**Country/Region/Global: Kosovo**

**Initiation Plan**

**Project Title: Repurposing of ex-Hivzi Sulejmani Library into an Interdisciplinary Lab**

**Expected UNSDCF/CP Outcome(s): 3** By 2025, women and men in Kosovo, particularly youth and vulnerable groups, have increased access to decent work and benefit from sustainable and inclusive economic development that is more resilient to impacts of climate change, disasters, and emergencies.

**PRIORITY AREA:** III. Resilient, sustainable, and inclusive economic development.

**CROSS-CUTTING THEME:** Increased gender equality and rights-holders’ participation, empowerment, and civic engagement.

**Expected CPD Output(s):** By 2025, women and men in Kosovo, particularly youth and vulnerable groups, have increased access to decent work and benefit from sustainable and inclusive economic development that is more resilient to impacts of climate change, disasters and emergencies.

Output 2.1: Skills, decent jobs and livelihoods for youth and women increased

**Initiation Plan Start/End Dates:** December 2021-August 2022

**Implementing Partner:** UNDP

Total resources required EUR 200,000

Total allocated resources: EUR 200,000

* Regular \_\_\_\_\_\_\_\_\_
* Other:
	+ Donor **Manifesta 14 Prishtina**
	+ Donor \_\_\_\_\_\_\_\_\_
	+ Government \_\_\_\_\_\_\_\_\_

Unfunded budget: \_\_\_\_\_\_\_\_\_

In-kind Contributions \_\_\_\_\_\_\_\_\_

Programme Period: December 2021-August 2022

Atlas Project Number: 00139024

Atlas Output ID: 00128880

Gender Marker: N/A

Agreed by UNDP:

# Brief Description

As part of Manifesta 14 Prishtina, a 100-day programme of events will take place across the areas of art, contemporary culture, urban development, education, research, and mediation. Manifesta 14 Prishtina, a new project made specifically for the Prishtina biennial, is broadening its scope and length through collaborative cross-regional efforts.

Manifesta 14 Prishtina is about reclaiming public space and creation of long-term cultural infrastructures. This 14th edition will take place from July 22nd to October 30th, 2022, featuring 100 days of the event in the realms of art, urban development, contemporary culture, education, theory, research, and mediation.

The ambition of Manifesta 14 Prishtina is to develop an interdisciplinary institution, that is developed on the base of local, regional, national, and international collaborations and which can be activated for the duration of the biennial in 2022 and then continues to exist and function as part of the future cultural infrastructure in the city of Prishtina. Manifesta 14 Prishtina has developed a full concept for the functionality and programme of the institution for the biennial period and to be preserved for the future running of the institution.

As a symbol of cultural identity, history, and heritage, the ex-Hivzi Sulejmani library will serve as the place to accommodate the institution and, as such, turn into a hub for knowledge development, preserving hi/stories, artistic production, community programmes, contemporary culture, and education.

This Initiation Plan represents a partnership between Manifesta 14 Prishtina and UNDP Kosovo.

# Purpose and Expected Output

The purpose is to support Manifesta 14 Prishtina in establishing the Interdisciplinary Lab (hereafter the Lab), as a cultural research and production facility generating deep dialogues between stakeholders through connections between architecture, urban planning, human rights, and arts and culture. All partners will support the Lab's long-term development mainly through comprehensive cultural, educational and community engagement programmes.

The expected **output is to repurpose the ex-Hivzi Sulejmani library into a space accommodating the Interdisciplinary Lab. This will be achieved through the following activities:**

**Activity 1: Restoration of the ex-Hivzi Sulejmani Library to accommodate the Interdisciplinary Lab.**

The goal of this activity is to complete all necessary steps to develop and approve the restoration/adaptation design and implement refurbishment works according to the restoration design within the existing building of the ex-Hivzi Sulejmani library.

The library’s identity will be preserved as closer to its original form as possible. By integrating traditional materials with contemporary ones, the design should both preserve the buildings' existing identity and reinvent the building into the new functions. . This activity will be organized through two activity results:

**Activity results 1.1: Development of restoration/ adaptation design for restoration/ adaptation of the ex-Hivzi Sulejmani library building.** Activity 1.1. will be implemented through several associated sub-activities:

* Develop the Scope of Design for developing the Schematic and Technical Design for restoration/ adaptation of the ex-Hivzi Sulejmani library building and its annexes. Start of Schematic Design will be developed according to and upon the submitted Conceptual Design by Manifesta 14 Prishtina.
* Select/ contract a designing company/ NGO to develop Schematic and Technical Design for restoration/ adaptation of the ex-Hivzi Sulejmani library building and its annexes.
* Select a Technical Specialist to closely manage and monitor the implementation process.
* Develop the Schematic Design for restoration/ adaptation of the ex-Hivzi Sulejmani library building.
* Submit design documentation and obtain approval for interventions within the ex-Hivzi Sulejmani library building and its annexes from the Kosovar Institute for Protection of Monuments.
* Develop the Technical Design (including BoQ and other technical specifications) for restoration/refurbishment/ adaptation of the ex-Hivzi Sulejmani library building and its annexes.
* Submit design documentation and obtain restoration permit from Municipality of Prishtina.

The Conceptual Design has been submitted by Manifesta 14 Prishtina for the development of the Schematic and Technical Designs. The Conceptual Design serves as the basis for the Schematic and Technical designs, which will outline the layout of the site, the programming of building space, and the designation of spaces within the building and annexes. Additionally, it specifies the type of materials to be used, new or added features (such as toilets) and key technological features (such as heating and/or cooling).

UNDP will prepare the schematic and technical design formats as per requirements by Kosovar Institute for Protection of Monuments and under Administrative Instruction No.06/2017 on Construction permits.[[1]](#footnote-2) The final design will be determined by Manifesta 14 Prishtina inputs, the Kosovar Institute for Protection of Monuments’ requirements/ approval and by the Municipality’s permit.

The restoration design should comply with the requirements of the Kosovar Institute for Protection of Monuments, Manifesta 14 and UNDP's green transformation criteria, including the use of local environmentally friendly materials where applicable. UNDP will support the partner in obtaining all prior approvals from the Kosovar Institute for Protection of Monuments. UNDP will lead the process of developing the design and implementing the physical interventions.

**Activity results 1.2: Implement interventions as per restoration/ adaptation design for the ex-Hivzi Sulejmani library building.** Activity 1.2. will be implemented through several associated sub- activities:

* Develop the Scope of Works/ Terms of Reference for implementing works at Hivzi Sulejmani library buildings.
* Select an implementing contractor to implement interventions as per Technical Design for restoration/ adaptation of the Hivzi Sulejmani library building and its annexes.
* Monitor and conduct on site quality assurance of the interventions/ works in the Hivzi Sulejmani library building and its annexes.

Following the permits for intervening in the Hivzi Sulejmani library building and its annexes, UNDP will prepare the Scope of Works/ Terms of Reference for contracting a company/ NGO to conduct the works as per Technical Design for the intervention in the buildings.

In coordination, UNDP management and the assigned Technical Specialist will support closely the monitoring of the work of interventions. Partner consultation and reporting will continue throughout on-going works.

In parallel, Manifesta 14 Prishtina will work on preparing specifications and purchasing furniture and equipment (equipment like workshops tools, audio-visual equipment or similar) for the Lab. The furniture and equipment will be also designed as per the general recommendations by the Kosovar Institute for Protection of Monuments, respecting the overall characteristics of the building.

**Activity 1.3: Supporting the partners in setting up the Lab and developing long- term operating concept for the Lab**

The Lab must have a clear management plan and structure that reflects its objectives of efficiency, flexibility, and innovation. The process for establishing the Lab will be conducted by Manifesta 14 Prishtina in cooperation with the Municipality of Prishtina. As part of the collaboration, UNDP will support running the Lab under terms jointly determined with Manifesta 14 Prishtina - including opportunities for designing successful business models for the lab to run in a self-sufficient financial path. Activity 1.3. will be implemented through several associated sub-activities:

* Organize publicity/ fundraising event.
* Support Manifesta 14 Prishtina in the development of a sustainable operating and finance model for the lab/ PPP Lab.
* Support with international exchanges for the lab/ exposure to UNDP Accelerator Labs.

A management body developed and supported by Manifesta 14 Prishtina will operate the Lab. A public-private legal framework will serve as the basis for the Lab's operating structure to add flexibility to the decision-making process while preserving transparency. Beyond gathering stakeholders and arranging workshops, the Lab will add innovative solutions for technical & non-technical problems such as conservation tools, artistic production, and visual analytics.

# Management Arrangements

UNDP will manage all activities related to the implementation of restoration/ adaptation works in Hivzi Sulejmani library.

UNDP will engage a Technical Specialist, to be assigned especially for this project to support activities like monitoring of intervention works and reporting. The Technical Specialist will be responsible for the day-to-day monitoring of the interventions works within the agreed tolerances of time, cost, and quality.

As needed, UNDP will provide administrative and management support for the project. Project support will be provided by the UNDP team dedicated to urban development and cultural heritage.

The project will rely on horizontal partnerships, including Manifesta 14 Prishtina.

# Monitoring

In accordance with UNDP’s programming policies and procedures, the Initiation Plan will be monitored through the following monitoring and evaluation activities:

**Quality Assurance.** The quality of the project will be continuously assessed against UNDP’s and partners’ inputs (including norms and standards as required by MCYS) quality standards to identify and to inform management decision making to improve the works quality and performance.

Close monitoring for quality assurance will be conducted by the Technical Specialist and supported by the UNDP staff as deemed necessary.

**Track results progress.** Progress data against the output in the Work Plan will be collected and analysed to assess the progress of the project in achieving the agreed output. Progress tracking frequency: per month.

Any quality concerns or slower than expected progress should be alarmed by the Technical Specialist to UNDP. UNDP will conduct internal review of data and evidence from all monitoring actions to inform decision making.

**Manage Risks.** Identify specific risks that may threaten performance of intended results and timeline. Identify and monitor risk management actions using a risk log.

Risks are identified by UNDP management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.

Different factors contribute to the complexity of the project: a short implementation timeline, several stakeholders' needs, as well as legal implementation restrictions due to the historic values of the building. A project revision shall be made when appropriate; to respond to changes in the development context or to adjust the design and resources allocation to ensure the effective and on time implementation of the project.

# WORK PLAN

**Period: 10 months**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXPECTED OUTPUTS***And baseline, indicators including annual targets* | **PLANNED ACTIVITIES***List activity results and associated actions* | **TIMELINE** | **RESPONSIBLE PARTY** | **PLANNED****BUDGET** |
| Dec/2021 | Jan/ 2022 | Feb/ 2022 | Mar/2022 | Apr/ 2022 | May/ 2022 | Jun/ 2022 | Jul/ 2022 | Aug/ 2022 | Responsible Party | Funding Source | Budget Description | Amount |
| **Repurpose the ex-Hivzi Sulejmani library into a space for the Interdisciplinary Lab**Baseline: 0Indicators: Yes/ NoTargets: 1Related CP outcome: 3 | **1.1. Restoration of the Hivzi Sulejmani Library to accommodate the Interdisciplinary Lab*** Develop the Scope of Design for the Schematic/ Technical Design
* Select/ hire a Technical Specialist
* Select/ contract a designing company/ NGO/ or a team to develop Schematic/ Technical Design
* Develop the Schematic Design
* Acquire approval from Institute for Protection of Monuments
* Develop the Technical Design (including BoQ and other technical specifications)
* Obtain restoration permit from Municipality of Prishtina
 | x | x | x |  |  |  |  |  |  | UNDP | Manifesta14 Prishtina | Contractual services (consultancy and company/ NGO) | 21,000 EUR |
| **1.2. Implement interventions as per restoration/ adaptation design for the Hivzi Sulejmani library buildings*** Develop the Scope of Works/ Terms of Reference for implementing works
* Select implementing contractor to implement interventions as per Technical Design
* Select company to develop and install furniture as per specifications
* Monitor and conduct on site quality assurance and final acceptance procedures
 |  |  |  | x | x | x | x |  |  | UNDP, Manifesta14 Prishtina | Manifesta14 Prishtina | Contractual services (company/ NGO, goods) | 158,000 EUR |
| **1.3. Supporting the partners in setting up the Lab and developing long- term operating concept for the Lab*** Organise publicity/ fundraising event
* Support with Operational/ Management Plan
 |  |  |  |  |  |  |  | x | x | UNDP | Manifesta14 Prishtina | Goods, event, services and publishing | 5,000 EUR |
| **Programable Amount** |  | **184,000 EUR** |
| **GMS** |  | **16,000 EUR** |
| **Total Amount** |  | **200, 000 EUR** |

1. **Administrative Instruction MESP- No.06/2017 on Setting Procedures for Submission And Review of Applications for Terms of Constructions, Construction Permits and Demolition Permits for Category I and II of Constructions** [↑](#footnote-ref-2)