

**UNITED STATES AGENCY FOR INTERNATIONAL
DEVELOPMENT**

Enterprise Energy Efficiency (3E)

IQC Contract # EPP-I-00-03-00004-00
Task Order # 12

SIXTH QUARTERLY PROGRESS REPORT

July 1, 2011 – September 30, 2011

Authors: Project Team

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Implemented by:
Advanced Engineering Associates International, Inc. (AEAI)



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Submitted to:
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I. Executive Summary

USAID's Committee for Selection of the 3E's Pilot Projects approved an additional four EE pilot projects for implementation: Foča - Urban and rural returnee housing buildings; Rogatica – returnee housing building; Zenica – Palliative Medical Center; and Gradiška – Kindergarten. USAID 3E signed a Letters of Commitment for the implementation of the Foca and Rogatica Returnee Housing pilot projects with the Catholic Relief Services BiH and Hilfswerk Austria. USAID 3E is installing building insulation and energy efficient lighting for three buildings in the Foca and Rogatica areas. Numerous site visits of the Proposed Pilot Projects were made this quarter, including the City of Banja Luka Administrative Building, Sport hall in Cazin and Art school in Bihac. Solicitations for works in the elementary school Pazar in Tuzla and the Old high school in Mostar were sent to all companies prequalified with USAID 3E. The works at the Mechanical Engineering Faculty Pilot Project are on schedule. The works on the Mostar Pilot Project started in late September, 2011. USAID 3E placed an ad in three local newspapers, containing an Invitation for Expression of Interest for business cooperation with USAID 3E. As a result of an ad published in the local papers on August 19, 2011, 32 firms sent their documentation for prequalification for cooperation with USAID 3E project. The total prequalified number of firms is now 56. USAID 3E made three presentations this quarter: at the Energy Forum for Municipalities event held in July, 2011; Ekobis – International Ecological Fair held in Bihac in September, 2011; and at the 3rd Energy Council of Bosnia and Herzegovina, held in Neum, at the end of September, 2011. USAID 3E proposed and arranged with UNDP and GIZ the production and publication of 7 booklets on energy efficiency topics. After the production and printing of these booklets, 3E and the partners will distribute them at capacity building workshops. Other activities of the USAID 3E project include meetings with partners, Municipality Mayors, project implementing firms, banks and institutions, as well as with representatives of different embassies to present the Pilot Projects the USAID 3E project for possible collaboration and the concept of the Multimedia Center for Energy Efficiency (MCEE.)

II. Project Progress for the Sixth Quarter

Task Objective 1: Support development of initiatives and technologies

PILOT PROJECTS

First Pilot Project – Mechanical Engineering Faculty (MEF) Sarajevo

- ***Signing of Subcontract with Neimari for the reconstruction of the MEF Boiler Room, 08-25-2011***
 - The subcontract with Neimari for the reconstruction of the MEF boiler room was finalized and signed.

- ***Pilot project kick-off meeting 9-2-2011***
 - USAID 3E Chief Engineer organized a project kick-off meeting at the Mechanical Engineering Faculty in Sarajevo (MEF) with the supervisor of works appointed by MEF and the representatives of Neimari Company, the successful bidder of the solicitation, and its subcontractor EL-TE3 Company. Equipment ordering, the schedule and organization of the works were agreed upon, with the preparatory work (acquiring permits) to start on September 5, 2011.
- ***Inspection of works and UNDP kick-off meeting, 9-16-2011***
 - USAID 3E Chief Engineer inspected the works in the boiler house. The boiler has been removed in such a way that the other two boilers can provide heating if needed. The trench for the new pipeline was nearly completed. The progress of works was deemed satisfactory.



- USAID 3E Chief Engineer also attended a kick-off meeting between UNDP, MEF, and representatives of Sela Company, the successful bidder of the UNDP solicitation for thermal insulation of the façade and replacement of windows. It was agreed that the schedule and organization of works will be planned on a weekly basis, keeping in mind the final deadline for completion of works on the façade and windows was 60 working days from kick-off.

Batch 1 Pilot Projects

Pilot Project – Tuzla Pazar Primary School

- ***Solicitations for works, 7-8-2011***
 - Solicitations for works in the Pazar Primary School in Tuzla were sent to all companies prequalified with USAID 3E. Site visits were organized for the interested companies. The offers were to be submitted by 7-22-2011.
- ***Signing of the agreement with the Municipality Tuzla regarding the cost sharing for cooperation in the implementation of the project of “Elementary School Pazar”, 8-25-2011.***
 - The municipality agreed to contribute 64,181.21 KM to USAID 3E on a cost-sharing basis to increase the resources available for the Project.

- ***Kick-off meeting***
 - USAID 3E Chief Engineer organized the pilot project kick-off meeting at the Pazar Elementary School in Tuzla. The School Director, the supervisors of works appointed by the Municipality of Tuzla, and the representatives of AlfaTherm and Herceg Srebrenik, the two companies that were successful bidders of the solicitations for works at the schools, were present in the meeting. The order of equipment, schedule and organization of works were agreed upon, with the works to have started on September 12, 2011.

Pilot Project – Mostar Old High School

- ***Solicitations for works, 7-8-2011***
 - Solicitations for works in the Old high school in Mostar were sent to all companies prequalified with USAID 3E. Site visits were organized for the interested companies. The offers were to be submitted by 7-22-2011.
- ***Kick-off meeting***
 - USAID 3E Chief Engineer, organized a project kick-off meeting at the High school in Mostar with the school director, supervisors of works appointed by the City of Mostar, and representatives of AlfaTherm, the company which was the successful bidder of the solicitation for works at the school. The works started on Saturday, September 24, 2011.



Pilot Project – EE Renovation of houses

- ***Pilot Project Site Visit, 7-7-2011***
 - USAID 3E Deputy Chief of Party, together with the representatives from Caritas Switzerland, visited a few houses that have been selected to be renovated as a USAID 3E pilot project. EE renovation of these houses had started and all of the visited houses were making good progress.

Batch 2 Pilot Projects

- ***Batch 2 Pilot Project Proposal submission and approval.***
 - USAID 3E submitted the Batch 2 Pilot Project Proposals to USAID for approval. The first four projects below-listed were the strongest candidates for further development according to the USAID 3E criteria for competitive evaluation. This list of submitted applications is ranked as a result of competitive

evaluation. USAID's Committee for Selection approved the four below-listed EE pilot projects for implementation on 8-9-2011.

1. **Foca, Returnee Housing urban and rural model – building insulation and EE lighting.**
2. **Rogatica, Returnee Housing – building insulation and EE lighting.**
3. **Zenica, Palliative Medical Center – heating substation replacement.**
4. **Gradiska, Kindergarten – building insulation, window replacement, solar water heating and heating system overhaul.**
5. Grude, Street lighting.
6. Zenica, Home for children.
7. Banja Luka, Administration Building.
8. Livno, Primary School.
9. Cazin, Sport Hall.

Pilot Project – Zenica Palliative Care Center

- ***Pilot project in Zenica 8-22-2011***
 - USAID 3E will install the Measurement and Verification System in order to monitor the energy consumption of the Palliative Care Center in Zenica and decide on the best possible heating system options that could be installed.

Pilot Project – Foča Returnee Housing

- ***Signing of Letter of Commitment with the Catholic Relief Services (CRS) regarding the implementation of the Returnee Housing pilot project in Foca, 9-1-2011.***
 - USAID 3E Deputy Chief of Party and the CRS Country Representative signed a Letter of Commitment for the implementation of the Foca Returnee Housing pilot project. 3E was to install building insulation and energy efficient lighting for three buildings in the Foca area. The works on the buildings were scheduled to be finished in late September, and subsequently an opening ceremony will be held in Foca.
- ***Procurement for energy efficient light bulbs completed, 9-27-2011.***
 - USAID 3E was to install building insulation and energy efficient lighting for three buildings in the Foca area. The procurement procedure for purchase of 460 energy efficient light bulbs was completed, with the company Steg d.o.o. from Mostar having had the best offer. The light bulbs were delivered to the 3 buildings in Foča area. The works on the buildings were scheduled to be finished at the beginning of October, and an opening ceremony was to be held in Foca on Thursday, October 6, 2011.

Pilot Project – Rogatica Returnee Housing

- ***Signing of Letter of Commitment with Hilfswerk Austria International (HWA) 9-7-2011.***

- USAID 3E Deputy Chief of Party and the CRS Head of Mission to BiH signed a Letter of Commitment for the implementation of the Rogatica Returnee Housing pilot project. USAID 3E agreed to install building insulation and energy efficient lighting.

3E Pilot Project Site Visits

- **3E Pilot Project Site Visits with USAID staff, 7-12 and 7-13-2011**
 - USAID 3E Chief Engineer, together with the USAID COR, visited the following Pilot Project Proposals:
 1. City of Banja Luka Administrative Building
 2. Sport hall in Cazin
 3. Art school in Bihac

Following these site visits, 3E prepared the pilot project proposal documents and submitted the projects for USAID approval.

- **Visit to the pilot project proposal in Livno,**
 - USAID 3E Chief Engineer and the representative of the Livno Municipality, visited the Sports Hall in Livno on 9-9-2011. Based on the information supplied by the Municipality and the information gathered during the site visit, 3E would prepare the pilot project proposal documents and submit the project for USAID approval.
 - USAID 3E Chief Engineer had a meeting on 9-23-2011 with the representative of Livno Municipality and the representative from ESCO Eco Energija to discuss in detail the issues regarding the scope and funding of the pilot project proposal.

Prequalification of companies for cooperation with USAID 3E

- **Public invitation for prequalification for cooperation with USAID 3E project.**
 - As a result of an ad published in the local papers on August 19 2011, 28 firms sent their documentation for prequalification for cooperation with USAID 3E project. The total prequalified number of firms totaled 60.

USAID 3E Meetings

- **Meeting with CRS (Catholic Relief Services), held at CRS premises on 7-5-2011.**
 - USAID 3E Deputy Chief of Party, together with the USAID COR, had a meeting with the CRS representative. When CRS was in the process of implementing two projects for the construction of three buildings for returnees, one in the town of Foca with the support of the U.S. Embassy and two smaller buildings on the outskirts of Foca with the support of the Netherlands Embassy. 3E wanted to contribute to these projects by raising the energy efficiency levels of the buildings and insuring lower energy bills for the returnees who will live in these buildings.

- ***Meeting with CRS, 8-17-2011.***
 - USAID 3E Deputy Chief of Party met with the representatives of CRS to discuss the signing of the letter of commitment and implementation of the Batch 2 Foca, returnee housing pilot project and the Zenica Center for Palliative Care pilot project. At the time, the buildings in Foca were currently under construction. CRS had carried out the solicitation for works, and 3E requested the procurement details to be reviewed and checked if they comply with the 3E procurement procedure. 3E committed that it would cover the costs for the building insulation and lighting if the tender process was acceptable,.

- ***Meeting with Hilfswerk Austria, held at Hilfswerk premises on 7-6-2011.***
 - USAID 3E Deputy Chief of Party, together with USAID COR, had a meeting with the representative from Hilfswerk. Hilfswerk was implementing a project for the construction of a building for returnee housing in the town of Rogatica with the support of the U.S. Embassy. 3E wanted to contribute to these projects by raising the energy efficiency of the buildings and insuring lower energy bills for the returnee individuals who will be living in these buildings.

- ***Meeting with Hilfswerk Austria, at their premises, 8-12-2011.***
 - USAID 3E Deputy Chief of Party met with the representatives of Hilfswerk Austria to discuss the signing of the letter of commitment and implementation of the Batch 2 Rogatica, returnee housing pilot project. The building was currently under construction, and the installation of the insulation would begin soon. Hilfswerk had already carried out the solicitation for works, and 3E requested the procurement details to be reviewed and checked if they comply with the 3E procurement procedure. 3E would cover the costs for the building insulation and lighting if the tender process was acceptable,

- ***Meeting with Caritas Switzerland, at 3E premises 8-4-2011.***
 - USAID 3E Chief of Party and USAID 3E Chief Engineer met with representatives of Caritas Switzerland. The purpose of the meeting was to discuss the project status of the joint pilot project for EE renovation of houses in the Sarajevo and Tuzla regions. Caritas representatives reported that 8 houses were completed and 3 were well underway, with the remaining houses scheduled to start with implementation in September as soon as the weather allowed. In addition, future cooperation on pilot projects was discussed. A similar project for EE renovation of houses in the Cazin region was proposed for Caritas and 3E to continue with cooperation. Given the fact that Caritas originally proposed that 3E cooperate with Caritas in the primary and secondary school pilot project in Olovo, Caritas informed 3E that it had contacted the new Minister for Education of the Zenica-Doboj Canton, who gave a commitment letter to Caritas for support in implementing that project.

- ***Meeting with UNDP at their premises regarding signing of funding commitment documents, 8-25-2011.***
 - USAID 3E Country Project Director and USAID 3E Deputy Chief of Party met with UNDP Resident Representative and UNDP Project Manager at the UNDP premises in Sarajevo on Thursday, August 25, 2011. The meeting was held to

sign the funding commitment documents for the joint implementation of the following Pilot Projects: Kindergarten Gradiška, Mechanical Engineering Faculty in Sarajevo and the Mostar high school.

▪ ***Meeting with representatives of the Trebinje Municipality, 9-2-2011***

- USAID 3E Deputy Chief of Party, met with the Head of the Trebinje Municipal Financial Department, and the Trebinje Municipality representative, to discuss the proposed street lighting pilot project. It was confirmed that the Trebinje Municipality will cover the cost for disassembling the old street lights and installation of the new LED modules as well as cover part of the costs for the LED modules. USAID 3E Deputy Chief of Party explained that the project was pending approval by USAID, after which the implementation of the project can begin.

Task Objective 2: Increase public and private sector capacity

▪ ***USAID 3E meeting with Sparkasse Bank representatives, 07-15-2011***

- USAID 3E Chief of Party, met with Sparkasse representatives regarding two topics i) the MCEE Initiative, and ii) 3E Pilot projects. The Executive Director of Sparkasse Bank, used the opportunity to inform all participants on previous meetings held between 3E and Sparkasse bank and the topics discussed, such as MCEE, pilot projects and others. The Sparkasse Bank made the following decision:
 1. to place ‘Sparkasse Brochures/leaflets Stand’ within the MCEE Center,
 2. to be an active member of the MCEE center through different activities, and
 3. Sparkasse Bank would like participate in 3E future activities and materials, (for example Brochure 20 EE tips and similar).
- The next 3E event “Livno EE knowledge days” was planned to be organized in Livno, October 2011, such events will be organized in future in other cities where 3E has pilot projects.

▪ ***Meeting with the MOFTER Senior Energy Advisor, at MOFTER’s premises on 7-13-2011.***

- USAID 3E Chief of Party had a meeting with the MOFTER Senior Energy Advisor, on July 13, 2011. USAID 3E Chief of Party explained the procedures regarding the pilot projects, the monitoring activities as well as the anticipated trainings for public and SME sectors to demonstrate energy efficiency benefits on completed pilot projects. The MOFTER Senior Energy Advisor mentioned the EU Program ‘IEE - Intelligent Energy Europe’ and eventual participation of BiH in it. Since the participation fee to this program costs around 400.000 EUR, MOFTER plans, along with GIZ, to organize a round table soon to present all the benefits that BiH could gain by participating in this program. USAID 3E will be invited to the round table, along with other organizations and stakeholders from the sector. At the end of the meeting, the USAID 3E MCEE initiative was presented.

Task Objective 3: Raise public awareness

USAID 3E Presentations

- ***Presentation at the Energy Forum for Municipalities event held on 7-11-2011.***
 - USAID 3E Chief Engineer, presented 3E project activities at the Energy Forum for Municipality event in the Municipality of Novi Grad in Sarajevo.
- ***Ekobis – International Ecological Fair in Bihac, 9-10-2011***
 - The Ekobis Fair was organized by the Una-Sana Cantonal Chamber of Commerce. It was a 4-day event (8-11 September 2011), with the Conference on energy efficiency scheduled for September 10, 2011. At the conference, the USAID 3E Chief Engineer presented the USAID 3E project and its pilot projects to the representatives of international agencies, companies, and municipal and cantonal governments. The event was covered in the press (Oslobođenje, Dnevni list, and Večernji list.)
- ***Presentation of USAID 3E activities at the 3rd ENERGY COUNCIL OF BOSNIA AND HERZEGOVINA, held in Neum, September 28-30, 2011.***



- USAID 3E Chief of Party held a presentation on “Energy Efficiency in the European Union and Bosnia and Herzegovina” and also spoke about the new EU energy efficiency packages, about an important role of the public sector as 'leading by example', and the critical importance of the institutional set up for the successful implementation of national EE policies. The Press Release was prepared and included as a deliverable.
- USAID 3E Chief Engineer presented the USAID 3E project and its pilot projects at the conference. All approved projects and planned measures were described, along with expected effects, the basis for selection and the projects' partners.

USAID 3E Publications / Capacity Building Booklets

- ***Publication of seven booklets with UNDP and GIZ.***
 - USAID 3E proposed and arranged with UNDP and GIZ for the production and publication of seven booklets on energy efficiency topics. The booklets will cover the following topics:
 1. Energy audits in buildings.
 2. Analysis and interpretation of daily and weekly energy consumption data.
 3. Green office practices.
 4. Green office practices workbook.
 5. Energy management in cities.
 6. Financial analysis of energy efficiency projects.
 7. Local Community's own estimates in regards to EE

After the production and printing of these booklets, 3E and the partners will distribute them on capacity building workshops

Multimedia Center for Energy Efficiency (MCEE)

- ***USAID 3E meeting with representatives of Representation Office of the German Chamber of Commerce in BiH (AHK), regarding MCEE Initiative 07-20-2011.***
 - A USAID 3E representative met with the Chief of Office, and, PR/Marketing of the AHK. The USAID 3E representative presented the MCEE Initiative, including the business partnership package. The main obstacle for doing business in BiH is the 'Law on Public Procurement'. In Germany, there is one contractor responsible for all works. It was recommended that the MCEE be introduced to German companies in BiH, and GIZ and KfW are Institutions in BiH that should be contacted in regard to the MCEE because they are directly connected to the BMZ (Federal Ministry for Economic Cooperation and Development).

- ***USAID 3E meeting with representatives of the Economic Department of the Austrian Embassy in BiH, re MCEE Initiative, 07-20-2011.***
 - USAID 3E representative met with the Economic Department of the Austrian Embassy. The Economic Counselor and Project Manager were present in the meeting. The MCEE Initiative was presented, including the business partnership package. The embassy representatives stated that the MCEE Initiative could be very positive for people and related companies that are present in BiH, and the Economic Department would like to give 3E a chance to present the MCEE Initiative to Austrian Companies on October 18th 2011, during an Event that Austrian Embassy organizes annually for the Austrian companies.

EE Culture Days

- ***Meeting with U.S. Embassy Cultural Attache, held on 9-15-2011.***
 - USAID 3E representatives met with the U.S. Embassy Cultural Attachee to discuss the organization of the Energy Efficiency Cultural Days that 3E is planning for June 2012. The 3E Cultural Days is planned to be a week-long event to promote Energy Efficiency and EE technologies to a wider public. Numerous presentations, movies, concerts, contests and other public events are being planned to promote EE to citizens of all ages. The U.S. Embassy Cultural Attachee will research issues with regard to the cooperation format, whether fund raising for MCEE can be connected with the Embassy, and the availability of the Ambassador to take part in the events.

III. Anticipated Activities from the Previous Quarterly

This section takes the anticipated activities from the previous Quarterly Report and indicates, on an item-by-item basis, what was actually accomplished during the quarter.

Task Objective 1: Support development of initiatives and technologies

MEF pilot project

- Oversee pilot project work.
 - Ongoing.

Mostar “Gimnazija” pilot project

- Prepare and launch the heating system and windows reconstruction tender, select successful bidder, submit for USAID approval and award contracts.
 - Completed.
- Require permits necessary for renovation/construction works to be obtained by partner.
 - Completed.
- Oversee pilot project work.
 - Ongoing.

Tuzla primary school “Pazar” pilot project

- Prepare and launch the heating system reconstruction tender, select successful bidder, submit for USAID approval and award contracts.
 - Completed.
- Require permits necessary for renovation/construction works to be obtained by partner.
 - Completed.
- Oversee pilot project work.
 - Ongoing.

EE renovation of houses pilot project

- Complete procurement of wall insulation material (EPS) specified and tendered for by Suisse Caritas.
 - Completed.
- Oversee pilot project work.
 - Ongoing.

Batch 2

- Prepare a technical and financial analysis for the proposed pilot projects.
 - Completed.
- Prioritize on a competitive basis list of proposed Batch 2 pilot projects and submit for USAID approval.
 - Completed.
- Perform energy audit and develop the Conceptual Engineering Design (CED) for the approved Batch #2 projects.
 - Pending.

- Conduct an Environmental Due Diligence (EDD) examination.
 - Pending.

Batch 3

- Identify candidates for Batch 3.
 - Completed.
- Prepare a technical and financial analysis for the proposed pilot projects.
 - Completed.

Batch 4

- Identify candidates for Batch 4.
 - In process.

Task Objective 2: Increase public and private sector capacity

- Continue developing contacts with design, installation and construction SMEs and other private sector counterparts in BiH.
 - Ongoing.
- Continue developing contacts with public sector counterparts.
 - Ongoing.

Task Objective 3: Raise public awareness

- Develop concept for EE Cultural Days
 - In process.
- Manage website content, upload news, announcements, project files, and links regularly.
 - Ongoing.
- Organize media coverage of workshops, trainings, presentations and other PR events.
 - Plan PR events:
 - Commence organization of Livno Energy Efficiency Knowledge Days.
 - In process.
 - Presentation at the Energy Forum meeting.
 - Completed.
 - Complete concept paper of the EE Cultural Days.
 - Completed.

IV. Anticipated Activities for the Following Quarter

Task Objective 1: Support development of initiatives and technologies

Identify and prequalify SMEs that can or could participate in project development and implementation.

MEF pilot project – First Pilot Project

- Oversee the completion of the pilot project work.

Mostar “Gimnazija” pilot project – Batch 1

- Oversee the completion of the pilot project work.

Tuzla primary school “Pazar” pilot project – Batch 1

- Oversee the completion of the pilot project work.

EE renovation of houses pilot project – Batch 1

- Oversee the completion of the pilot project work.

Foča Returnee Housing (Urban and Rural) pilot projects – Batch 2

- Oversee the completion of the pilot project work.
- Complete procurement of the EE light bulbs for the project.
- Inauguration of the building.

Rogatica Returnee Housing pilot project – Batch 2

- Oversee the completion of the pilot project work.
- Complete procurement of the EE light bulbs for the project.
- Inauguration of the building.

Gradiska Kindergarten “Lepa Radić” pilot project – Batch 2

- Oversee the completion of the pilot project work.

Zenica Palliative Medical Center pilot project – Batch 2

- Install a heat energy meter.

Batch 2

- Perform energy audit and develop the Conceptual Engineering Design (CED) for the approved Batch #2 projects, where applicable.

Batch 3

- Prioritize on a competitive basis list of proposed Batch 3 proposals and submit for USAID approval.

Batch 4

- Identify candidates for Batch 4.
- Prepare a technical and financial analysis for the proposed pilot projects.

Task Objective 2: Increase public and private sector capacity

- Continue developing contacts with design, installation and construction SMEs and other private sector counterparts in BiH.
- Continue developing contacts with public sector counterparts.

Task Objective 3: Raise public awareness

- EE Cultural Days
 - Develop concept
 - Make contacts with partners and local counterparts

- Manage website content, upload news, announcements, project files, and links regularly.
- Organize media coverage of workshops, trainings, presentations and other PR events.
- Plan PR events:
 - Organization of Livno Energy Efficiency Knowledge Days.
 - MEF Pilot Project status update Press Release
 - Rogatica Pilot Projects inauguration and Press Release
 - Foča Pilot Projects inauguration and Press Release

ANNEX A

<i>Status of overall project progress per impact indicators</i> ¹	PROGRESS TO DATE		
	Completed	In Progress	Deferred
Project Mobilization and Reporting			
Contract signature and authorization to start work.	•		
Inception meetings with USAID CTO, May; project briefing with USAID Mission BiH.	•		
Install 3E systems & equipment: local office.	•		
Introduce project to the stakeholders.	•		
Review and finalize Work Plan with USAID; performance indicators with CTO.	•		
Prepare the Procurement Policy Manual.	•		
Establish relationships with other USAID projects and donors.	•		

Task Objective 1: Support development of initiatives and technologies			
KRA 1	Implement 10 energy efficiency pilot projects.		
KRA 1.1	Identify counterparties.		•
KRA 1.1.1	Identify all project stakeholders (potential partners for pilot projects).		•
KRA 1.1.2	Identify and prequalify SMEs that can or could participate in project development and implementation.		•
KRA 1.1.3	Identify consumer associations, local chambers of commerce/economy, local chambers of crafts, and other NGOs who are or could be active in EE.	•	
KRA 1.2	Prepare and implement 3 kick-off workshops for project stakeholders. (USAID to approve workshop content within one week of submission.)	•	
KRA 1.3	Activate process for selecting and implementing pilot projects.	•	

KRA 1.3.1	First pilot project.		
KRA 1.3.1.1	Compile initial list of proposed pilot projects and perform preliminary screening and selection.	•	
KRA 1.3.1.2	Identify candidates for first pilot project.	•	
KRA 1.3.1.3	Make initial site visits.	•	
KRA 1.3.1.4	Fill out the Environmental Checklist.	•	
KRA 1.3.1.5	Prepare a technical and financial analysis for the proposed pilot projects.	•	
KRA 1.3.1.6	Prioritize on a competitive basis list of proposed pilot projects and submit for USAID approval. (USAID to approve within two weeks of submission.)	•	

¹ KRAs which have not yet been commenced have no indicators.

KRA 1.3.1.7	Commitment document signed.	•		
KRA 1.3.1.8	Perform energy audit and develop the Conceptual Engineering Design (CED) for the approved project.	•		
KRA 1.3.1.9	Conduct an Environmental Due Diligence (EDD) examination.	•		
KRA 1.3.1.10	Prepare a bankable project proposal.			
KRA 1.3.1.11	Presentation to lender for financing under the DCA facility if requested by the pilot project partner.			
KRA 1.3.1.12	Establish baseline energy consumption.	•		
KRA 1.3.1.13	Prepare, launch tender, select successful bidder, submit for USAID approval and award contracts for pilot project Detailed Design (DD) and implementation. (USAID to approve within one week of submission.)	•		
KRA 1.3.1.14	Partner identifies independent supervisor for works.	•		
KRA 1.3.1.15	Require permits necessary for renovation/construction works to be obtained by partner.	•		
KRA 1.3.1.16	Oversee pilot project work.	•		
KRA 1.3.1.17	3E, project partner and independent supervisor sign off on PP implementation completion.			
KRA 1.3.1.18	Perform post-installation monitoring and verification.			

KRA 1.3.2	Batch #1 (3 of 9)			
KRA 1.3.2.1	Compile initial list of proposed pilot projects and perform preliminary screening and selection.	•		
KRA 1.3.2.2	Identify candidates for Batch #1.	•		
KRA 1.3.2.3	Make initial site visits.	•		
KRA 1.3.2.4	Fill out the Environmental Checklist.	•		
KRA 1.3.2.5	Prepare a technical and financial analysis for the proposed pilot projects.	•		
KRA 1.3.2.6	Prioritize on a competitive basis list of proposed pilot projects and submit for USAID approval. (USAID to approve within two weeks of submission.)	•		
KRA 1.3.2.7	Commitment documents signed.	•		
KRA 1.3.2.8	Perform energy audit and develop the Conceptual Engineering Design (CED) for the approved Batch #1 projects.	•		
KRA	Conduct an Environmental Due Diligence (EDD)		•	

1.3.2.9	examination.			
KRA 1.3.2.10	Prepare bankable project proposal.			
KRA 1.3.2.11	Presentation to lender for financing under the DCA facility if requested by the pilot project partner.			
KRA 1.3.2.12	Establish baseline energy consumption.		•	
KRA 1.3.2.13	Prepare, launch tender, select successful bidder, submit for USAID approval and award contracts for pilot project Detailed Design (DD) and implementation. (USAID to approve within one week of submission.)	•		
KRA 1.3.2.14	Partner identifies independent supervisor for works.	•		
KRA 1.3.2.15	Require permits necessary for renovation/construction works to be obtained by partner.	•		
KRA 1.3.2.16	Oversee pilot project work.		•	
KRA 1.3.2.17	3E, project partner and independent supervisor sign off on PP implementation completion.			
KRA 1.3.2.18	Perform post-installation monitoring and verification.			

KRA 1.3.3	Batch #2 (3 of 9)			
KRA 1.3.3.1	Compile initial list of proposed pilot projects and perform preliminary screening and selection.	•		
KRA 1.3.3.2	Identify candidates for Batch #2.	•		
KRA 1.3.3.3	Make initial site visits.	•		
KRA 1.3.3.4	Fill out the Environmental Checklist .		•	
KRA 1.3.3.5	Prepare a technical and financial analysis for the proposed pilot projects.	•		
KRA 1.3.3.6	Prioritize on a competitive basis list of proposed pilot projects and submit for USAID approval. (USAID to approve within two weeks of submission.)	•		
KRA 1.3.3.7	Commitment documents signed.		•	
KRA 1.3.3.8	Perform energy audit and develop the Conceptual Engineering Design (CED) for the approved Batch #2 projects.			
KRA 1.3.3.9	Conduct an Environmental Due Diligence (EDD) examination.			
KRA 1.3.3.10	Prepare bankable project proposal.			
KRA 1.3.3.11	Presentation to lender for financing under the DCA facility if requested by the pilot project partner.			
KRA	Establish baseline energy consumption.			

1.3.3.12			
KRA 1.3.3.13	Prepare, launch tender, select successful bidder, submit for USAID approval and award contracts for pilot project Detailed Design (DD) and implementation. (USAID to approve within one week of submission.)		
KRA 1.3.3.14	Partner identifies independent supervisor for works.		
KRA 1.3.3.15	Require permits necessary for renovation/construction works to be obtained by partner.		
KRA 1.3.3.16	Oversee pilot project work.		
KRA 1.3.3.17	3E, project partner and independent supervisor sign off on PP implementation completion.		
KRA 1.3.3.18	Perform post-installation monitoring and verification.		

KRA 1.3.4 Batch #3 (3 of 9)			
KRA 1.3.4.1	Compile initial list of proposed pilot projects and perform preliminary screening and selection.	•	
KRA 1.3.4.2	Identify candidates for Batch #3.	•	
KRA 1.3.4.3	Make initial site visits.	•	
KRA 1.3.4.4	Fill out the Environmental Checklist .		•
KRA 1.3.4.5	Prepare a technical and financial analysis for the proposed pilot projects.		•
KRA 1.3.4.6	Prioritize on a competitive basis list of proposed pilot projects and submit for USAID approval. (USAID to approve within two weeks of submission.)		
KRA 1.3.4.7	Commitment documents signed.		
KRA 1.3.4.8	Perform energy audit and develop the Conceptual Engineering Design (CED) for the approved Batch #3 projects.		
KRA 1.3.4.9	Conduct an Environmental Due Diligence (EDD) examination.		
KRA 1.3.4.10	Prepare bankable project proposal.		
KRA 1.3.4.11	Presentation to lender for financing under the DCA facility if requested by the pilot project partner.		
KRA 1.3.4.12	Establish baseline energy consumption.		
KRA 1.3.4.13	Prepare, launch tender, select successful bidder, submit for USAID approval and award contracts for pilot project Detailed Design (DD) and implementation. (USAID to approve within one week of submission.)		

KRA 1.3.4.14	Partner identifies independent supervisor for works.			
KRA 1.3.4.15	Require permits necessary for renovation/construction works to be obtained by partner.			
KRA 1.3.4.16	Oversee pilot project work.			
KRA 1.3.4.17	3E, project partner and independent supervisor sign off on PP implementation completion.			
KRA 1.3.4.18	Perform post-installation monitoring and verification.			

KRA 2	<i>Increase private sector access to credit for energy efficiency activities.</i>			
KRA 2.1	Identify commercial banks extending credit for EE.	•		
KRA 2.2	Organize a round table with the banks on increasing private sector access to EE financing.	•		

KRA 3	<i>Train a commercial bank in loan appraisal and financial product development in support of the energy efficiency sector.</i>			
KRA 3.1	Identify training needs of Raiffeisen personnel.	•		
KRA 3.2	Prepare and implement agreed training for Raiffeisen Bank to enhance its performance to appraise loan proposals under the DCA facility. (USAID to approve training content within one week of submission.) show	•		

KRA 4	<i>Increase the capacity of at least 50 SMEs to directly apply for and/or provide technical assistance for EE loans and investments.</i>			
KRA 4.1	Prepare a workshop on “development of bankable EE project proposals” and implement the workshop in the region of each of the 10 pilot project locations. (USAID to approve workshop content within one week of submission.)		•	

KRA 5	<i>Increase the capacity of selected public sector counterparts to apply for and repay EE loans and undertake EE investments.</i>			
KRA 5.1	Prepare a workshop on “development of bankable EE project proposals” and implement the workshop at public sector counterparts that decide to co-fund their share in pilot projects using loan proceeds under the DCA facility or from other lending source. (USAID to approve workshop content within one week of submission.)		•	

Task Objective 2: Increase public and private sector capacity				
KRA 1	<i>Increase the capacity of public sector counterparts to understand and implement energy efficiency</i>			

	programs.			
KRA 1.1	Prepare and implement workshops on `Green office` practices at participating public sector buildings. (USAID to approve workshop content within one week of submission.)		•	
KRA 1.2	Prepare and implement EE workshops on energy management in the region of each of the 10 pilot project locations. (USAID to approve workshop content within one week of submission.)		•	
KRA 1.3	Demonstrate and promote case studies of successful implementation of the pilot projects.			

KRA 2	<i>Increase the capacity of SMEs to understand and implement energy efficiency programs.</i>			
KRA 2.1	Prepare and implement EE workshops for SMEs on energy management in the region of each of the 10 pilot project locations. (USAID to approve workshop content within one week of submission.)		•	
KRA 2.2	Prepare and implement EE workshops for SMEs on “energy auditing in buildings and typical EE measures for buildings” in the region of each of the 10 pilot project locations. (USAID to approve workshop content within one week of submission.)		•	
KRA 2.3	Demonstrate and promote case studies of successful implementation of the pilot projects.			

Task Objective 3: Raise public awareness

KRA 1	<i>Website development and activation.</i>			
KRA 1.1	Define technical requirements for website design.	•		
KRA 1.2	Define content structure for website design.	•		
KRA 1.3	Website design.	•		
KRA 1.4	Prepare and upload content for initial functionality of website. (USAID to approve content within one week of submission.)	•		
KRA 1.5	Ongoing website content management, regular upload of news, announcements, project files, links etc. (USAID to approve content within one week of submission.)	•		

KRA 2	<i>Media</i>			
KRA 2.1	Identify and establish contacts with media members/representatives for potential cooperation (journalists, editors, producers, media associations).	•		
KRA 2.2	Organize media coverage of workshops, trainings, presentations and other PR events.		•	
KRA 2.3	Development of 3E press-packets. (USAID to approve content within one week of submission.)		•	

KRA 3	<i>Handouts and Information.</i>			
KRA 3.1	Develop 1-page Fact Sheet on 3E project. (USAID to approve fact sheet within one week of	•		

	submission.)			
KRA 3.2	Develop hand-out on EE basics. (USAID to approve hand-out within one week of submission.)	•		
KRA 3.3	Develop press releases on key project activities. (USAID to approve press releases within one week of submission.)	•		
KRA 3.4	Develop one page fact sheet on each pilot project. (USAID to approve fact sheet within one week of submission.)			

KRA 4	<i>E Info-boards for public sector.</i>			
KRA 4.1	Initial and final design of info-board template. (USAID to approve content within one week of submission.)			

KRA 5	<i>3E e-Newsletter.</i>			
KRA 5.1	Identification of target groups for e-Newsletter dissemination.			
KRA 5.2	e-Newsletter preparation and dissemination. (USAID to approve content within one week of submission.)			

KRA 6	<i>Consumer and Public associations.</i>			
KRA 6.1	Develop hand-out for associations. (USAID to approve hand-out within one week of submission.)	•		
KRA 6.2	Prepare workshops for association members. (USAID to approve workshop content within one week of submission.)		•	
KRA 6.3	3E and associations hold joint press conferences. (USAID to approve press releases within one week of submission.)			

KRA 7	<i>Promotion of awareness on energy technology.</i>			
KRA 7.1	Facilitate presentations of energy-related SMEs on products, services and technology solutions.		•	

KRA 8	<i>DCA Information Dissemination.</i>			
KRA 8.1	Provide information on financing opportunities under the DCA facility on website.			
KRA 8.2	Disseminate information on DCA through hand-out packages in workshops and presentations.		•	
KRA 8.3	Advise and support RBA in the development of a RBA initiated DCA promotional campaign it chooses to conduct.			

ANNEX B***Performance Based Monitoring Plan (PBMP) ²***

Indicator 1	Target	Achieved
Number of pilot projects implemented.	10	0
Percentage of cost share.	30%	0%

Indicator 2³	Target	Achieved
Energy saved as a result of USG assistance – Standard F indicator.		
Quantity of greenhouse gas emissions, measured in metric tons CO ₂ equivalent, reduced or sequestered as a result of USG assistance – Standard F indicator.		
Amount of costs saved.		

Indicator 3	Target	Achieved
Number of technical and financial analyses.	30	21
Number of bankable project proposals.	10	0
Number of presentations to lenders. (Amount of private financing mobilized with a DCA guarantee - Standard F indicator)		

Indicator 4	Target	Achieved
Number of bank staff who have passed through energy efficiency project financing training. (Number of people receiving USG supported training in technical energy fields – Standard F indicator)	10	30

Indicator 5	Target	Achieved
Number of public sector counterparts trained on the benefits of energy management (Number of people receiving USG supported training in energy related business systems - Standard F indicator).	20	22

Indicator 6	Target	Achieved
Number of SMEs trained on energy management, technical energy fields, and development of bankable project proposals (Number of people receiving USG supported training in technical energy fields - Standard F indicator).	50	47

Indicator 7	Target	Achieved
Number of EE project applications received as a result of information dissemination.	30	62

² As indicators occur, they will be added to this chart.

³ Aggregated targets cannot be established because actual project sites are not known at the time of submission of the PBMP. 3E will report on this indicator.

Indicator 8	Target	Achieved
Number of website hits.	4500	4099

Indicator 9	Target	Achieved
Number of seminars for chambers of commerce and crafts and consumers associations.	11	2

Indicator 10	Target	Achieved
Number of technology providers presenting their solutions.	9	9

ANNEX C

Sixth Quarter Deliverables

- Fifth Quarterly Report 2011, dated 7-14-2011, in English only.
- B2-1 Foca returnee housing urban and rural model – Site visit report, dated 7-25-2011, in the English language.
- B2-1 CRS letter, dated 7-15-2011, in the English language.
- B2-2 Rogatica returnee housing – Site visit report, dated 7-25-2011, in the English language.
- B2-2 Hilfswerk letter, dated 7-8-2011, in English and local language.
- B2-3 Zenica Palliative Medical Centre – Site visit report, dated 7-25-2011, in the English language.
- B2-4 Gradiska Kindergarten – Site visit report, dated 7-25-2011, in the English language.
- B2-4 Gradiska Kindergarten letter, dated 7-27-2011, in English and local language.
- B2-5 Grude Street lighting, dated 7-25-2011, in the English language.
- B2-6 Zenica Home for children, dated 7-25-2011, in the English language.
- B2-7 Banja Luka Administration Building, dated 7-25-2011, in the English language.
- B2-8 Livno Primary School, dated 7-25-2011, in the English language.
- B2-9 Cazin Sport Hall, dated 7-25-2011, in the English language.
- Memo to AG regarding Batch 2 PP proposals, dated 7-25-2011, in the English language.
- B1-1 Mostar - Solicitation preliminary minutes, dated 07-25-2011, in the English language.
- B1-3 Tuzla - Solicitation preliminary minutes, dated 07-25-2011, in the English language.
- B2-4 Gradiska UNDP letter, dated 8-2-2011, in English and local language.
- B3-1 Travnik Municipality Building - Site visit report, dated 8-12-2011, in the English language.
- B3-1 Travnik Municipality - Email, dated 8-12-2011, in English and local language.
- B3-2 Bihac Cultural Center - Site visit report, dated 8-12-2011, in the English language.
- B3-2 Bihac Cultural Center - letter, dated 8-12-2011, in English and local language.
- B3-2 Bihac Cultural Center - UNDP letter, dated 8-12-2011, in the English language.
- B3-3 Gracanica SOS Village - Site visit report, dated 8-12-2011, in the English language.
- B3-3 Gracanica SOS Village - letter, dated 8-12-2011, in the English language.
- B3-4 Olovo Primary and Secondary Schools - Site visit report, dated 8-12-2011, in the English language.
- B3-4 Olovo Primary and Secondary Schools - letter, dated 8-12-2011, in the English language.
- B3-5 Prijedor Primary School - Site visit report, dated 8-12-2011, in the English language.
- B3-5 Prijedor Primary School - letter, dated 8-12-2011, in English and local language.

- B3-6 Banja Luka Mechanical Engineering Faculty, dated 8-12-2011, in English and local language.
- B3-7 Nova Bila Hospital, dated 8-12-2011, in English and local language.
- B3-8 Brod Municipality building, dated 8-12-2011, in English and local language.
- B3-9 Mostar Hotel Ero, dated 8-12-2011, in English and local language.
- B3-10 Pazaric Private house, dated 8-12-2011, in English and local language.
- Memo to USAID regarding Batch 3 PP proposals, dated 8-12-2011, in the English language.
- Solicitation letter for donation to banks in BiH, dated 8-16-2011, in English and local language.
- Invitation for expression of interest, dated 8-17-2011, in English and local language.
- USAID 3E Annual Report, 2010-2011, final, dated 8-22-2011, in the English language.
- UNDP signed Funding Commitment - Kindergarten Gradiska, dated 8-25-2011, in the English language.
- USAID 3E confirmation of funding - Kindergarten Gradiska, dated 8-25-2011, in the English language.
- UNDP signed Funding commitment – MEF, dated 8-25-2011, in the English language.
- USAID 3E confirmation of funding – MEF, dated 8-25-2011, in the English language.
- UNDP signed Funding commitment - Mostar High School, dated 8-25-2011, in the English language.
- USAID 3E confirmation of funding - Mostar High School, dated 8-25-2011, in the English language.
- Signed Subcontract with Neimari for MEF Boiler Room, dated 8-25-2011, in English and local language.
- B1-3 Tuzla - Municipal cost agreement final, dated 8-25-2011 in English and local language.
- Signed Letter of Commitment with Hilfswerk for Rogatica PP, dated 9-7-11, in the English language.
- Signed Letter of Commitment with CRS for Foca PP, dated 9-1-11, in the English language.
- Press Release LOC signing Rogatica, dated 9-6-11, in English and local language.
- Solicitation for Zenica palliative medical center, dated 9-6-11, in English and local language.
- Interview with Novi Reporter, dated 09-08-2011, in English and local language.
- USAID 3E Presentation for Bihac Ekobis conference, dated 9-8-11, in English and local language.
- Press Release for Bihac Ekobis conference, dated 9-9-11, in English and local language.
- Signed Subcontract with Alphatherm for Tuzla Pazar PP lot 2 and 3, dated 9-9-11, in the English and local language.
- Signed Subcontract with Herceg Srebrenik for Tuzla Pazar PP, lot 1, dated 9-9-11, in English and local language.
- Signed Subcontract with Alphatherm for Mostar PP, lot 2 and 3, dated 9-9-11, in English and local language.

- Preliminary Minutes of Zenica PP Bid Opening, dated 9-20-11, in the English language.
- Press Release for the 3rd Energy Council, dated 9-22-2011 in the English and local language.

ANNEX E***3E Staff***

Name	Position	Start Date
Jane Wilson	<i>Country Project Director</i>	<i>Effective May 4, 2010*</i>
Zoran Morvaj	<i>Chief of Party</i>	<i>Effective May 04, 2010</i>
Mak Kamenica	<i>Deputy Chief of Party</i>	<i>June 1, 2010</i>
Zoran Bogunovic	<i>Senior Public Outreach and Education Specialist</i>	<i>Effective May 04, 2010</i>
Dusan Gvozdenac	<i>Senior Engineer</i>	<i>Effective May 04, 2010</i>
Fahrudin Kulic	<i>Chief Engineer</i>	<i>June 01, 2010</i>
Dzenita Becic	<i>Executive Assistant/Translator</i>	<i>May 14, 2010</i>
Sandra Azman	<i>Administrative Assistant/Translator</i>	<i>May 14, 2010</i>

* Works 50 % of her time for USAID 3E.