

**UNITED STATES AGENCY FOR INTERNATIONAL
DEVELOPMENT**

Enterprise Energy Efficiency (3E)

***ATTACHMENT A:
ACTIVITY TIMETABLE***

May 4, 2010 to September 30, 2013

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Chief of Party

This timetable is made possible by support from the American People sponsored by United States Agency for International Development (USAID). The contents of this timetable were prepared by and are the sole responsibility of Advanced Engineering Associates International, Inc., and do not necessarily reflect the views of USAID or the United States Government.

Attachment A: Activity Timetable	May 2010	Jun 2010	Jul 2010	Aug 2010	Sept 2010	Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	Jun 2011	Jul 2011	Aug 2011	Sept 2011	Oct 2011	Nov 2011	Dec 2011	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	Jun 2012	Jul 2012	Aug 2012	Sept 2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013	Sept 2013			
	2010				2011				2012				2013																															
	Task Name	Q2 ¹	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4																								
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.																																												
Quarterly Reports.																																												
Annual Reports.																																												
Completion Reports.																																												
Demobilization Plan.																																												

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 potential 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.	√																																												

