

**UNITED STATES AGENCY FOR INTERNATIONAL
DEVELOPMENT**

Enterprise Energy Efficiency (3E)

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

THIRD QUARTERLY PROGRESS REPORT

October 1, 2010 – December 31, 2010

Authors: Project Team

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



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Submitted to:
Economic Restructuring Office
U.S. Agency for International Development
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I. Executive Summary

This quarter 3E organized the Kick-off Workshops in Sarajevo, Mostar and Banja Luka, prepared in cooperation with UNDP and GTZ, who also presented their activities in BiH. The Letter of Commitment for Cooperation for 3E's first demonstration pilot project was signed by representatives of USAID 3E, UNDP and the representative of the Mechanical Engineering Faculty (MEF) Sarajevo on October 15, formalizing the cooperation between the project partners on the implementation of the first USAID 3E Pilot Project. The contract between VmS Group and USAID 3E for implementation of the system for remote reading of energy consumption and connection to the Energy Monitoring Information System (EMIS) software provided by UNDP BiH was signed on November 30, 2010. Implementation of the contract started on December 2, 2010. USAID 3E completed the site visits for Batch 1 of the pilot projects, and submitted the list to USAID. A Memorandum of Understanding between USAID, UNDP and GTZ was signed on December 13 in Sarajevo. The signing of this Memorandum of Understanding between USAID, UNDP and GTZ is significant because it articulates the three donors' intentions to work closely together on energy efficiency. USAID 3E organized, in cooperation with UNDP, GTZ and the City of Sarajevo a three day series of events that were held in Sarajevo at a number of different locations from December 14-16, 2010. This was an international event that was organized with the aim of promoting and raising awareness of Energy Efficiency among the general public, representatives of local authorities, and small and medium size enterprises. It is estimated that around 800 people in total attended the various events at the Sarajevo EE Knowledge Days.

II. Project Progress for the Second Quarter

Task Objective 1: Support development of initiatives and technologies

- ***Letter of Commitment Signed for the Mechanical Engineering Faculty (MEF) in Sarajevo 3E Pilot Project on 10-15-2010.***

- In a ceremony in the MEF, attended by the signatories, their staff and the faculty staff, the Letter of Commitment for Cooperation for 3E's first demonstration pilot project was signed by representatives of USAID 3E, UNDP and the representatives of the Mechanical Engineering Faculty (MEF) Sarajevo, formalizing the cooperation between the project partners on the implementation of the first USAID 3E Pilot Project.



Beginning second from left, 3E Chief of Party, Dean of MEF and UNDP Resident Representative

- ***Energy Monitoring Information System (EMIS) training, held at the UNDP office in Sarajevo on 12-23-2010.***

- The Energy Monitoring Information System (EMIS) is a web-based software which is used for monitoring of energy consumption in buildings that have installed a system for remote reading of energy consumption. EMIS was developed by UNDP Croatia, and is now being installed in the UNDP BiH office. Representatives from UNDP Croatia in charge of EMIS development held a training workshop for a number of

possible future users of EMIS. The representatives from the USAID 3E project attended. The trainers explained the structure and demonstrated various modules and functionalities of the EMIS software.

- ***System for remote reading of energy consumption at the Mechanical Engineering Faculty (MEF) in Sarajevo.***
 - The deadline for submission of offers specified in the Request for Offer (RFO) sent out on 09-24-2010, was 10-08-2010 at 4:00 p.m. Offers were submitted by four companies and they were opened on 10-11-2010 at 4:30 p.m. One offer was not opened because it was late, and another offeror did not submit all the documentation required for prequalification, so its offer was not considered. The analysis of the bids showed that the offer by another company was much higher than the market price for such parts and labor, while the winning offer was of approximate market value and close to the in-house estimate. VmS Group was chosen as the best bidder. All procedures were fulfilled according to the 3E Procurement Policies.
 - The contract between VmS Group and USAID 3E was signed on November 30, 2010.
 - Implementation of the contract started on December 2, 2010, and the system was functional as of December 23, 2010. The connection to the EMIS software will be completed as soon as the server provided by UNDP and housed in the UNDP BiH office is functional; this is planned for early 2011.
- ***Detailed Energy Audit for the Mechanical Engineering Faculty (MEF) in Sarajevo, 12-16-2010.***
 - The representatives of USAID 3E visited the MEF to perform additional measurements on the boilers, take the indoor temperature at several locations in the building, inspect the newly installed Monitoring and Verification (M&V) system, and review the measurement values of the M&V system to date. MEF will supply and 3E will analyze the energy bills for 2009 and 2010, to define the historic usage patterns for the building that will help establish the baseline consumption. The analysis, results, conclusions and recommendations will be included in the Detailed Energy Audit, which will be completed in the first quarter of 2011.
- ***Initial site visits of Pilot Project Proposals.***

The following Pilot Project Proposal sites were visited by USAID 3E.

Site visit: Zenica, Apartment building, 11-01-2010.

- The mayor of Zenica and the public company “Zenica” proposed an apartment building as a pilot project. The building is one of 20 architecturally identical buildings located in the same part of the town. All 20 buildings are connected to the district heating network through substations (one substation supplies 4 buildings with heat). The considered building was built in 1970, has no thermal insulation and was never renovated: only some windows were replaced and some balconies turned into living quarters through the addition of outside walls by owners. The heating substation is equipped with outdated and inefficient equipment that has passed its technical lifetime.

Site visit: Lukavac, Street lighting, 11-02-2010.

- The mayor of Lukavac proposed a pilot project for improving the energy efficiency of street lighting. The proposal is to replace 573 mercury vapor lamps with high pressure sodium lamps and also to introduce a centralized remote management system for controlling the operation period (turning the lamps on and off).

Site visits: Tuzla, 11-02-2010.

- The assistant to the mayor of Tuzla Municipality proposed 3 pilot projects:
 - 1. Replacement of 16 heating substations of the district heating network in “Sjenjak” town quarter.**

Most of the buildings in Tuzla, as well as the buildings in the “Sjenjak” town quarter, are connected to the district heating network supplied with heat by the Thermal Power Plant in Tuzla. There are 16 heating substations with a total installed capacity of 18 MW that supply the buildings in “Sjenjak” with heat. The heating substations are equipped with outdated and inefficient equipment that has passed their technical lifetime. The project proposal is to renovate the heating substations and install modern energy efficient equipment.

- 2. Public primary school “Pazar.”**

The school was built in 1938 and is located in the downtown area of Tuzla. The school is connected to the district heating network, and the heating substation is located in the school basement. The project proposal is to replace the windows, renovate the heating substation and install modern energy efficient equipment.

- 3. Municipal Administration Building.**

Windows for the whole building have already been replaced with double glazed windows with an aluminum frame. On a part of the facade thermal insulation has been added, but one part of the facade remained without thermal insulation. The project proposal is to add thermal insulation on the facade where it is missing and renovate the heating substations by installing modern energy efficient equipment.

Site visits: Olovo, 11-02-2010.

- Suisse Caritas in 2007 and again in 2010 attempted to implement the project of biomass heating for two schools in Olovo.

- 1. Olovo, public primary school “Olovo.”**

The school has its own boiler room with two light fuel oil-fired boilers. The school has replaced all windows with double glazed windows with wooden frames; but because of poor quality of windows and inadequate maintenance (infrequent painting), the windows have already become weathered and allow significant air infiltration. The building has no thermal insulation. The project proposal is to replace or fix the windows, add thermal insulation and build a new boiler house with a biomass boiler for both schools.

- 2. Olovo, public secondary school “Musa Cazim Catic.”**

The school has its own boiler room with a coal fired boiler. The school has energy inefficient double, single glazed windows with wooden frames. The building has no thermal insulation, except for the roof of the gym (financed by Suisse Caritas in 2010). The project proposal is to replace the windows, add thermal insulation and build a new boiler house with a biomass boiler for both schools.

Site visit: Sarajevo, Olympic-sized swimming pool “Olimpijski bazen Otoka” 11-03-2010.

The olympic-sized swimming pool was built in 2008, with modern and well maintained HVAC equipment. The fuel used for heating of air, hot water and pool water is natural gas. The project proposal is to add solar thermal panels for heating of hot water and a small number of solar photo-voltaic panels for electricity generation.

Site visit: Jahorina Mountain, Hotel “Termag”, 11-03-2010.

Hotel “Termag” was built in 2003. Modern and well maintained HVAC equipment has been installed. The hotel is extremely well thermally insulated. The fuel used for heating of air, domestic hot water and pool water is Liquefied Petroleum Gas (LPG). The hotel has started construction of a new section of the hotel, which will bring the total of hotel rooms to around 90 (up from 30 rooms). A new boiler house will be built to heat the new section. The project proposal is to install a biomass boiler.

Site visits: Mostar, 11-04-2010.

- The representatives of USAID 3E met with the representatives of the City of Mostar who proposed 4 pilot projects:

1. Municipal Administration Building.

All the windows in the building are double glazed with wooden frames; but because of the poor quality of windows and inadequate maintenance (infrequent painting), the windows have already become weathered and allow significant air infiltration. The building has no thermal insulation. For cooling of the building, individual A/C units are used. Electric heaters are used for heating in combination with the A/C units. The project proposal is to repair the windows and add thermal insulation.

2. Old town hall.

The building is currently being reconstructed. The proposal is that the USAID 3E team reviews the design documentation and proposes energy efficiency measures.

3. Public secondary school (Gimnazija)

The building was built in 1893 and thoroughly renovated in 2009. The building has no thermal insulation. The City of Mostar has initiated a tender for the replacement of windows. The school has its own boiler room with two light fuel oil fired boilers. The heating system has deficiencies in the design, and there is no automatic regulation of boiler outlet water temperature. The project proposal is to make improvements to the heating system.

4. Public lighting.

The proposed pilot project represents improvement of the energy efficiency of public lighting. The proposal is to replace mercury vapor lamps with LED lighting, replace existing electric cabinets and introduce a centralized remote management system for control of the operation period (turning on/off) of the lamps.

5. Hotel “Ero.”

All the hotel’s windows are double glazed with wooden frames; but because of the poor quality of windows and inadequate maintenance (infrequent painting), the windows have already become weathered and allow significant air infiltration. The hotel has no thermal insulation. The hotel has its own boiler room with two light fuel oil fired boilers and two biomass boilers. The two biomass boilers are only five years old, but are already in poor condition. In 1992, solar thermal collectors were installed with the accompanying equipment for heating of domestic hot water. The solar thermal collectors were destroyed during the war, but the rest of the system is preserved.

Site visit: Banja Luka, Mechanical Engineering Faculty, 11-23-2010.

- The Mechanical Engineering Faculty of Banja Luka proposed a pilot project for improving the energy efficiency of the faculty building. The project proposal is to replace the windows, install thermal insulation on the facade as there is no insulation currently, and install insulation for the roof of the building. Along with work on the building envelope, the proposal is to add a heat pump and solar thermal collectors for building heating needs, and an absorption chiller for building cooling needs.

- **3E Pilot Project Proposals for Batch 1. Sent to USAID on 11-29-2010.**
 - 3E submitted the list of Pilot Project Proposals for Batch 1 to USAID. There are a total of 12 pilot projects proposed, 3E wants to get approval for 4 pilot projects in this batch. The Pilot Projects proposed are:
Suisse Caritas 100 individual homes; Mostar Public lighting; Zenica Apartment building with 20 apartments; Pazaric Private house; Tuzla replacement of 16 heating substations of the district heating network in “Sjenjak” town quarter; Tuzla Municipal Administration Building; Sarajevo Olympic swimming pool; Jahorina Hotel “Termag”; Mostar High school (Gimnazija); Tuzla Elementary School “Pazar”; Olovo Secondary Polytechnic school “Musa Cazim Catic”; Olovo Elementary School “Olovo.”
- **3E and USAID official introductory meeting with EU project DELTER (Support to meet the requirements of the Energy Community Treaty for SEE focusing on EE & RES), held at USAID premises on 12-03-2010.**
 - USAID 3E COTR, USAID 3E Country Project Director and USAID 3E Deputy Chief of Party had an official introductory meeting with representatives of the EU project DELTER and the representative of EC. The project representatives explained that DELTER will choose two or three municipalities in BiH and sign MOU’s with them for pilot project implementation. After the signed MOU, the project will scout for possible demonstration projects within that municipality. The total budget for pilot projects is EUR 400,000 only for supplies and materials. The project will also work on capacity building and public education on energy efficiency issues. Possible collaboration on pilot projects and public outreach activities were explored.
 - A follow-up meeting was held on December 15, 2010, between the 3E Chief of Party and the Delter Team Leader and others. Joint work on pilot projects in BiH was discussed in more detail, with an agreement to meet again after the EU Project’s Feasibility Report is complete.

Task Objective 2: Increase public and private sector capacity

- **3E meeting with Teleinformatica held at 3E premises on 10-28-2010.**
 - USAID 3E representatives had a meeting with Teleinformatica, a Sarajevo-based company. Teleinformatica obtained a loan from Raiffeisen bank up to 800,000 KM for its system of energy efficient street lighting. It is seeking to develop a public/private partnership with municipalities in BiH to install their system on street lights, but they are having difficulties implementing this in practice. The 3E project will support public/private partnerships by local companies.
 - Their system is developed and assembled in BiH and works by adjusting the power output to the street lights, depending on the time of the year and outdoor illumination. Based on the pilot project tested in Brcko, savings of around 30% could be achieved. The bulbs are not changed; the power supply is diverted to flow through its system. This system can be potentially used in 3E pilot projects in public lighting.
- **Negotiations with potential donors regarding their participation in the EE Knowledge days.**
 - USAID 3E project contacted a number of companies for a donation for the Sarajevo Energy Efficiency Knowledge Days. The companies were given advertising space in the brochure “20 EE Tips,” 122,000 of which were inserted in three daily newspapers (Oslobodjenje, Avaz and Glas Srpske). In addition to the Energy Efficiency Knowledge Days, funds for other specific energy efficiency events, such as the EE Knowledge Days, or other public awareness workshops, presentations, website development, and educational publications listed on the USAID 3E website was sought.

Task Objective 3: Raise public awareness

- **3E Fact Sheet on Pilot Projects and Energy Efficiency in buildings.**
 - 3E prepared two Fact Sheets one on Pilot Projects and one on Energy Efficiency in buildings for distribution during 3E events. The Fact Sheets give a brief explanation on the 3E Pilot Projects, the 3E Pilot Project Selection Criteria, and energy efficiency activities and measures in Buildings.
- **3E “Energy Efficiency Kick-off Workshops”, in Sarajevo, Mostar and Banja Luka.**
 - The Energy Efficiency Kick-off Workshops in Sarajevo, Mostar and Banja Luka were organized in cooperation with UNDP BiH and GTZ for the representatives of the public and private sector.
 - The event in Sarajevo was held on October 14, 2010. The workshop gathered more than 120 representatives of municipalities, as well as SMEs from Bosnia and Herzegovina. The USAID Acting Mission Director to Bosnia and Herzegovina, gave the introductory remarks and opened the Workshop. USAID 3E Chief of Party presented USAID 3E project as well as its goals with the main focus on pilot projects and cooperation of the public and private sector in BiH. The GTZ Regional Project Manager explained what the main focus of GTZ projects related to strategic energy action plans (SEAPs) for cities in BiH are. The UNDP Cluster Coordinator presented UNDP activities in BiH. The Raiffeisen Bank (RBA) – Head of Corporate Sales, explained the credit lines that RBA has with regard to energy efficiency.
 - The event in Mostar was organized on October 19, 2010. The workshop gathered more than 60 representatives of municipalities, as well as SMEs from Bosnia and Herzegovina. USAID Director of the Economic and Development Office to Bosnia and Herzegovina, gave the introductory remarks and opened the Workshop. This was followed by presentations by USAID 3E, GTZ, UNDP, and the Raiffeisen Bank (RBA). H.E. Ambassador of the U.S. to Bosnia and Herzegovina welcomed guests on behalf of the U.S. Embassy. After his short address, followed by one by FBiH Minister of Tourism and Environment, the Ambassador used the opportunity to meet with Municipal Mayors and the Minister of Tourism and Environment, who attended the workshop. The Minister expressed his gratitude to UNDP, GTZ and UNDP for organization of the workshop, emphasizing the importance of the future activities of the USAID 3E project.
 - The final Energy Efficiency Kick-off Workshop was organized in Banja Luka, on November 23, 2010, within the “Banja Luka Energy Days.” The workshop gathered more than 200 representatives of municipalities, as well as SMEs from Bosnia and Herzegovina. The Mayor of Banja Luka gave the introductory remarks and opened the Workshop. USAID 3E Chief of Party presented the USAID 3E project and its goals, with the main focus on pilot projects and cooperation with the public and private sector



Left to right, U.S. Ambassador, translator, 3E Chief of Party, UNDP Cluster Coordinator and GTZ EE Expert

in BiH. In the second part of the day, the USAID 3E Senior Engineer held a workshop on energy efficiency.

▪ ***Signing of Memorandum of Understanding between USAID, UNDP and GTZ for cooperation on Energy Efficiency issues in BiH, held on 13-12-2010.***

- A Memorandum of Understanding was signed on December 13, at 11:00 a.m. in Hotel Europe, Sarajevo. The Memorandum was signed by USAID Acting Mission Director, UNDP Resident Representative and GTZ Regional Director for Western Balkans. The signing of this Memorandum of Understanding between USAID, UNDP and GTZ is significant because it articulates the three donors' intentions to work closely together on energy efficiency. This is the first time in the Balkan Region that these three well known and respected international organizations signed such a document.



Right to left, USAID Acting Mission Director, UNDP Resident Representative a.i. and GTZ Regional Director

▪ ***Sarajevo Energy Efficiency Knowledge Days, Sarajevo December 14-16 2010.***

- USAID 3E organized, in cooperation with UNDP, GTZ and the City of Sarajevo a three day series of events that were held in Sarajevo at a number of different locations from December 14-16, 2010. This was an international event that was organized with the aim of promoting and raising awareness of Energy Efficiency among the general public, representatives of local authorities, and small and medium size enterprises. It is estimated that around 800 people in total followed various events at the Sarajevo EE Knowledge Days.
- **Day 1 – Presentations on Energy Management in Cities, Municipalities and Cantons in Hotel Europe, December 14.**

- On the first day of the events in Hotel Europe, USAID 3E, UNDP BiH and GTZ held presentations on Energy Management in Cities, Municipalities and Cantons. The City of Sarajevo gave a presentation about Energy Management in the City of Sarajevo. USAID 3E talked about capacity building through developing and implementing pilot projects, and GTZ gave a presentation about capacity building in the cities of Sarajevo, Zagreb, Podgorica and Skopje. UNDP discussed its experiences in Energy Management in BiH, as well as in Croatia. This event was targeted primarily for representatives of local municipalities and cities and the event was well attended, with about 85 people attending the presentations.



- **Day 2 – Presentations on Energy Audits, Energy Management and EE Technologies at MEF, December 15.**
 - On the second day of the events, USAID 3E, UNDP BiH and GTZ organized presentations at the Mechanical Engineering Faculty. The presentations at the Mechanical Engineering Faculty were on the topic of “Energy Audits, Energy Management and EE Technologies” and related to the development of the MEF building as a 3E pilot project for energy efficiency, addressing energy auditing, implementation of energy efficiency measures and systematic energy management. After this, a number of companies, including Luk, Siemens, Vaillant, Topling, Herz, Danfoss, Promo and Ceteor, presented their equipment and expertise. The event was attended by approximately 80 people.
- **Day 2 – Presentations on Individual Energy Billing – a Prerequisite for Energy Efficiency in hotel Europe, December 15.**
 - The presentations that were held in the Hotel Europe were directed to the BiH Consumer Associations and focused on the need for individual energy billing as a prerequisite for energy efficiency in buildings. The event was an Open Public Discussion between EE experts and consumers' associations, related to subject of individual measuring of energy consumption. This event gathered many representatives from the Consumer Associations from Jajce, Tuzla, Posusje, Travnik, Sarajevo and Banja Luka. The following organizations presented: USAID 3E, Consumer Association from Tuzla, RERTC, UNDP Croatia and ENERGIS. Around 40 people attended the event.
- **Day 3 – Events on the third day, December 16**
 - *An Info desk* was placed on Ferhadija Street, in front of the Cathedral. The general public had a chance to get a lot of useful information from the EE Info desk, and the citizens had a chance to pick up a free brochure on “20 EE Tips” containing hints on how to reduce energy consumption in homes. Further, citizens could fill out a quick poll regarding Energy Efficiency.
 - *The “20 EE Tips” brochure* was disseminated to the citizens through insertion in 122,000 copies in three daily newspapers (Oslobodjenje, Avaz and Glas Srpske).
 - *Faculty of Economics Sarajevo* hosted presentations on energy efficiency, sustainable market development and evaluation of energy efficiency projects. The event was attended by about 30 people.
 - *Faculties of Architecture and Civil Engineering Sarajevo* hosted presentations about energy efficiency in buildings, prefabricated low energy houses and about the application of Schuco systems in low energy buildings. The event was attended by approximately 15 people.
 - *Faculty of Electrical Engineering Sarajevo* hosted a number of presentations regarding energy efficiency: Energy management information system and monitoring and verification system, Renewable energy and energy efficiency, Load research and load profiling in function of energy efficiency and a presentation on Vertical axis wind turbines. The event was attended by about 65 people.
 - *Faculty of Philosophy Sarajevo* hosted presentations about Energy Efficiency and climate change, shared responsibility for a social marketing approach for behavioral change and a presentation about the Psychology of energy efficiency. The event was attended by approximately 60 people.

- **Chamber of Commerce of Canton Sarajevo** hosted numerous presentations on different topics such as the Center for EE within the Chamber of Commerce of Canton Sarajevo, Typical EE measures and business opportunities for SMEs, Energy Efficiency and the renewable energy sources in BiH companies and a presentation about the Challenges on financing energy efficiency projects. This event was attended by about 30 people.
 - **Luk d.o.o.** organized “Open door days” for the public in “Obi,” from December 16-31, 2010. The “Open door days” will enable citizens to get premium products for a reduced price and to get all the information needed regarding household EE appliances and machines.
- **Interview with BH Television regarding “Promotion of Energy Efficiency projects in BiH”**
 - USAID 3E was contacted by BH Television’s reporter, who requested an interview for BHT regarding the promotion of EE projects in BiH. The request for a media statement was approved by USAID and the USAID 3E Deputy Chief of Party filmed the interview. It was broadcasted in the BHT 7 p.m. journal on 10-31-2010.
 - **Interview with Start BiH Magazine regarding an article on Energy Efficiency in BiH.**
 - USAID 3E was contacted by Start Magazine’s journalist, who requested an interview for an article that should be printed in the Start BiH Magazine on November 15, 2010. After approval by USAID, the 3E Deputy Chief of Party gave an interview to the Magazine.

Administrative:

- **Model Subcontract**
 - 3E completed a Model Subcontract for companies that will be selected to carry out works on the 3E Pilot Projects. This subcontract template includes General Terms and Conditions (including mandatory flow down clauses), which will be the same for every subcontract. The variable portions of the subcontract that will be adapted for each tender award will be name of the subcontractor, dates of performance, price, description of the works, and the like. This template is in compliance with the 3E Procurement Policy.

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

- Continue with identification of potential partners for pilot projects.
 - Ongoing.
- Continue with identification and prequalification of SMEs that could participate in pilot project development and implementation.
 - Ongoing.
- Prepare and implement three kick-off workshops for project stakeholders.
 - Completed.

- Commence energy audit and Conceptual Engineering Design (CED) for the approved first pilot project (PP).
 - The energy audit has been completed and the CED is underway.
- Conduct an Environmental Due Diligence (EDD) examination for the Mechanical Engineering Faculty (MEF) Pilot Project.
 - Completed and submitted to USAID.
- Commence establishment of the baseline energy consumption for the Mechanical Engineering Faculty (MEF) Pilot Project.
 - The system for remote reading of energy consumption at the MEF has been installed and the baseline consumption is being recorded.
- Compile initial list of proposed pilot projects for Batch 1 and perform preliminary screening and selection.
 - Completed.
- Commence identification of specific candidates for Batch #1, make initial site visits and Fill out the Environmental Checklist.
 - Identification of candidates for Batch 1 completed. Environmental checklists are being filled out.
- Commence preparation of a technical and financial analysis for the proposed pilot projects.
 - Ongoing.

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

- 3E website will be up and running, content approved by USAID.
 - Completed.
- Ongoing website content management, regular upload of news, announcements, project files, and links.
 - Ongoing.
- Organize media coverage of workshops, trainings, presentations and other PR events.
 - Ongoing.
- Finalize the hand-out on EE basics.
 - Completed.
- Development of press releases on key project activities.
 - Ongoing.
- Provide information on financing opportunities under the DCA facility on website if information is provided by Raiffeisen Bank.
 - Raiffeisen Bank has been informed of this possibility.

IV. Anticipated Activities for the Following Quarter

Task Objective 1: Support development of initiatives and technologies

- Complete identification of potential partners for Batch 2 pilot projects.

- Continue with establishment of the baseline energy consumption for the Mechanical Engineering Faculty (MEF) Pilot Project.
- Prepare and launch a tender for the MEF pilot project Detailed Design, select successful bidder, submit for USAID approval and award contracts.
- Complete technical and financial analysis for the proposed Batch 1 pilot projects.
- Prioritize on a competitive basis list of proposed Batch 1 pilot projects and submit for USAID approval.
- Complete compiling the initial list of proposed pilot projects and perform preliminary screening and selection for Batch 2.
- Identify specific candidates for Batch 2, make initial site visits.

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

- Manage website content, upload news, announcements, project files, and links regularly,
- Plan PR events.
- Identify target groups for e-Newsletter dissemination and commence e-Newsletter preparation.

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 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 projects and submit for USAID approval.	•	

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

	(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 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	Presentation to lender for financing under the DCA			

1.3.3.11	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 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 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	3
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	33

Indicator 8	Target	Achieved
Number of website hits.	4500	1367

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

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

Third Quarter Deliverables

- Invitation and Agenda for USAID 3E kick-off workshops in BiH, dated 10-01-2010, in English and local language.
- 3E Backdrop Banner design, dated 10-01-2010.
- 3E Folder Design, dated 10-05-2010.
- LoC Signing MEF - Press Release, dated 10-08-2010, in English and local language.
- Pilot Projects Fact Sheet, dated 10-13-2010, in English and local language.
- Energy Efficiency Fact Sheet, dated 10-13-2010, in English and local language.
- 3E Kick-off workshop - Press Release for Sarajevo, dated 10-13-2010, in English and local language.
- 3E kick-off workshop - Agenda for Sarajevo, dated 10-13-2010, in English and local language.
- 3E kick-off workshop - Presentation for Sarajevo, dated 10-13-2010, in English and local language.
- Signed Letter of Commitment, dated 10-15-2010, in English and local language.
- MEF – Minutes of Bid Opening, dated 10-12-2010, in English only.
- List of Attendees for Sarajevo Workshop, held on 10-14-2010.
- List of Attendees for Mostar Workshop, held on 10-19-2010.
- 3E kick-off workshop - Agenda for Mostar, dated 10-19-2010, in English and local language.
- 3E kick-off workshop - Presentation for Mostar, dated 10-19-2010, in English and local language.
- Second Quarterly Progress Report July-September 2010, dated 10-31-2010, in English only.
- Request for Media Statement BHT, dated 10-27-2010, in English only.
- Start BiH Magazine request for an article, dated 11-05-2010, in English and local language.
- Solicitation - 3E Kick-off Workshops, dated 10-28-2010, in English and local language.
- Signed minutes of the bid opening for the M&V system for MEF, dated 10-12-2010, in English only.
- 3E Portfolio Review Performance Report Oct 2010, dated 11-07-2010, in English only.
- 3E Operational Plan Insert, dated 11-07-2010, in English only.
- 3E Indicators, dated 11-07-2010, in English only.
- Model Subcontract for pilot projects, dated 11-05-2010, on English only.
- Draft Agenda for “EE Knowledge days”, dated 11-26-2010, in English only.
- Press Clipping from Start BiH Magazine, Dated November 30, 2010, interview with USAID 3E Deputy Chief of Party Mak Kamenica.
- Signed Memorandum of Understanding between USAID, UNDP and GTZ, dated 12-13-2010.
- Agenda for MOU signing, dated 12-06-2010, in English language only.
- Press Release for signing of MOU, dated 12-3-2010, in English and local language.

- General invitation for Sarajevo Energy Efficiency Knowledge Days, dated 12-7-2010, in English and local language.
- Agenda for Sarajevo Energy Efficiency Knowledge Days, dated 12-10-2010 in English and local language.
- Press Release for 3E Kick off workshop in Banja Luka, dated 11-23-2010, in English and local language.
- List of attendees at Sarajevo Energy Efficiency Knowledge Days, for DAY 1, Hotel Europe, dated 12-14-2010.
- List of attendees at the Sarajevo Energy Efficiency Knowledge Days, for DAY 2, presentation at Mechanical Engineering Faculty, dated 12-15-2010.
- List of attendees at the Sarajevo Energy Efficiency Knowledge Days, for DAY 2, presentation for Consumer Associations, dated 12-15-2010.
- List of attendees at the Sarajevo Energy Efficiency Knowledge Days, for DAY 3, presentation at Sarajevo Canton Chamber of Commerce, dated 12-16-2010.
- Presentation from DAY 1, dated 12-14-2010, Hotel Europe, by Mak Kamenica, in English and local language.
- Presentation from DAY 2, dated 12-15-2010, Hotel Europe, Consumer Associations, by Mak Kamenica, in English and local language.
- Presentation from DAY 3, dated 12-16-2010, Chamber of Commerce Canton Sarajevo, by Dusan Gvozenac, in English and local language.
- Presentation from DAY 3, dated 12-16-2010, Faculty of Philosophy Sarajevo, by Mak Kamenica, in English and local language.
- Presentation from DAY 3, dated 12-16-2010, Electrical engineering faculty (ETF) Sarajevo, by Mak Kamenica, in English and local language.
- Letter requesting donation from Siemens, dated 12-30-2010, in English and local language.
- Letter requesting donation from Promo d.o.o., dated 12-30-2010, in English and local language.
- Letter requesting donation from Luk d.o.o., dated 12-30-2010, in English and local language.
- Letter requesting donation from Volksbank, dated 12-30-2010, in English and local language.
- Letter requesting donation from Osram, dated 12-28-2010, in English and local language.
- Letter requesting donation from Raiffeisen Bank, dated 12-30-2010, in English and local language.
- Environmental Determination Review Checklist (ER Checklist) for Mechanical Engineering Faculty (MEF), dated 12-31-2010, in English language only.
- The “20 EE Tips” brochure, dated 12-09-2010 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>
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 3E.