertaken** any measures in the past to adopt such measures?
- Did you elaborate briefly on **how** you think each measure will contribute to the objective?

Project location (for all measures)	

**D. Financial information**

High-level budget amount (in EUR, including cost-share amount)	
% of cost-share to be provided by grantee	
Amount of cost-share to be provided by grantee (in EUR)	

**E. Appendices**

<b>Appendix 1:</b> Registration Certificate
<b>Appendix 2:</b> Fiscal Number Certificate
<b>Appendix 3:</b> Outstanding taxes and government obligations (Please submit evidence from the Tax office (extract from the TAK website) that the organization has no obligation or debts to governmental institutions.)
<b>Appendix 4:</b> Signed declaration of compliance (Attach a signed and completed version of MCA-Kosovo's Declaration of Compliance)

## VI. CONCEPT NOTE EVALUATION

### 6.1. Evaluation Criteria

Concept Notes will be reviewed on administrative eligibility (for entities and activities) and technical evaluation.

The Stage I Concept Note Review takes place across two progressive steps: administrative eligibility and technical evaluation. Proposers must pass administrative eligibility to proceed to technical evaluation. Technical evaluation comprises pre-set merit review criteria and uses a scoring method of up to 100 points.

### 6.2. Administrative Eligibility for Entities

The eligibility of each Proposer will be verified by Tetra Tech and MCA-Kosovo. The eligibility of each organization listed as party to the concept note or potential partnership will be verified (“partial eligibility verification”). If the proposers are eligible based on this check, they will receive a “pass” and may proceed to the next step in the review process. If the proposer does not fulfill the eligibility criteria, they will receive a “fail” and will not proceed to the next step in the review process. If a record(s) for one or more firms is identified in the Eligibility Verification Procedures, additional research will be conducted to determine whether the result may be a “false positive.” At this stage MCC will be notified and consulted prior to a final determination to disqualify a proposer.

#### 6.2.1. Eligibility criteria for all Entities

All entities that **ARE eligible** to apply must be:

- Registered and operating in Kosovo.
- Publicly or private owned energy and adjacent sector companies, or
- Civil Society Organizations (CSOs) or Non-Governmental Organizations (NGOs) in Kosovo.

Entities that are **NOT eligible** for MCA-Kosovo grant funding are:

- Individuals.
- Organizations/Entities that are not legally registered in Kosovo.
- Political parties, groups or institutions, or their subsidiaries, or affiliates.
- Organizations that advocate, promote or engage in illegal or anti-democratic activities or illegal activities under local law.
- Faith-based organizations.

- Entities that have been declared ineligible, debarred, suspended and prohibited from different World Bank and United States funding<sup>13</sup>.
- Public International Organizations.
- Any organization/entity that is deemed to have a conflict of interest with MCA-Kosovo<sup>14</sup>.

### 6.2.2. Eligibility Criteria for Entities as per the Tiers

The following table provides the eligibility criteria per each of the Tiers. Each company/CSO will be evaluated to comply with the criteria of its corresponding Tier.

	Tier 1 (Micro and Small Companies)	Tier 2 (Medium) Companies	Tier 4 (CSOs)
Eligibility criteria per type of entity (Tiers 1, 2, 4)	<ul style="list-style-type: none"> <li>• Companies<sup>15</sup> with 3 to 49 employees.</li> <li>• Must be registered for energy generation, energy transmission, energy distribution, energy supply, energy efficiency or other adjacent sector activities.</li> <li>• Companies that have been active in business for at least one year.</li> </ul>	<ul style="list-style-type: none"> <li>• Companies<sup>16</sup> with 50 to 199 employees.</li> <li>• Must be registered for energy generation, energy transmission, energy distribution, energy supply, energy efficiency or other adjacent sector activities.</li> <li>• Companies that have been active in business for at least one year.</li> </ul>	<ul style="list-style-type: none"> <li>• CSOs should be active in advocating for women and minority communities' participation in the workforce or in the energy sector.</li> </ul>

### 6.3. Administrative Eligibility Criteria for Activities

These criteria will be used to assess those activities performed by the proposers. Entities performing any of the following projects or activities will not be eligible for funding:

- The project and/or activity involve involuntary physical resettlement or involuntary economic displacement;
- The project and/or activity involve trafficking in persons or people subject to trafficking in persons;
- The project and/or activity involve the employment of children below age 15 or children performing any work that is economically exploitative or does harm;

<sup>13</sup> All proposers will be screened if ineligible, debarred, suspended and prohibited from different World Bank and United States funding, as per the lists/databases presented in the Annex 2.

<sup>14</sup> In line with MCC Program Grant Guidelines, the ineligibility of an organization to receive an MCC Grant happens when such organization has a conflict with their prior or current obligations to other clients or donors, or that may place them in a position of being unable to carry out the terms and conditions of the Grant in the best interest of the MCA-Kosovo. Conflict of interest is also understood and includes entities serving as the MCA-Kosovo's Fiscal Agent, Procurement Agent and Grants Manager.

<sup>15</sup> Companies are a reference to Public or Private Sector Employers.

<sup>16</sup> Ibid.

- The project or activity support any costs associated with military equipment;
- The project/activity support surveillance equipment;
- The project/activity support commodities and services specifically for law enforcement;
- The project/activity support abortion equipment and services;
- The project/activity support luxury goods and gambling equipment;
- The project/activity support or condone violence;
- The project/activity support political activity include the education or training of partisan candidates;
- The project/activity support or condone activity declared illegal under local law;
- The project/activity support any costs that are unallowable under the MCC Cost Principles for Government Affiliates;
- The project/activity support any activities prohibited under the MCC Compact.

#### **6.4. Technical Evaluation of Concept Notes**

Once eligibility is determined for each Entity, Concept Notes will be reviewed on the following technical criteria:

1. Strategic fit of proposed grant activity with Energy for Equality Objective (30 points)
2. Clearly defined measures and implementation approach to address gender inequalities in the workplace. (30 points)
3. Anticipated benefit/impact to project beneficiaries (30 points)
4. Past performance of the proposer describing previous experience related to gender and inclusive approaches and how their company/organization conducted support activities as per the objective of the proposed grants activities (10)

A maximum of 100 points will be assigned to each evaluated proposer. Proposers will be ranked per scoring and the number of awardees will be determined by the quality of the pool and number of funds available.

#### **6.5. Notice**

Proposers not selected for funding will be notified. Debriefings on unsuccessful applications can be requested by writing to MCA-Kosovo at [e4e.grants@mcakosovo.org](mailto:e4e.grants@mcakosovo.org), or at Str. Migjeni 21 (Ex-Ljubljana Bank Building), 8th and 9th floors, Pristina, Kosovo. Please note that many or all design documents created through this Concept Note round would not be considered proprietary to the Proposer.

Successful Proposers at the Concept Note stage will be invited to the Request for Applications for full proposals and other steps as presented in Section 4.



## VII. ANNEXES

### 7.1. Annex 1. List of energy sector and energy-adjacent sector activities

Core Energy Sector and Adjacent Sector Activities	
Production of electricity	Manufacture of bricks, tiles and construction products, in baked clay
Transmission of electricity	Manufacture of ceramic insulators and insulating fittings
Distribution of electricity	Manufacture of engines and turbines, except aircraft, vehicle and cycle engines
Trade of electricity	Manufacture of fluid power equipment
Manufacture of gas	Manufacture of machinery for mining, quarrying and construction
Distribution of gaseous fuels through mains	Development of building projects
Trade of gas through mains	Construction of residential and non-residential buildings
Steam and air conditioning supply	Construction of roads and motorways
Manufacture of metal structures and parts of structures	Construction of railways and underground railways
Manufacture of electric motors, generators and transformers	Construction of bridges and tunnels
Manufacture of electricity distribution and control apparatus	Construction of utility projects for fluids
Manufacture of batteries and accumulators	Construction of utility projects for electricity and telecommunications
Manufacture of other electrical equipment	Construction of water projects
Repair of electrical equipment	Construction of other civil engineering projects n.e.c.
Installation of industrial machinery and equipment	Engineering activities and related technical consultancy
Electrical installation	Technical testing and analysis
Plumbing, heat and air conditioning installation	Extraction of crude petroleum
Other construction installation	Extraction of natural gas
Roofing activities	Mining of other non-ferrous metal ores
Other specialized construction activities not elsewhere classified (n.e.c.)	Manufacture of coke oven products

Mining of lignite	Manufacture of other pumps and compressors
Mining of lignite	Demolition
Mining of iron ores	Site preparation
Mining of other non-ferrous metal ores	Test drilling and boring
Manufacture of refined petroleum products	Plastering
Joinery installation	Manufacture of electric lighting equipment
Painting and glazing	Manufacture of electric domestic appliances
Other building completion and finishing	Manufacture of ovens, furnaces and furnace burners
Business and other management consultancy activities	Manufacture of lifting and handling equipment
Activities of employment placement agencies	Manufacture of office machinery and equipment (except computers and peripheral equipment)
Manufacture of tubes, pipes, hollow profiles and related fittings, of steel	Manufacture of non-domestic cooling and ventilation equipment
Manufacture of doors and windows of metal	Manufacture of motor vehicles
Manufacture of central heating radiators and boilers	Manufacture of electrical and electronic equipment for motor vehicles
Manufacture of other tanks, reservoirs and containers of metal	Repair of electronic and optical equipment
Manufacture of electronic components	Other mining and quarrying n.e.c.
Manufacture of loaded electronic boards	Manufacture of industrial gases
Manufacture of computers and peripheral equipment	Manufacture of dyes and pigments
Manufacture of consumer electronics	Manufacture of other inorganic basic chemicals
Manufacture of instruments and appliances for measuring, testing and navigation	Manufacture of plastics in primary forms
Manufacture of irradiation, electromedical and electrotherapeutic equipment	Manufacture of synthetic rubber in primary forms
Manufacture of optical instruments and photographic equipment	Manufacture of paints, varnishes and similar coatings, printing ink and mastics
Manufacture of magnetic and optical media	Manufacture of explosives
Manufacture of fiber optic cables	Manufacture of other chemical products n.e.c.

Manufacture of other electronic and electric wires and cables	Manufacture of rubber tires and tubes; retreading and rebuilding of rubber tires
Manufacture of wiring devices	Manufacture of other rubber products
Manufacture of cement	Manufacture of plastic plates, sheets, tubes and profiles
Manufacture of lime and plaster	Manufacture of builders' ware of plastic
Manufacture of concrete products for construction purposes	Manufacture of other plastic products
Manufacture of plaster products for construction purposes	Manufacture of ceramic tiles and flags
Manufacture of ready-mixed concrete	Manufacture of ceramic household and ornamental articles
Manufacture of mortars	Manufacture of ceramic sanitary fixtures
Manufacture of fiber cement	Manufacture of locks and hinges
Manufacture of other articles of concrete, plaster and cement	Manufacture of tools
Production of abrasive products	Manufacture of steel drums and similar containers
Manufacture of other non-metallic mineral products n.e.c.	Manufacture of light metal packaging
Forging, pressing, stamping and roll-forming of metal; powder metallurgy	Manufacture of wire products, chain and springs
Machining	Manufacture of fasteners and screw machine products
Manufacture of other parts and accessories for motor vehicles	Manufacture of other fabricated metal products n.e.c.
Manufacture of railway locomotives and rolling stock	Manufacture of non-electric domestic appliances
Manufacture of bicycles and invalid carriages	Manufacture of other taps and valves
Other manufacturing n.e.c.	Manufacture of other general-purpose machinery n.e.c.
Remediation activities and other waste management services	Manufacture of metal forming machinery
Wired telecommunications activities	Manufacture of other machine tools
Satellite telecommunications activities	Manufacture of machinery for metallurgy
Other telecommunications activities	Manufacture of other special-purpose machinery n.e.c.

Other information technology and computer service activities	Repair of communication equipment
Architectural activities	Repair of consumer electronics
Repair of household appliances and home and garden equipment	Other service that contribute to green transition (such as Climate Change, Environmental Services, Circular Economy and related fields)
Distribution and Installation of Energy Efficiency Products	

## **7.2. Annex 2. List of databases of non-eligible entities**

List of databases of non-eligible entities to be verified at the Administrative Eligibility and compliance stage are:

- System for Award Management (SAM) Excluded Parties List [SAM.gov | Exclusions](#)
- World Bank Debarred List <https://www.worldbank.org/en/projects-operations/procurement/debarred-firms>
- US Treasury, Office of Foreign Assets Control, Specially Designated Nationals (SDN) List <https://sanctionssearch.ofac.treas.gov/>
- US State Department, Directorate of Defense Trade Controls, AECA Debarred List [https://www.pmdtcc.state.gov/ddtc\\_public?id=ddtc\\_kb\\_article\\_page&sys\\_id=c22d1833dbb8d300d0a370131f9619f0](https://www.pmdtcc.state.gov/ddtc_public?id=ddtc_kb_article_page&sys_id=c22d1833dbb8d300d0a370131f9619f0)
- US State Department, Foreign Terrorist Organizations (FTO) List <https://www.state.gov/foreign-terrorist-organizations/>
- US Department of Commerce, Bureau of Industry and Security, Denied Persons List <https://www.bis.doc.gov/index.php/the-denied-persons-list>
- US State Department, Executive Order 13224 List <https://www.state.gov/executive-order-13224/>
- US State Sponsors of Terrorism List <https://www.state.gov/state-sponsors-of-terrorism/>

### **7.3. Annex 3. Declaration of Compliance Template – to be signed**

#### **Declaration of Compliance**

I, the undersigned, hereby affirm and declare that:

1. The organization/company I represent satisfies all eligibility criteria outlined in the grant guidelines and has provided all required supporting documents and accurate information as stipulated in this grant Concept Note form.
2. The information provided in this Concept Note is complete and accurate to the best of my knowledge. Any false statements or misrepresentations may result in disqualification and potential legal consequences.
3. Grant funds will be used solely for the purposes described in the grant proposal.
4. The organization/company will manage the funds responsibly and in accordance with the financial regulations set by the grant provider.
5. The organization/company confirms that the investment project does not involve activities listed on the Exclusion List of the Millennium Challenge Corporation (MCC) or MCA-Kosovo, as specified in the MCC Cost Principles <https://www.mcc.gov/resources/doc/guidance-cost-principles-government-affiliates/> and Compact Agreement <https://assets.mcc.gov/content/uploads/compact-kosovo.pdf> restrictions on the use of program funds (Compact Agreement, Section 2.4).
6. The organization/company agrees to participate in monitoring and evaluation activities conducted by MCA-Kosovo, MCC, or their representatives.
7. The organization/company will submit timely and accurate reports on fund usage, project progress, and outcomes as required by the grant agreement.
8. The organization/company will comply with all relevant laws, regulations, and ethical standards in executing the grant-funded project.
9. The organization/company will uphold principles of transparency, accountability, and integrity in all grant-related activities.
10. The organization/company has disclosed any potential conflicts of interest related to the grant-funded project.
11. The organization/company will take appropriate measures to address and prevent any conflicts of interest during project implementation.
12. The Gender Self-Assessment training provided by the implementation consultants is mandatory and free of charge. The organization/company or its vendors/suppliers will neither offer nor request payment from the implementation consultants.

13. The organization/company acknowledges that MCA-Kosovo may suggest alternative suppliers to comply with MCC and MCA-Kosovo procurement regulations.
14. The organization/company affirms that no other grant support has been or is expected to be received for the aforementioned investment project.
15. The organization/company consents to MCA-Kosovo, MCC, and its implementation consultants publishing information about the project, including naming the organization/company as a beneficiary under the MCA-Kosovo Energy for Equality Grant Programme.
16. The organization/company will use the grant exclusively for an eligible project. In the event of grant misuse, the organization/company understands that it must refund the grant.
17. The organization/company will obtain all necessary consents and statutory approvals (e.g., building control, town and country planning) and has the authority to install technologies on the site, including permission from the facility owner if applicable.
18. The organization/company agrees to provide MCA-Kosovo or their designated agents (e.g., implementation consultant) with access to relevant information and records related to the investment project, as well as to the premises where the project is implemented for verification purposes.
19. The organization/company confirms it has sufficient funds to cover the 'own contribution' of the investment and any applicable taxes and customs charges. The organization/company understands that the MCA-Kosovo grant is exempt from taxes and customs duties as per the Compact Agreement.
20. The organization/company affirms that the information provided in this Concept Note Form is accurate, complete, and filled out to the best of my knowledge.
21. By signing below, I certify that I am authorized to sign on behalf of the organization/company and that the information provided in this declaration is true and accurate.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_