

**UNITED STATES AGENCY FOR INTERNATIONAL
DEVELOPMENT**

Enterprise Energy Efficiency (3E)

IQC Contract # EPP-I-00-03-00004-00

Task Order # 12

FIRST QUARTERLY PROGRESS REPORT

May 4, 2010 – June 30, 2010

Authors: Project Team

September 9, 2010

Implemented by:

Advanced Engineering Associates International, Inc. (AEAI)



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May 4, 2010 – June 30, 2010

Submitted to:
Economic Restructuring Office
U.S. Agency for International Development
Hamdije Cemerlica 39a, Sarajevo, 71000, BiH

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I. Executive Summary

This quarter 3E was primarily committed to project mobilization, which has been completed successfully. Furthermore, 3E finished the first draft of its Work Plan and submitted it for USAID approval.

3E began forging relationships with project stakeholders, complementary USAID projects in Bosnia and Herzegovina (BiH) and other donors who are interested in the energy efficiency (EE) sector in BiH.

With regard to the Pilot Projects, 3E commenced identification of the first Pilot Project early in order to define the development process of such projects in BiH, as the process is unique in each country.

In addition, 3E had initial meetings with Raiffeisen bank (RBA) discussing the Development Credit Authority (DCA) contract with USAID and training needs of RBA personnel.

Furthermore, 3E began preparing the public outreach campaign and had the first outreach activities.

II. Anticipated Activities from the Previous Quarter

As indicated in section III the Project was mobilized in this quarter.

III. Project Progress for the First Quarter

Project mobilization:

The 3E project has been registered with the Federation Tax Office, the bank account has been opened and employees have been registered in the pension and health insurance offices. 3E acquired new office premises (shared with USAID REAP), branding design has been completed and employee email addresses and business cards have been developed.

The 3E Project held its internal kick-off meeting May 13-14 in Sarajevo, BiH. This was followed by inception meetings with USAID representatives, in which issues such as next steps, project focus, eligible project partners for the pilot projects, USAID basic rules and key procedures, the Development Credit Authority (DCA) with Raiffeisen Bank and other topics were discussed.

This was followed by meetings with project stakeholders. Meetings were organized with



the BiH Ministry of Foreign Trade and Economic Relation (MOFTER), the RS Ministry of Industry, Energy and Mining and the FBiH Ministry of Energy, Mining and Industry. The meetings were intended to officially introduce the USAID 3E project, objectives of the project and ways of possible collaboration with the ministries. All Ministries understood the importance of Energy Efficiency (EE), welcomed the 3E Project and pledged future collaboration. MOFTER expressed willingness to become the coordinating body for EE projects in BiH. Furthermore, the ministries agreed to follow up by appointing working contacts with the 3E Project.

The 3E project representatives met with other USAID projects in BiH. Meetings were held with USAID SYNENERGY and USAID GAP. The meetings had the objective of officially introducing the USAID 3E Project, objectives of the project and exploring possible collaboration with the other USAID projects. 3E invited the other USAID projects to attend the 3E launching workshops as well as to invite interested SMEs and pilot project candidates that they might be aware of.

In addition 3E Project representatives met with representatives of other donors such as UNDP, GTZ, UNECE 21, Caritas Switzerland. The meetings introduced the 3E Project, objectives of the project and possible collaboration with the other donors. 3E has an intention to work together with donors on implementation of the 3E Pilot Projects. Furthermore, 3E discussed the possibility of organizing joint kick off workshops with UNDP and GTZ. This idea was discussed with USAID representatives.

The first 3E Work Plan version was completed and submitted for USAID approval on 06.18.2010. The document included 4 attachments:

1. *Attachment A - Activity Timetable.* The Activity Timetable lists all Task Objectives (TOs) and Key Result Areas (KRAs) and indicates their timing within the 3E framework in a compressed, summary manner;
2. *Attachment B - Performance Based Monitoring Plan (PBMP).* Describes the individual Results Indicators for each of the Task Objectives and Expected Results (ERs). In addition, the PBMP describes the tracking measures that will be taken on by 3E, so that the project is able to report where it stands regarding PBMP indicators at regular intervals throughout the project.
3. *Attachment C - Public Outreach and Communication Strategy.* This document explains the specific plans for public outreach and communication.
4. *Attachment D - PP Development Pipeline.* This drawing provides an illustration of a typical pilot project development sequence and major milestones.

The Procurement Policies Manual is in preparation to be submitted for USAID approval. Intensive editing is being done to tailor the document to the needs of the 3E Project and requirements of U.S. and BiH laws. The editing is done with consultations with AEAI lawyers and outside counsel specialized in U.S. Government procurement regulations.

Task Objective 1: Support development of initiatives and technologies

Pilot Projects

The 3E Project considered that it would be beneficial to commence a Pilot Project very quickly in order to define the development process of such projects in Bosnia and Herzegovina, as the

process is unique in each country, and also to present this process in the kick-off workshops to describe clear instructions for future partners.

Mechanical Engineering Faculty Sarajevo.

3E received a proposal from the Dean of the Mechanical Engineering Faculty (MEF) in Sarajevo for the MEF building as a 3E pilot project. The request was followed by a tour of the MEF building by 3E representatives. The preliminary energy audit for the MEF building has been already prepared through another project in cooperation with the Norwegian company ENSI which was funded by the Norwegian government.

Home for Children Without Parental Care building, Sarajevo.

3E received a proposal from the City of Sarajevo for the building of the Home for Children Without Parental Care to be a candidate for the 3E Pilot Projects. 3E did a walk thru audit of the Building.

Building at S. Dorica No. 30, Sarajevo

3E received a proposal from the Ministry of Housing Policy of Canton Sarajevo for the building at Sefika Dorica No.30 - Aerodromsko Naselje to be a candidate for the 3E Pilot Projects. It is a part of an ongoing project by the Ministry, ENESANSA (Energy Rehabilitation of Sarajevo), which is being implemented for the fourth straight year.

Raiffeisen Bank BiH

3E representatives met with representatives of Raiffeisen Bank (RBA) to officially introduce the 3E project objectives and ways of possible collaboration. Discussed was the DCA contract between USAID and RBA and the beneficiaries that are targeted with this. In addition, RBA representatives talked about agreements RBA has with EBRD and KfW related to EE projects in BiH.

Other working meetings were held with RBA in order to learn about the organizational structure of RBA and the training needs of the RBA staff, taking into consideration that the RBA team was already trained by EBRD and KfW and therefore gained basic knowledge on EE. RBA representatives recommended the following issues to be included in the 3E training: i) Energy projects related to the Public Sector, ii) ESCO Projects (although they are not present specifically in BiH, there are some similar projects), and iii) Public – private partnerships.

Task Objective 2: Increase public and private sector capacity

Identification of design, installation and construction SMEs in BiH

The 3E Team has recognized that in the Federation, there is no Association of Engineers or any other professional organization whose members could be SMEs or individuals of interest to the 3E Project. In Republic of Srpska there is an “Association of thermal engineers and technologists,” which was established in May 2010; and they have over 120 member companies. In FBiH there are Cantonal Chambers of Commerce, and in RS there is a Chamber of Commerce of RS.

Task Objective 3: Raise public awareness

Presentation at the USAID-GAP “Seminar on managing under budget constraints”

The 3E project was invited to speak at seminars organized by USAID-GAP for representatives of 72 municipalities that cooperate with the GAP Project. One session was held on June 8, 2010 in Sarajevo to which representatives of 36 municipalities were invited, and another session was held on June 9, 2010 in Banja Luka for the other 36 municipalities. A 3E representative presented the 3E project to the attending representatives of municipalities, mainly mayors and employees from finance departments. In Sarajevo, representatives of 25 municipalities were present; and in Banja Luka, representatives of 22 municipalities were present. The presentation was followed with great interest, and it can be expected that 3E will receive pilot project proposals from these municipalities.



Presentation at the 3rd Norsk Energi workshop “Developing GHG reduction projects in the district heating sector in BiH”

3E representatives presented at the 3rd Norsk Energi workshop “Developing GHG reduction projects in the district heating sector in BiH”. This program was a capacity building initiative financed by the Norwegian government and implemented by Norsk Energi, Ceteor and the Faculty of Mechanical Engineering Banja Luka. It was the final workshop presenting potential projects within this sector in 11 regions of BiH.

3E Project Fact Sheet

3E representatives prepared the 3E Project Fact Sheet in English and local language. The English version of the Fact Sheet was submitted to USAID for review, approved and finalized for distribution. The local version is being translated and prepared to be sent for approval by USAID.

3E Project Web-site

In the process of finding a company that would develop USAID Enterprise Energy Efficiency web page, 3E created a document that contains all the specifications and requirements for the web page and sent it out to a number of companies that were recommended or listed on the internet as companies with proper experience or expertise. Each of the companies was requested to send an offer based on the specifications sent by 3E. The analysis of the offer elements such as the service provided, price, time for development and other resulted in two companies being shortlisted for an interview.

IV. Anticipated Activities for the Following Quarter

Project mobilization:

- Work with USAID to get the 3E Work Plan approved.
- Work with USAID to get the Procurement Policies Manual approved.
- Continue establishing relationships with other USAID projects and donors.

Task Objective 1: Support development of initiatives and technologies

- Site visit of the first Pilot Project locations with USAID representatives and submit a proposal for pilot projects, consisting of three projects, for USAID approval.
- Continue with identification of potential partners for pilot projects.
- Continue with identification and start with prequalification of SMEs that could participate in pilot project development and implementation.
- Commence preparation for kick-off workshops for Sarajevo and Mostar.
- Fill out the Environmental checklist for initial pilot project.
- Sign commitment documents with initial pilot project for pilot project implementation.
- Organize roundtable for banks in BiH on increasing access to EE financing.

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

- 3E website will be up and running, content approved by USAID,.
- Materials will be prepared for Round table with banks in BiH (press release text, branding of venue, presentation handouts, welcome packets) approved by USAID.
- Development of the hand-out on EE basics will be commenced.
- Selection of materials and development of a hand out for associations will continue.
- Identification of target groups for 3E Newsletter dissemination will be commenced.
- Efforts to formalize coordination with other Donors, Partners and Consumer Associations will start to be commenced.
- Continue with identification of consumer associations, local chambers of commerce/economy, local chambers of crafts, and other NGOs.

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 <i>Implement 10 energy efficiency pilot projects.</i>			
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.		•	
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			

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

	projects and submit for USAID approval. (USAID to approve within two weeks of submission.)			
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 1.3.2.9	Conduct an Environmental Due Diligence (EDD) examination.			
KRA	Prepare bankable project proposal.			

1.3.2.10				
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 1.3.3.12	Establish baseline energy consumption.			
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	3E, project partner and independent supervisor sign off on			

1.3.4.17	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.)			
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.)			
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 2	Target	Achieved
Energy saved as a result of USG assistance – Standard F indicator.		
Quantity of greenhouse gas emissions, measured in metric tons CO2 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	0
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	0

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	0

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	0

Indicator 7	Target	Achieved
Number of EE project applications received as a result of information dissemination.	30	3

Indicator 8	Target	Achieved
Number of website hits.	4500	0

² As indicators occur, they will be added to this chart. This first quarter was mainly Project mobilization.

Indicator 9	Target	Achieved
Number of seminars for chambers of commerce and crafts and consumers associations.	11	0

Indicator 10	Target	Achieved
Number of technology providers presenting their solutions.	9	0

ANNEX C

First Quarter Deliverables

- 3E Project GAP Presentation, dated 06-02-2010, local language.
- 3E Project Fact Sheet, dated 06-04-2010, English only.
- 3E Project Zenica Workshop Presentation, dated 06.23.2010, in English only.
- 3E Project Fact Sheet, dated 06.10.2010, in English only.
- 3E Project Work Plan, dated 06.18.2010, in English only, along with:
 - Attachment A - 3E Activity Timetable, dated 06.18.2010, in English only.
 - Attachment B - 3E PBMP, dated 06.18.2010, in English only.
 - Attachment C - Public Outreach and Communication Strategy, dated 06.18.2010, in English only.
 - Attachment D - Illustration of Pilot Project Development Pipeline, dated 06.14.2010, in English only.
- Technical specifications for 3E web page, dated 05.22.2010, in local language only.
 - Web page offer analysis table, dated 06.11.2010, in English only.
- Proposal for pilot project Dean Faculty MEF executed, dated 06.03.2010, in English only.
- Request for Approval of Mechanical Engineering Faculty (MEF) Pilot Project, dated 06.14.2010, in English only.
 - Preliminary Energy Audit Report - MEF Sarajevo, dated 10.15.2009, in English only.
 - MEF Pilot Project description 06.08.2010, in English only.
 - Screening Report - MEF Sarajevo 06.09.2010, in English only.
 - Letter of Intent Mayor of Byureghavan Armenia, dated 04.16.2010, in English and Armenian language.
- Agenda for Seminar on Managing under Revenue Constraints, dated 06.08.2010, in English and local language.
- Press Clipping from Bosnia Daily, dated 06.22.2010, in English only.
- Press Clipping from San, dated 06.22.2010, in English only.
- Memorandum from USAID 3E Country Project Director and USAID 3E Chief of Party to USAID COR, Procurement and commitment procedure 06.24.2010, in English only.
- Letter from USAID 3E Chief of Party to UNDP Resident Representative on cooperation with 3E project, dated 06.29.2010 in English only.
- Meeting minutes –Ministry of Energy Mining and Industry F BiH, dated 06.29.2010 in English only.
- Meeting minutes –Ministry of Housing Policy KS, dated 06.29.2010 in English only.

ANNEX E***3E Staff***

Name	Position	Start Date
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 Gvozdenc	<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>