

**UNITED STATES AGENCY FOR INTERNATIONAL
DEVELOPMENT**

Enterprise Energy Efficiency (3E)

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

THIRTEENTH QUARTERLY PROGRESS REPORT

April 1, 2013 – June 30, 2013

Authors: Project Team

March 3, 2014

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



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I. Executive Summary

During this quarter the systems for remote reading of energy consumption for Pilot Projects in Travnik, Livno and Olovo were tested and found to be functioning properly. The Olovo schools Pilot Project was given technical acceptance and will be granted an operational permit. Two pilot projects were inaugurated in this quarter: Primary School “Branko Ćopić” in Prijedor and Street Lighting PP in Trebinje. The following activities for the EE Year in Tuzla Canton were planned and executed during the quarter: the EE Year in Tuzla Canton Kick-off Conference and signing of the Energy Charter; establishment of the Student Energy Club in Tuzla; initial meetings to kick-off start of the energy management for public building activities; and Building Energy Consumption Data Collection training for USAID’s future Data Entry Clerks and EE Coordinators in Tuzla. The EE Year in Tuzla Canton activities started with a Conference on June 19, 2013, where thirteen Mayors of Tuzla Canton municipalities and the Tuzla Canton Prime Minister signed an Energy Charter that obliges them to promote a sustainable energy future in their municipalities. Within the EE Year in Tuzla Canton USAID 3E planned to focus its efforts on strengthening the capacities of the municipalities in Tuzla Canton to determine baseline energy consumption and recommend an energy management structure. These activities were to create a systematic energy management approach in one BiH region that could be replicated throughout the country and create a climate for investment in the field of energy efficiency. Meetings were held with UNDP to discuss current activities that both projects are implementing in Tuzla Canton. USAID 3E presented its activities at four different events and conferences: at the Mostar Trade Fair; International Conference ENERGA in Tuzla, Sustainable Energy Resources and EE Conference in Banja Luka; and at the Energy Management and ISO 50001 Seminar in Sarajevo. Finally, the EE Library was promoted in Brčko and Banja Luka.

II. Project Progress for the Thirteenth Quarter

Task Objective 1: Support development of initiatives and technologies

The following table is a snapshot of the current status of all the pilot projects that have been approved for development to date:

#	Pilot Project	Batch	Status	Inaugurated	M&V ¹
1	Sarajevo Mechanical Engineering Faculty (MEF)		Completed	Yes	Completed
2	EE Reconstruction of houses	1	Completed	Yes	Completed
3	Mostar High School "Gimnazija"	1	Completed	Yes	Completed
4	Tuzla Primary School "Pazar"	1	Completed	Yes	Completed
5	Foca Low Income Housing	2	Completed	Yes	Completed
6	Rogatica Low Income Housing	2	Completed	Yes	Completed
7	Gradiska Kindergarten	2	Completed	No inauguration ceremony ²	Completed
8	Livno Sport Hall	3	Completed	Pending	In progress
9	Bihac Cultural Center	3	Completed	Yes	In progress
10	Gracanica SOS Childrens Village	3	Completed	Yes	Completed
11	Olovo schools	3	Completed	Pending	In progress
12	Prijedor Primary School PP	3	Completed	Yes	Completed
13	Travnik Municipality Building PP	4	Completed	Yes	In progress
14	Trebinje Street Lighting PP	4	Completed	Yes	Completed
15	Bijeljina Street Lighting PP	4	Completed	Pending	In progress
16	Srebrenica Street Lighting PP	4	Completed	Pending	In progress
17	Banja Luka Student Center PP	4	In progress		

Table 1. Pilot project status

TRAVNIK PILOT PROJECT

- *Inspection of the completed system for the remote reading of energy consumption for Travnik Pilot Project, 04-09-2013.*

USAID 3E Chief Engineer, representatives of the subcontractor VmS Group and the supervisor of works inspected the completed system for remote reading of energy consumption and verified that all required hardware and software components had been installed and were functioning correctly.

¹ M&V – Monitoring and Verification of pilot project energy savings

² In lieu of an inauguration ceremony, a plaque was placed to mark completion.

LIVNO PILOT PROJECT

- ***Inspection of the completed system for the remote reading of energy consumption for Livno Pilot Project, 04-10-2013.***

USAID 3E Chief Engineer, representatives of the subcontractor VmS Group and the supervisor of works inspected the completed system for remote reading of energy consumption and verified that all required hardware and software components had been installed and were functioning correctly.

OLOVO SCHOOLS PILOT PROJECT

- ***Inspection of the completed system for the remote reading of energy consumption for Olovo Pilot Project, 04-12-2013.***

USAID 3E Chief Engineer, representatives of the subcontractor VmS Group and the supervisor of works inspected the completed system for remote reading of energy consumption and verified that all required hardware and software components had been installed and were functioning correctly.

- ***Technical acceptance of the Olovo Schools Pilot Project, 06-12-2013.***

USAID 3E Chief Engineer, together with the representatives of the project partner Caritas Suisse, subcontractor Dvokut Pro, and the principals of the elementary school “Olovo” and secondary school “Musa Cazim Catic” were present at the site as the panel for technical acceptance appointed by the Municipality of Olovo inspected the boiler house and accompanying documentation, including the detailed design package, permits, tests and reports. Following a positive report by the panel, the boiler house will be granted an operational permit, and the Ministry of Education of Zenica-Doboj Canton can be registered as the owner of the boiler house.

BANJA LUKA PILOT PROJECT

- ***Inspection of delivered equipment for Banja Luka Pilot Project, 06-21-2013.***

USAID 3E Chief of Party inspected the components required for the assembly of the heat pump at the Student Center “Nikola Tesla” in Banja Luka. All the key components other than the evaporator were delivered; the evaporator is expected to be delivered on June 26, 2013. The delivered equipment included the compressors, condensers, expansion valves and filters.

Inaugurations

- ***Inauguration of the Primary School Branko Copic Pilot Project in Prijedor, 04-05-2013.***

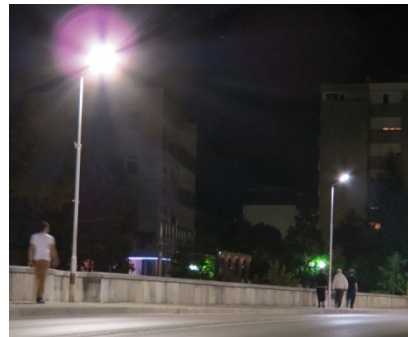


The USAID Enterprise Energy Efficiency (3E) Project, City of Prijedor and Ministry of Education and Culture of Republika Srpska officially inaugurated the completion of their joint pilot project on April 5, 2013 – increasing the energy efficiency of the Primary School Branko Copic

in Prijedor. The works on the school included the thermal insulation of the façade, replacement of windows and reconstruction of the roof. The joint investment of partners in this project was USD 200,000. The implemented energy efficiency measures provided a much more comfortable study environment, while reducing the energy consumption and costs as well as levels of CO2 emissions (compared to heavy fuel oil used in the district heating system). The energy savings resulting from implemented measures are estimated at 40%.

▪ ***Inauguration of the Street Lighting Pilot Project in Trebinje, June 27, 2013.***

The USAID Enterprise Energy Efficiency (3E) Project, the City of Trebinje and UNDP officially inaugurated the completion of their joint pilot project on June 27, 2013 – increasing the energy efficiency of the street lighting in three streets in Trebinje. The works on this project included the replacement of old, mercury bulbs in three streets in Trebinje, with 151 new, energy efficient LED lights for a savings of up to 70% in energy consumption. The joint investment of partners in this project is KM 109,783. USAID BiH Mission Director was present at this inauguration.



Task Objective 2: Increase public and private sector capacity

▪ ***USAID Residential Energy Efficiency for Low Income Households in Bosnia and Herzegovina Round Table, 04-26-2013.***

USAID 3E Deputy Chief of Party and USAID 3E Chief Engineer attended the round table discussion at Hotel Europe in Sarajevo on April 26, 2013. The objective of the round table was the initiation of the Stakeholder Advisory Group for the USAID Residential Energy Efficiency for Low Income Households in Bosnia and Herzegovina (REELIH) project and creation of local ownership.

▪ ***Energy Management and ISO 50001 Seminar in Sarajevo, 06-03 to 06-05-2013.***

USAID 3E Deputy Chief of Party and USAID 3E Chief Engineer made a presentation at the Energy Management seminar in Sarajevo, June 3-5, 2013, organized by the International Organization for Standardization. This seminar was organized with the following objectives:

- To raise awareness and understanding among authorities and industry in BiH, of energy management and energy efficiency standards, business opportunities, existing best practices, implications and potential impact of the ISO 50001 Energy Management standard;
- To impart information about the requirements of the ISO 50001 standard; and
- To provide a platform for specialists from industry, government and academia in the region to share experiences and discuss issues related to the implementation of energy management and the ISO 50001 standard.

The representatives of USAID 3E project made a presentation on Energy Management for Public Buildings and distributed the EE Library books to all of the participants in the Seminar. The books will be a useful tool for the participants to have a better understanding of a number of Energy Efficiency topics.

EE year in Tuzla Canton

Kick off Conference and signing of Energy Charter

- ***Meeting with Tuzla Mayor, Tuzla, 05-24-2013.***

USAID 3E Deputy Chief of Party met with Tuzla Mayor and the Head of the Department for Construction, Utilities and Local Community Affairs for the Tuzla Municipality to discuss the participation of the Mayor at the Kick-off conference, marking the start of the “Energy Efficiency Year in Tuzla Canton”. USAID 3E project activities were also presented.
- ***Meeting with Tuzla Canton TV station (RTV TK), Tuzla, 05-21-2013.***

USAID 3E representatives met with the representatives of RTV TK to discuss organizing a series of TV features on energy efficiency based on the USAID 3E pilot projects and activities. RTV TK is very open for cooperation and has already done some EE features; however, they have never had a proper planned program on this subject. 3E will prepare a proposal for a series of EE educational features.
- ***Establishment of the Student Energy Club in Tuzla, meeting with four assistants for Energy Management Support in Tuzla, 05-21-2013.***

USAID 3E representatives met with the assistants for Energy Management Support in Tuzla (students at the Mechanical and Electrical Faculties in Tuzla) to discuss establishing an “Energy Club” at the Tuzla University. The Club would welcome students and teachers in order to organize EE activities in schools and activities for the future Tuzla Info Center.
- ***Meeting with CRP, Tuzla, 05-21-2013.***

USAID 3E representatives met with the representatives of CRP NGO to discuss further cooperation in organizing the EE Info Center in Tuzla. They have an agreement with the Municipality to run an EE Info Center. The Municipality has assigned the space for the info center at the Sport Centre Mejdan in Tuzla.
- ***Tuzla Canton Capacity Building Workshops***

3E has begun a concerted effort in its capacity building and public awareness activities in all municipalities in Tuzla Canton to establish an energy consumption baseline and propose an energy management structure in each municipality. This effort will create a systematic energy management approach in one BiH region that can be replicated throughout the country. The USAID 3E project will work with the municipalities in Tuzla Canton to designate at least one municipality employee to be responsible for energy efficiency issues. 3E

will then work with these individuals to establish a registry of public buildings within the municipality and determine baseline energy consumption data. This will be the first step towards establishing energy management structures within the municipality. Energy management is a process of continuous monitoring of energy consumption in order to detect and correct excessive energy consumption, all of which results in a decrease of the costs spent on energy. The USAID 3E project will educate these individuals and the municipality leadership on how to set up energy management offices (the scope will be defined dependent on the size of the municipality and requirements).

- ***Meeting with the representatives of Banovići, Gradačac, Doboј Istok, Srebrenik, Živinice, Teočak, Čelić and Kalesija Municipalities, May 2013.***

USAID 3E representative met with the USAID 3E's points of contact for the Banovici, Gradačac, Doboј Istok, Srebrenik, Živinice, Teočak, Čelić and Kalesija Municipalities to discuss data collection of energy consumption of public buildings in 2012 and technical assistance that 3E could offer to the municipalities for their projects related to energy efficiency. The signing of the Energy Charter, by all municipality mayors, was also discussed, as well as the implementation of activities within the EE Year in Tuzla Canton and the Kick-off Conference.

- ***Meeting with the Head of Department of Public Utilities, Construction and Local Community Affairs, Tuzla 04-19-2013***

USAID 3E representatives met with the Head of Department of Public Utilities, Construction and Local Community Affairs in Tuzla Canton and representatives from the Tuzla district heating company to discuss further cooperation in energy management of public buildings in the Tuzla region.

- ***Training for Building energy consumption data collection, Tuzla 05-27-2013.***

USAID 3E and UNDP organized training for USAID's future Data Entry Clerks and EE Coordinators in Tuzla. UNDP presented a special web-based application EMIS (Energy Management Information System) developed by partners from UNDP Croatia. USAID 3E Chief Engineer and USAID 3E Energy Efficiency and Accounting Specialist attended this training.

Task Objective 3: Raise public awareness

EE Year in Tuzla Canton

- ***“Energy Efficiency Year in Tuzla Canton” Conference and signing of Energy Charter, Tuzla, 06-19-2013.***

The USAID Enterprise Energy Efficiency (3E) Project and UNDP, together with the Tuzla Canton Municipalities and Canton Tuzla, organized the Conference to mark the start of “Energy Efficiency Year in Tuzla Canton” activities. To actively promote energy efficiency, renewable energy sources and energy management in public buildings and communal systems, the thirteen Mayors of Tuzla Canton municipalities and Tuzla Canton Prime Minister signed an Energy Charter that obliges them to promote a sustainable energy future in their



municipalities. Within the “Energy Efficiency Year in Tuzla Canton,” USAID 3E and UNDP will focus their efforts on strengthening the capacities of the municipalities in Tuzla Canton to determine baseline energy consumption and recommend an energy management structure. Energy management is a process of continuous monitoring of energy

consumption in order to detect and correct excessive energy consumption, all of which results in a decrease of the costs spent on energy. These activities will create a systematic energy management approach in one BiH region that can be replicated throughout the country and create a climate for investment in the field of energy efficiency. Also, a comprehensive public outreach campaign is planned and will include setting up EE info points, a Student Energy Club, an educational TV series, a school curriculum entitled “Think of Tomorrow”, workshops on “Green Office Practices” and a media campaign. The participants of the Conference, apart from the municipality mayors and the Prime Minister of Tuzla Canton, were representatives of Federal and Cantonal institutions like MOFTER, FBiH Ministry for Energy, Mining and Industry, FBiH Fund for Environment Protection, SMEs and universities. Prior to the Conference USAID 3E representatives met with all Municipalities from Tuzla Canton to discuss with them the joint activities that will take place during the “Energy Efficiency Year of Tuzla Canton”.



Presentations

- ***Presentation of USAID 3E activities at the "Mostar Trade Fair" in Mostar, 04-11-2013.***

USAID 3E participated at the "Mostar Trade Fair" that was organized in Mostar, April 9-11, 2013. USAID Deputy Chief of Party and USAID 3E Chief Engineer presented the project activities and its 17 pilot projects and took questions from the Fair visitors.

- ***Presentation of USAID 3E activities at the Sustainable Energy Resources and Energy Efficiency Conference in Banja Luka, 05-16-2013.***

USAID 3E Deputy Chief of Party presented the project activities and its 17 pilot projects at the Sustainable Energy Resources and Energy Efficiency Conference, organized by LIR (Local Development Initiative) in Banja Luka, on May 16, 2013. The focus of the presentation was the promotion of energy efficiency technologies and practices in BiH. The conference was attended by local government representatives, other international donor representatives, financial institutions, SME's and students.

- ***International Conference ENERGA, Tuzla, 06-04 to 06-07-2013.***

USAID 3E Senior Engineer made a presentation at the International Conference ENERGA, organized in Tuzla. The ENERGA conference has a regional character and is directed to achieving a consensus of energy industry stakeholders on the key commitments of energy strategies and politics. The Conference is an opportunity for practical experts, governmental institutions, non-governmental organizations, domestic research, development and educational institutions as well as foreign actors to present their ideas, goals, experiences and achievements in the energy industry sector. The conference is related to the fulfillment of the obligations of Bosnia and Herzegovina under the Treaty establishing the Energy Community. One of the themes of the Conference was Energy Efficiency. The USAID 3E representative made a presentation about energy efficiency in the building industry and USAID 3E's experiences.

EE Library

- ***EE Library promotion in the American Corner in Banja Luka, 04-04-2013 and Brčko 05-24-2013.***

USAID 3E, UNDP and GIZ on behalf of the BMZ (Federation Ministry of Economic Cooperation and Development) presented their joint publishing project of the Energy Efficiency Library for Bosnia and Herzegovina in the American Corners in Banja Luka on April 4 and Brčko on May 24, 2013. The EE Library consists of seven education books, jointly published by USAID, UNDP and GIZ pursuant to the Memorandum of Understanding between USAID, UNDP and GIZ, signed in December, 2010 and 2012. These books contain information on energy efficiency that is related to systematic energy management in cities, conducting energy audits of buildings, monitoring and measurement of energy consumption, actual ways of financing project of energy efficiency measures implementation and organizing offices in accordance to "green office" recommendations. The books were written by authors who are experts in the various fields of energy efficiency from



the South East Europe region and are a valuable reference and information resource to all those who are interested in Energy Efficiency and are professionally related to the field. The participants were representatives from the public institutions (City, Municipality, Ministries), private SMEs, students, representatives of USAID, UNDP and GIZ, as well as media.

USAID

- ***Meeting with the representatives of World Bank, 04-29-2013.***
USAID 3E Deputy Chief of Party met with the World Bank Mission representatives. The meeting was initiated by the World Bank in order to get information on USAID 3E experiences in implementation of energy efficient measures. The World Bank is preparing a USD 32 million EE project in BiH, financed by IDA funds.
- ***Meeting with the Chief of USAID Energy and Infrastructure Bureau for Europe and Euroasia 05-17-2013.***
USAID 3E Country Project Director, USAID 3E Deputy Chief of Party and USAID 3E Chief Engineer met with the Chief of USAID Energy and Infrastructure Bureau for Europe and Euroasia and 3E's USAID COR to discuss and present USAID 3E project activities and accomplishments.
- ***Meeting with the representatives of EU, 06-17-2013.***
USAID 3E Deputy Chief of Party and USAID 3E Chief Engineer met with First Secretary, Head of Operations Section for Economic Reform and Natural Resources at the Delegation of the EU to BiH and EU Delegation Program Manager. At the meeting the USAID 3E representatives presented the planned activities in Tuzla Canton within the "Energy Efficiency Year of Tuzla Canton" and suggested capacity building and publish awareness joint activities that could be. The EU Delegation representatives stated that they do not have concrete activities or projects planned at this time, and it was agreed that USAID 3E will keep them informed of the activities at the monthly donors meeting.

Inter-project cooperation

- ***Meeting with the representatives of UNDP, Sarajevo, 04-08, 05-13 and 05-23-2013.***
USAID 3E Deputy Chief of Party and USAID 3E Chief Engineer attended a meeting with the representatives of UNDP to discuss the current activities each donor is undertaking and possible further cooperation, following up on the signed Memorandum of Understanding. UNDP stated that in the upcoming period they will focus their activities on the Una-Sana Canton and Tuzla Canton. UNDP expressed interest to cooperate with USAID 3E in these Cantons. USAID 3E will help the Municipalities in establishing an energy consumption baseline and help introduce systematic energy management practices and procedures. UNDP will focus on the Tuzla Canton level with the aim of creating an action plan for energy efficiency.

- **EE Donor coordination meeting, UNDP premises, 05-08-2013.**

The representatives from USAID 3E, UNDP, GIZ, Delegation of the European Union to Bosnia and Herzegovina (BiH) & European Union Special Representative in BiH and Suisse Development Corporation (SDC) met in Sarajevo on May 8, 2013, to discuss further coordination of their activities in the field of Energy Efficiency. Each partner presented its current and future activities. It was agreed that the donors will try to coordinate their overlapping activities, especially activities regarding public awareness and capacity building.

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.

Batch 3

Prijedor Elementary School “Branko Ćopić” Pilot Project

- Plan inauguration of the Pilot Project
 - Completed.

Olovo Primary School “Olovo” and High School “Musa Ćazim Ćatić” Pilot Projects

- Oversee pilot project work.
 - Completed.

Batch 4

Bijeljina, Trebinje and Srebrenica Street Lighting Projects

- Plan inauguration of the Bijeljina, Trebinje and Srebrenica Street Lighting Pilot Project.
 - Inauguration in Trebinje PP – Completed.
 - Srebrenica and Bijeljina PP’s – Ongoing.

Banja Luka Student Centre “Nikola Tesla” Pilot Project

- Oversee pilot project work.
 - Ongoing.

Task Objective 2: Increase public and private sector capacity

- Prepare public promotion of the EE library in Brčko.
 - Completed.
- Prepare Kick-off event for Energy Efficiency Year of Tuzla Canton .
 - Completed.
- Demonstrate and promote case studies of successful implementation of the pilot projects.

- Ongoing.
- 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

- Manage website content, upload news, announcements, project files, and links regularly.
 - Ongoing.
- Organize media coverage of workshops, trainings, presentations and other PR events.
 - Ongoing.
- Plan PR events:
 - Prepare Press Release for EE Library promotion in Brčko.
 - Completed.
 - Prepare Press Release and other PR activities for Kick off event for Energy Efficiency Year of Tuzla Canton.
 - Completed.
 - Prepare Press Release for International Energy Fair (ENERGA) in Tuzla.
 - Completed.
 - Prepare Press Release for inauguration of Primary School EE Project in Prijedor.
 - Completed.
 - Prepare Press Release for inauguration of Bijeljina, Srebrenica and Trebinje EE Street Lighting Project.
 - Trebinje completed.
 - Srebrenica and Bijeljina ongoing.

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.

Batch 4

Banja Luka Student Centre “Nikola Tesla” Pilot Project

- Oversee pilot project work.
 - Ongoing.

EE Year in Tuzla Canton

- Prepare solicitation for reconstruction/adaptation, furnishing and equipping of the EE Info Center in Tuzla
- Prepare and issue the solicitation for Media Campaign planned within the EE Year in Tuzla Canton.

Task Objective 2: Increase public and private sector capacity

- Prepare public promotion of the EE library in Bihać.
- Start activities regarding the establishment of the EE Info Center in Tuzla.
- Establish Student Energy Club in Tuzla
 - Prepare and sign Letter of Agreement with SUSE ENERGA SOLAR regarding the establishment of the Student Energy Club in Tuzla.
- Establish cooperation with the FBiH Parliament, FBiH Ministry of Energy, Mining and Industry regarding youth education in the field of EE.
- Start activities within the “EE Year in Tuzla Canton” regarding “Think of Tomorrow” school lessons for children.
- Start activities in Tuzla Canton municipalities regarding the establishment of the EE Info Points.

Task Objective 3: Raise public awareness

- 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:
 - Organize EE Library promotion in Bihać.
 - Prepare Press Release for EE Library promotion in Bihać.
 - Organize promotion of Student Energy Club in Tuzla.
 - Prepare Press Release and Invitation for Media for the promotion of the Student Energy Club in Tuzla.
 - Organize promotion of the “EE on our Lakes” event in Tuzla.
 - Prepare Press Release and Invitation for Media for the promotion of the “EE on our Lakes” event in Tuzla.
 - Prepare promotion of the EE Info Point in the Municipality Živinice.

ANNEX A

Status of overall project progress per impact indicators ³	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.)	•	

³ 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 projects)			
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 (4 projects)			
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 (5 projects)			
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 1.3.5	Batch #4 (5 projects)			
KRA 1.3.5.1	Compile initial list of proposed pilot projects and perform preliminary screening and selection.	•		
KRA 1.3.5.2	Identify candidates for Batch #4.	•		
KRA 1.3.5.3	Make initial site visits.	•		
KRA 1.3.5.4	Fill out the Environmental Checklist .	•		
KRA 1.3.5.5	Prepare a technical and financial analysis for the proposed pilot projects.	•		
KRA 1.3.5.6	Prioritize on a competitive basis list of proposed pilot projects and submit for USAID approval. (USAID to approve within two weeks of submission.)	•		
KRA 1.3.5.7	Commitment documents signed.	•		
KRA 1.3.5.8	Perform energy audit and develop the Conceptual Engineering Design (CED) for the approved Batch #3 projects.	•		
KRA 1.3.5.9	Conduct an Environmental Due Diligence (EDD) examination.		•	
KRA 1.3.5.10	Prepare bankable project proposal.			
KRA 1.3.5.11	Presentation to lender for financing under the DCA facility if requested by the pilot project partner.			
KRA 1.3.5.12	Establish baseline energy consumption.		•	
KRA 1.3.5.13	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 1.3.5.14	Partner identifies independent supervisor for works.		•	
KRA 1.3.5.15	Require permits necessary for renovation/construction works to be obtained by partner.		•	
KRA	Oversee pilot project work.		•	

1.3.5.16				
KRA 1.3.5.17	3E, project partner and independent supervisor sign off on PP implementation completion.		•	
KRA 1.3.5.18	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 programs.</i>			
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.)		•	
<i>KRA 4 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.)		•	
<i>KRA 5 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.)		•	
<i>KRA 6 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.)			
<i>KRA 7 Promotion of awareness on energy technology.</i>				
KRA 7.1	Facilitate presentations of energy-related SMEs on products, services and technology solutions.		•	
<i>KRA 8 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) ⁴

Indicator 1⁵	Target	Achieved
Number of pilot projects implemented.	10	12
Percentage of cost share.	30%	83%

Indicator 2⁶	Target	Achieved
Energy saved as a result of USG assistance – Standard F indicator.		1,539MWh per year
Quantity of greenhouse gas emissions, measured in metric tons CO2 equivalent, reduced or sequestered as a result of USG assistance – Standard F indicator.		535 tCO2 per year
Amount of costs saved.		187,020 KM per year

Indicator 3	Target	Achieved
Number of technical and financial analyses.	30	43
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	388

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	294

⁴ As indicators occur, they will be added to this chart.

⁵ Indicator 1 is updated after a pilot project inauguration is completed as per Table 1..

⁶ Indicator 2 is updated after the M&V procedure for each pilot project is completed as per Table 1.

Indicator 7	Target	Achieved
Number of EE project applications received as a result of information dissemination.	30	68

Indicator 8	Target	Achieved
Number of website hits.	4500	13676

Indicator 9	Target	Achieved
Number of seminars for chambers of commerce and crafts and consumers associations.	11	13

Indicator 10	Target	Achieved
Number of technology providers presenting their solutions.	9	21

ANNEX C

Thirteenth Quarter Deliverables

- Trebinje PP Handover Agreement, dated 04-05-2013, in English and local language.
- Press Release Banja Luka EE Library, dated 04-04-2013, in English and local language.
- Fact Sheet PP Prijedor Primary School Branko Copic, dated 04-03-2013, in English and local language.
- Invitation for media inauguration of Primary School in Prijedor, dated 04-03-2013, in English and local language.
- Press Release for inauguration of Primary School in Prijedor, dated 04-05-2013, in English and local language.
- Letter 3E to Ministry regarding Olovo, response to Principal, dated 06-21-2013, in English and local language.
- Letter from Olovo Elementary School Principal to the Ministry, dated 05-22-2013, in the local language.
- Letter from Olovo Elementary School Principal to the Ministry, dated 06-21-2013, in the English language.
- Invitation to Tuzla Kick-off conference, dated 06-10-2013, in English and local language.
- Agenda for the Tuzla Kick-off conference, dated 06-10-2013, in English and local language.
- Invitation for Media EE Year in Tuzla Canton, dated 06-14-2013, in English and local language.
- Press Release EE Year in Tuzla Canton, dated 06-14-2013, in English and local language.
- Fact Sheet Energy Efficiency Year in Tuzla Canton USAID 3E memorandum, dated 06-13-2013, in English and local language.
- Branding for the EE Year in Tuzla Canton, Banner, Poster, Roll Up, dated 06-13-2013
- Energy Charter for Tuzla Canton, dated 06-18-2013
- Translation of the Energy Charter for Tuzla Canton, dated 06-18-2013
- Trebinje Pilot Project inauguration, Press Release, dated 06-20-2013, in English and local language.
- Invitation for Media Inauguration of Street Lighting PP in Trebinje, dated 06-20-2013, in 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>
Sandra Azman	<i>Administrative Assistant/Translator</i>	<i>May 14, 2010</i>
Edin Hadzmusic	<i>Administrative Assistant/Translator</i>	<i>May 1, 2012</i>

* Works 50 % of her time for 3E.