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MNE-KOS

IPA CROSS-BORDER COOPERATION PROGRAMME
MONTENEGRO-KOSOVO 2014-2020

Grant contract No: CFCU/MNE 227

Project: The Cultural Renaissance from Skadar Lake to Kosovo (TIME TRAVEL)

PARTNERSHIP AGREEMENT CFCU/MNE 227/03

(Hereinafter: Agreement)

between

Community Development Fund (CDF) Kosovo

and

Municipality of Klina



Centre for Sustainable Tourism Initiatives





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1. Purpose

The following organizations Community Development Fund (CDF) as a lead partner and Municipality of Klina – have agreed to co-implement the project “The Cultural Renaissance from Skadar Lake to Kosovo – TIME TRAVEL”, Grant Contract No.: CFCU/MNE 227, financed by the European Delegation to Montenegro managed by CFCU Montenegro. The project is funded through the Cross-Border Cooperation Programme Montenegro - Kosovo* 2014-2020 under the Instrument for Pre-Accession Assistance (IPA II), with Reference: EuropeAid/171521/ID/ACT/MULTI.

The purpose of this Agreement is to describe the details of the co-implementation between the two partner organizations in terms of division of responsibilities for project implementation, respective budgets as well as reporting requirements and schedules etc.

Annexes are an integral part of this project agreement such as full application documentation, budget, LFA, grant special and general conditions as well as other respective supporting technical and financial documents from each partner organization.

2. Implementation period

This Agreement regulates the co-implementation between the two partner organizations for the total duration of project which is 24 months (twenty-four months) for implementation of all project activities and reporting related to the above-said project. The timetable of the activities will be coordinated between CDF as a lead partner and Municipality of Klina, as per the final project approved and conditions mentioned in the grant contract referenced above.

The start date of the project implementation is March 1st, 2023 and will last for 24 months until 28 February 2025.

3. Roles and responsibilities

This document represents an Agreement between Community Development Fund (CDF) and Municipality of Klina for the commitments agreed in their proposal to the EU to have separate roles and responsibilities in relation to the common objectives.

Responsibilities of CDF for the project:

- The Community Development Fund (CDF) will coordinate all project activities for Kosovo and Montenegro as the Lead Applicant, organize coordination meetings between all parties of the action and coordinate and compile all project reports with inputs from all co-





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applicant. CDF it is also the only focal point for all communication with JTS and CFCU for all project activities and matters requiring attention of the CFCU and JTS.

- CDF will be responsible for the inclusive implementation of all project activities in Kosovo and will closely cooperate with Municipality of Klina on all relevant matters and with its partners' organization as specified in the final project documents (full application, budget, LFA).

Responsibilities of Municipality of Kline

The Municipality of Kline as a Co-Applicant takes responsibility to support CDF to implement all project activities and events in Kosovo and in line with their role and responsibilities especially for supporting project studies for identification of cultural and natural trails in Klina that will be promoted as part of the project. It will also provide support to CDF in the development of the cultural thematic trails as well as provide any other support needed for the successful implementation of the project in terms of necessary working permits and/or other needed support. Moreover, it will also support and provide information as needed to CDF for the preparation of the project reports including the co-funding reports and provision of other supporting financial documents.

4. Financial matters – The co-funding agreement.

With the signing of the contract by CDF as a lead partner and the Klina Municipality as Co-Applicant, have agreed to the following:

The total project costs allowed for this project are in the value of **€404,235.73**. The EU contribution under this grant contract is in the value of **€343,600.37 (or 85% of the total amount)**. The CDF as the lead implementing partner will have a total budget of 212,571.55 EUR for project spending all years, out of this budget 85% or 180,685.81 is financed by the EU, and 31,885.73 EUR will be co-funded by Klina Municipality to balance out the co-funding amounts as indicated in the final project application by the end of the project.

The co-funding in the amount of 31,885.73 EUR will be paid Klina Municipality as per the following schedule:

An amount of the 15,942.86 EUR or 50% of the total amount of co-funding is to be paid by Klina Municipality within 3 months after signing of this project partnership agreement;

The other remaining amount of 15,942.86 EUR is to be paid by Klina Municipality at the latest by 31 March 2024.

Project budget and payment plans

The following is the plan of disbursements of tranches, as stipulated in the Grant Contract between CFCU and CDF as per the following provisions:





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Initial pre-financing payment	151,995.80	
Further pre-financing payments(s)	157,244.50	
Balance of the final amount of the grant	34,360.03	
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	343,600.03	85%
15% Co-financing	60,635.33	15%
	<hr/>	
Total	404,235.73	100%

Other

The following costs shall not be considered eligible, as defined by Annex II – General Conditions:

- Debt and debt service charges (interest);
- Provisions for losses, debts or potential future liabilities;
- Costs declared by the beneficiary (ies) and financed by another action or work programme receiving a European Union grant (including through the European Development Fund);
- Purchases of land or buildings, except where necessary for the direct implementation of the action and according to the conditions specified in the special conditions; in all cases the ownership shall be transferred in accordance with Article 7.5, at the latest at the end of the action;
- Currency exchange losses;
- Credits to third parties, unless otherwise specified in the special conditions;
- In kind contributions (except for volunteers' work);
- Salary costs of the personnel of national administrations, unless otherwise specified in special conditions and only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken;
- Bonuses included in the costs of staff.

5. Reporting and auditing

CDF will report directly to the Government of Montenegro, Ministry of Finance and Social Welfare, Directorate for the Finance and Contracting of the EU Assistance Funds (CFCU) according to the requirements mentioned in the Grant Contract.

The reporting would entail interim and final narrative and financial reports, or any other reports as requested by the Government of Montenegro, Ministry of Finance and Social Welfare, Directorate for the Finance and Contracting of the EU Assistance Funds (CFCU).

Klina Municipality will support CDF on quarterly basis (based on reporting calendar Annex 3) respecting the same requirements and any other requirements from CDF as detailed in Annex 2.





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CDF and Klina Municipality will undergo external auditing and submit the final audit report of the project to the Government of Montenegro, Ministry of Finance and Social Welfare, Directorate for the Finance and Contracting of the EU Assistance Funds (CFCU).

The final audit report will be coordinated and organized by CDF, in close coordination with CFCU.

6. Contact persons

The CDF Executive Director is the legal representative with the executive power in relation to implementation of the project. The contact persons who will coordinate the implementation project activities as well as this agreement are Ms. Arta Gorani from CDF as the Project Manager/Team Leader who among her other project responsibilities will be the focal point for all communication with the Government of Montenegro, Ministry of Finance and Social Welfare, Directorate for the Finance and Contracting of the EU Assistance Funds (CFCU). For Klina municipality, the responsible person is Ms. Fatjona Gashi, Project Coordinator from Klina Municipality.

7. Coming into force and termination

This Agreement is valid for 24 (twenty-four) months, from the entry into force of the contract with the EU on 1st of March 2023, and will be in force until the approval of the final reports of the project by the Government of Montenegro, Ministry of Finance and Social Welfare, Directorate for the Finance and Contracting of the EU Assistance Funds (CFCU). This Agreement is coming into force with the common signature by both organizations with the immediate effect.

In order for the Agreement to be modified or to be continued there should be a decision before the end of the validity period.

In case of any serious breach of the agreement, the CDF has the right to cancel the agreement without prior notification.

8. Disagreements

The parties will at all times respect and honor the code of conduct towards the other party, paying special attention to the obligations mentioned in this Agreement. In the case of disagreements due to the language of this Agreement, the English version is the final version. This Agreement is drafted in two copies, one for each party.

Place and date:

Prishtina, 01 March 2023

For CDF:


(Signature)

Ms. Nermin Mahmuti
Executive Director
Community Development Fund

For Klina Municipality


(Signature)





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Annex 1: STAFF MEMBERS ASSIGNMENT AND COORDINATION

The following section is about the staffing arrangements and staff composition, as the structure for the project implementation.

Project team:

For the purpose of implementing the above mentioned activities, CDF will appoint the following staff members: One (1) Project Manager/Team Leader (24 months – 100% LOE), one (1) Project officer (24 months – LOE 100%), one (1) Financial Manager (24 months – LOE 12.5%) and Procurement (24 months - 15% LOE)

Klina Municipality on the other hand will appoint the following staff member: one (1) Kline Project Coordinator (20%), for 4.8 months, 650.00 EUR for a total of 3,120.00 EUR by the end of the project. This amount shall be paid directly by Klina Municipality and payroll payments including pay slips and other supporting documents will be provided to CDF by Klina Municipality.

The CVs of the project team members of CDF and Klina Municipality (Project Coordinator) will be made available upon the request of the Government of Montenegro, Ministry of Finance and Social Welfare, Directorate for the Finance and Contracting of the EU Assistance Funds (CFCU).

ANNEX 2: REPORTING REQUIREMENTS FROM Klina Municipality

The Klina Municipality will report to CDF when requested by CDF and all supporting documents shall be provided by Klina Municipality as such in line with the implementation manual and CFCU established reporting procedures on this Grant Agreement CFCU/MNE 227/02.

Place and date:

Prishtina, 01 March 2023

For CDF:

(Signature)

Ms. Nermin Mahmuti

Executive Director

Community Development Fund

For Klina Municipality

(Signature)