

**UNITED STATES AGENCY FOR INTERNATIONAL
DEVELOPMENT**

Enterprise Energy Efficiency (3E)

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

FIFTEENTH QUARTERLY PROGRESS REPORT

October 1, 2013 – December 31, 2013

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
Ulica Roberta C. Frasurea 1, Sarajevo, 71000, BiH

Implemented by:
Advanced Engineering Associates International, Inc. (AEAI)
Gajev trg 2/II, Sarajevo, 71 000
Tel/Fax: +387 33 268 370

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I. Executive Summary

The Olovo School Pilot Project was finalized in this quarter, and the boiler house was issued a License for use. This handover officially ends the project from USAID 3E's perspective, and the boiler house becomes the property of the ZEDo Ministry of Education, Science, Culture and Sport Ministry. This is the first USAID 3E pilot project structured and implemented through an ESCO concept. An ESCO, or Energy Service Company, is a business that develops, installs, and arranges financing for projects designed to improve the energy efficiency and maintenance costs for facilities over a pre-arranged time period. The ESCO is repaid with the resulting energy cost savings. The inauguration of the EE Pilot Project in Livno was held this quarter. The activities in Tuzla Canton continue in this quarter; the Letter of Commitment for the renovation, equipping and start-up of the Energy Efficiency Info Center (EE Info Center) in Tuzla was signed between USAID and Tuzla Municipality. A solicitation was issued, the best offer selected and the works on the EE Info Center started. A number of Solicitations were issued this quarter, as per the the planned activities for the EE Year in Tuzla Canton. Two energy management workshops were held this quarter in Tuzla Canton, and thirteen EE Info Points were installed in all Tuzla Canton municipalities. The EE Media Campaign for promotion of EE in Tuzla Canton was launched and the Media Workshop for representatives of the municipal PR departments was held. The activities in the organization of Think of Tomorrow School Program continued this quarter, and the first class was held in Tuzla Pazar Primary School. It will be held in 87 Primary Schools in Tuzla Canton over the period of four months. As part of the "Energy Sector in Bosnia and Herzegovina – Moving Forward" panel that was held at the Center for Transatlantic Relations at the Johns Hopkins University School for Advanced International Studies (SAIS), the USAID Enterprise Energy Efficiency (3E) Project presented its activities and future plans. The presentation was held in Washington D.C., USA.

II. Project Progress for the Fifteenth 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 20 houses	1	Completed	Yes	Completed
3	Mostar High School "Gimnazija" EE	1	Completed	Yes	Completed
4	Tuzla Primary School "Pazar" EE	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 EE	2	Completed	No inauguration ceremony ²	Completed
8	Livno Sport Hall PP	3	Completed	Yes	Completed
9	Bihac Cultural Center PP	3	Completed	Yes	In progress
10	Gracanica SOS Childrens Village PP	3	Completed	Yes	Completed
11	Olovo schools PP	3	Completed	Pending	Completed
12	Prijedor Primary School PP	3	Completed	Yes	Completed
13	Travnik Municipality Building PP	4	Completed	Yes	Completed
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

BANJA LUKA STUDENT CENTER PILOT PROJECT

- *Letters to RS Ministry of Industry, Energy and Mining, RS Ministry for Spatial Planning, Civil Engineering and Ecology and to the Mayor of Banja Luka, 11-19-2013.*

USAID 3E prepared and sent the letter to the RS Ministry of Industry, Energy and Mining, RS Ministry for Spatial Planning, Civil Engineering and Ecology and to the Mayor of Banja Luka to urgently request the issuance of the

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.

construction permit for the Student Center Pilot Project in Banja Luka (Reconstruction of the domestic hot water system).

OLOVO SCHOOLS PILOT PROJECT

- ***Acceptance of works, Zenica 10-30-2013.***

USAID 3E, Caritas Suisse and the Ministry of Education of Zenica-Doboj Canton signed a handover of the biomass boiler house to the Ministry. Prior to the handover, the boiler house was issued a License for use. This handover officially ended the project by USAID 3E, and the boiler house became the property of the Ministry. The boiler house will be maintained and operated by the Dvokut Pro Company, which will charge the Ministry over the next five years a fixed annual price for heating services, in the amount of the heating costs that were paid in the 2011-12 heating season. After five years, half of the investment, which was provided by Caritas Suisse, will be repaid completely; and the Ministry will start saving on energy bills. The other half of the investment was provided by USAID 3E as a grant. This was the first USAID 3E pilot project implemented through an ESCO concept. An ESCO, or Energy Service Company, is a business that develops, installs, and arranges financing for projects designed to improve the energy efficiency and maintenance costs for facilities over a pre-arranged time period. ESCOs generally act as project developers for a wide range of tasks and assume the technical and performance risk associated with the project.

Inaugurations

- ***Inauguration of the Energy Efficiency Pilot Project in Livno, 11-27-2013.***

The USAID EDO Director, GIZ Team Leader and Livno Municipality Mayor officially inaugurated the completion of their joint pilot project at the “Dalibor Perkovic-Dali” Sports Hall in Livno. The project connected the Sports Hall to a district heating supply line,



replaced and repaired windows, replaced a part of the roof covering, installed a heating substation and a thermally insulated façade, repaired the existing heating and ventilation system and installed a Monitoring and Verification System.

EE YEAR IN TUZLA CANTON

Solicitations

- ***Invitation for Business Cooperation, ad in the media, 10-24-2013.***

USAID 3E prepared and published an Invitation for Business Cooperation for the implementation of activities in the Tuzla Canton municipalities within the “Energy Efficiency Year in Tuzla Canton”. The qualified companies were invited to express their interest for business cooperation in the following areas:

- Preparation of a study on energy savings in public lighting,
 - Preparation of a feasibility study on expansion of a district heating system,
 - Preparation of a study on biomass potential, and
 - Revision of the main project for expansion of a water supply system in order to minimize total costs.
- ***Signing of the contract for Solicitation for a project for reconstruction/adaptation, furnishing and equipping of the EE Info Center in "SKPC Mejdani" in Tuzla, 11-14-2013.***
Upon finalization of the security check for Tuzex d.o.o. firm, a contract was prepared and signed by both USAID 3E and Tuzex d.o.o. for LOT 1, LOT 2 and LOT 3.
- ***Solicitation for Study on biomass potential in the region of Sapna Municipality, 11-15-2013.***
USAID 3E prepared and sent a solicitation for a Study on biomass potential in the region of Sapna Municipality, to all prequalified firms and the firms that expressed interest. The main aim of the study is the assessment of the solid biomass waste potential in the region of the Sapna Municipality. The USAID 3E project received six offers, and the offer from Enova d.o.o. was selected as the best one.
- ***Solicitation for Public Lighting Study – Doboj Istok, 11-19-2013.***
USAID 3E prepared and sent a solicitation for a Public Lighting Study in Doboj Istok Municipality to all prequalified firms. The main aim of the study is to propose and analyze the most cost-effective measures that will save electricity by managing the street lighting under the jurisdiction of the Doboj East Municipality.
- ***Solicitation for LED lighting in six Municipalities of Tuzla Canton, 11-26-2013.***
USAID 3E prepared and sent a solicitation for LED lighting in the Municipalities of Tuzla Canton (Doboj Istok, Gračanica, Teočak, Kalesija, Živinice and Srebrenik) to all prequalified firms.
- ***Solicitation for four energy audits and provision of energy certificates for non-residential buildings in Živinice, Srebrenik, Teočak and Gradačac, 12-4-2013.***
The USAID 3E project received five offers for the energy audits of and provision of energy certificates for non-residential buildings in Živinice, Srebrenik, Teočak and Gradačac, which were sent to all prequalified firms on October 24, 2013. The offer from Ceteor Company was selected as the best one. The company passed the security check on December 12, 2013, and a contract is being prepared.
- ***Meeting with Caritas Switzerland regarding cooperation on possible activities within the EE Year of Tuzla Canton, 10-11-2013.***
USAID 3E Deputy Chief of Party and USAID 3E Chief Engineer met with Caritas Switzerland Chief Delegate and Project Officer for Energy Efficiency to

discuss the possibility of replicating the project of thermally insulating private houses within the EE Year of Tuzla Canton. The Tuzla Canton expressed its interest to co-finance the project by providing funds for insulation material in each of the 13 municipalities in Tuzla Canton. Since 3E implemented the project of insulating 20 private houses in cooperation with Caritas Switzerland, the purpose of the meeting was to determine whether Caritas Switzerland has interest in this possible new project. Caritas Switzerland is interested and will consult with its headquarters to determine the scope of their potential participation. The decision to support this initiative is now up to Tuzla Canton.

PROPOSAL FOR PILOT PROJECT: FRANCISCAN MONASTERY IN FOJNICA

- ***Site visit of the Franciscan Monastery in Fojnica, 10-28 and 10-31-2013.***
USAID COR, USAID 3E Chief of Party and USAID 3E Chief Engineer met with the Abbot of the Franciscan Monastery in Fojnica to discuss the possibility of USAID helping the Monastery pay for heating costs for this heating season and propose the economically most viable long-term solution for the Monastery. The Fojnica Monastery Project Proposal proposes an integrated system for heating and preparation of domestic hot water using biomass and solar energy. USAID 3E Chief Engineer completed the Project proposal for improving energy efficiency at the Franciscan Monastery in Fojnica and submitted it to USAID on December 3, 2013.

Task Objective 2: Increase public and private sector capacity

- ***Meeting with the Environmental Fund of FBiH, 12-13-2013.***
USAID COR, USAID 3E Deputy Chief of Party and USAID Energy Efficiency and Accounting Specialist met with the Environmental Fund of the FBiH Director and the Head of Energy Efficiency Department to discuss areas of cooperation. The details about activities of the Fund were explained and the Fund Director expressed willingness to cooperate with USAID both in technical and public outreach activities of the project. The Fund is also willing to participate in the Energy Efficiency year of Tuzla Canton. The Director proposed that USAID 3E hold a presentation of the project in the premises of the Fund in the first part of January.

Energy Efficiency and Youth Empowerment event at the FBiH Parliament

- ***Letter from FBiH Ministry for Energy, Mining and Industry, 12-30-2013.***
USAID 3E received a letter from the FBiH Ministry for Energy, Mining and Industry in which the USAID 3E proposal to have a presentation named “Energy Efficiency and Youth Empowerment event at the FBiH Parliament” was accepted.

EE YEAR IN TUZLA CANTON

Student Energy Club

- ***Meeting with the representatives of Faculty of Mining, Geology and Civil Engineering, University of Tuzla, 10-22-2013.***

USAID 3E Deputy Chief of Party met with Professors from the Faculty of Mining, Geology and Civil Engineering to discuss connecting the Student Energy Club in Tuzla with the Faculty of Mining, Geology and Civil Engineering of the University of Tuzla.

Energy Management Workshops

- ***Energy Management Workshop in Gradačac, 11-05-2013.***

The USAID 3E project organized the first in a series of workshops on the systematic management of energy consumption. The first workshop was held in Gradačac, on November 5, 2013, and 23 participants from ten municipalities of Tuzla Canton attended the workshop. The purpose of workshop was to



prepare the Municipal Energy Teams to continue with the process of introducing systematic energy management and to present the main requirements from the Draft Energy Efficiency Law in the Federation BiH. During the “Energy Efficiency Year in Tuzla Canton” the USAID 3E project will focus on strengthening the capacities of the municipalities to determine baseline energy consumption and recommend an energy management structure. Presentations were held by the USAID 3E Chief Engineer, Deputy Chief of Party and the Senior Clerk for Energy Efficiency in the Department for Environment, Rural Development and Agriculture from City of Sisak (Croatia). The presentations were followed by discussion on the current situation regarding energy management in municipalities. The event was covered by the media.

- ***Energy Management Workshop in Gračanica, 12-18-2013.***

The USAID 3E project organized the second in a series of workshops on the systematic management of energy consumption. The second workshop was held in Gračanica on December 18, 2013, and 20 participants from ten municipalities from Tuzla Canton attended the workshop. Presentations were made by the USAID 3E Chief



Engineer and USAID 3E Energy Efficiency and Accounting Specialist.

EE Info Center

- ***Meeting with the Tuzla Municipality representatives, 11-14-2013.***

USAID 3E Deputy Chief of Party and USAID 3E Administrative Assistant met with the Tuzla Municipality Head of the Department of Public Utilities, Construction and Local Communal Affairs to discuss further activities for the establishment and renovation of the EE Info Center in Tuzla. The Municipality of Tuzla agreed to appoint a qualified supervisor for the execution of all works regarding the Center. The Tuzla Municipality will provide assistance and clarifications for technical details regarding the color of the doors and windows, and type and design of façade covering to be used.
- ***Meeting with the representatives of Tuzla Municipality and Tuzex company, 11-21-2013.***

USAID 3E Deputy Chief of Party met with the Tuzla Municipality Head of the Department of Public Utilities, Construction and Local Communal affairs, the supervisor for works on the EE Info Center appointed by the Municipality of Tuzla and the Tuzex representative. The meeting was held in order to agree on the duties of each partner and the start of works. The work supervisor will be the responsible contact for the Tuzla Municipality.
- ***Visit of Mejdan Sports Centre in Tuzla, 12-05-2013.***

USAID 3E Deputy Chief of Party and USAID 3E Chief Engineer visited the Mejdan Sports Centre in Tuzla to inspect the sports hall to inspect its energy systems and energy consumption meters. Based on the inspection, a solicitation for a system for remote monitoring of energy consumption will be prepared.

Technical Assistance

- ***Letter to the Banovici and Čelić Municipalities, 11-26-2013.***

In order to proceed with the planned activities, USAID 3E sent a letter to the Banovici and Čelić Municipalities to remind them to confirm in writing the previously agreed joint activities within the "Year of Energy Efficiency in Tuzla Canton".

Communication with Canton and Municipality representatives

- ***Meeting with Doboj Istok Municipality Mayor, 10-01-2013.***

USAID 3E Deputy Chief of Party met with the Mayor of Doboj Istok Municipality to deliver the signed Energy Charter and discuss the implementation of the EE Year in Tuzla Canton. The representative of the Doboj Istok Municipality suggested that USAID 3E assist the Municipality in developing a Feasibility Study for Street Lighting.
- ***Meeting with Tuzla Canton representative, Tuzla 10-14-2013.***

USAID 3E Deputy Chief of Party met with the Tuzla Canton representative to discuss the potential scope of Canton participation in replicating the project of thermally insulating private houses within the EE Year of Tuzla Canton. The

Tuzla Canton expressed its interest to co-finance the project by providing funds for insulation material in each of the 13 municipalities in Tuzla Canton. The Canton representatives will discuss the proposal and send their answer.

- ***Letter to Dobož Istok and Lukavac Municipalities, 10-04-2013.***
As part of the joint activities entitled „Energy Efficiency Year in the Municipalities of Tuzla Canton,“ implemented by USAID, UNDP, the Tuzla Canton and all 13 municipalities of Canton Tuzla, USAID 3E is sending follow-up letters to all municipalities, where the Municipalities are requested to name the contact staff to be in charge of Energy Management and also to confirm the technical support project, amount of co-financing and placement of the EE Info Point.
- ***Meeting with Lukavac Municipality representative, 10-30-2013.***
USAID 3E Chief Engineer met with the representatives of the Lukavac municipality utility company RAD to discuss the technical assistance that USAID can provide. It was agreed that design documentation will be developed for remote monitoring and management of heating substations.

Task Objective 3: Raise public awareness

EE YEAR IN TUZLA CANTON

EE Info Center in Tuzla

- ***Signing of the Letter of Commitment for renovation, equipping and start-up of the Energy Efficiency Info Center in Tuzla, 10-30-2013.***

USAID signed a Letter of Commitment with the Tuzla Municipality to participate in the renovation, equipping and start-up of the Tuzla Energy Efficiency Info Center. This Letter of Commitment was signed by USAID EDO Director and Mayor of Tuzla Municipality.



EE Media Campaign

- ***Meeting with USAID Media Specialist for PPO office, 11-21-2013.***
USAID 3E Deputy Chief of Party and USAID 3E Administrative Assistant met with the USAID Media Specialist for the PPO office to discuss branding issues for the Media Campaign for the EE Year in Tuzla Canton. It was agreed that a USAID disclaimer must be inserted on all video materials (not including animation) and that USAID red font must be used for the names and subtitles.

- ***Media Workshop for representatives of the municipal PR departments, 11-29-2013.***

As part of the “Energy Efficiency Year in Tuzla Canton”, the USAID Enterprise Energy Efficiency (3E) Project organized a media activities coordination workshop for representatives of the municipal Public Relations departments. The workshop was held in Srebrenik, on Friday, November 29, 2013. The animated video feature „PLUG IN (UKLJUČI SE)“ was shown for the first time; this video will be broadcast on Tuzla Canton TV stations, as well as other TV stations across BiH. Other informative and educational activities that will be implemented during the media campaign for the EE Year in Tuzla Canton were discussed. The aim of the workshop was to prepare the municipal PR departments for the reaction of citizens, who could (motivated by messages about EE in the media) ask for more information about energy efficiency and possibilities to implement some EE measures in their own homes.



- ***Solicitation for the Media Campaign within the EE Year in Tuzla Canton, selection of the best offer 10-03-2013.***

USAID 3E prepared and sent a solicitation for a Media Campaign planned within the EE Year in Tuzla Canton activities. The solicitation was sent to nine marketing and PR firms. Four offers were received, and the offer from Platform CMC was selected as the best as their Creative Concept is closest to USAID 3E’s concept of how the Media Campaign should be implemented. The company passed the security check procedure and a Contract was signed on October 29, 2013.

- ***Press Conference for the start of the EE Media Campaign, Srebrenik, 12-19-2013.***

As part of the “Energy Efficiency Year in Tuzla Canton”, the USAID 3E Project organized a press conference to promote the prepared media campaign. The press conference was held for the representatives of the media and municipal PR departments of Tuzla Canton. The focus of the Press Conference was media activities that relate to continuing education and raising public awareness about the importance of energy efficiency. The program is based on the structure of social networks, which integrates public communication tools, education programs, interpersonal communication, printed publications and communication using mass media. The animation “GET INVOLVED” that will be broadcast on TV stations in Tuzla



Canton and other BiH TV stations was presented. Other promotional materials were also presented, such as a radio jingle and billboard. During the “Energy Efficiency Year in Tuzla Canton,” USAID 3E will implement a comprehensive public outreach campaign. Each month will feature a different topic; the first topic was promotion of Energy Efficiency. The aim of the promotional messages is to motivate Tuzla Canton citizens to implement recommended energy efficiency measures in their homes.

- ***Meetings with Platform CMC regarding further activities, 10-21, 10-23, 10-25, 10-31, 12-04 and 12-13-2013.***

USAID 3E Deputy Chief of Party, USAID 3E Public Outreach and Marketing Specialist and USAID 3E Administrative Assistant met with the Platform CMC Director to discuss further steps for the Media Campaign planned within the EE Year in Tuzla Canton activities. The meetings were focused on the operational aspect as well as a design of the promotional video that Platform CMC is preparing. It was agreed that weekly meetings will be held to follow up the planned activities.

- ***Meeting with Platform CMC and Icenet, at the USAID 3E premises, 12-23-2013.***

A meeting was held with the Platform CMC Director, Icenet Director (company that is in charge of visual design for USAID 3E materials) and USAID 3E Deputy Chief of Party to discuss the visual elements for the video clips that CMC is preparing for each public event within the Tuzla Canton Energy Efficiency Year. Suggestions were presented for the visual elements, such as the name and title inserts, introductory and end credits, and the like. The design was agreed, and a sample video clip was prepared by CMC to be sent to USAID for branding approval. USAID approved the video clip design and USAID 3E YouTube.

Educational TV series about Energy Efficiency

- ***Meeting with RTV TK, Tuzla 11-14-2013.***

USAID 3E Deputy Chief of Party and USAID 3E Administrative Assistant met with the RTV TK Director, Educational and Documentary Program Editor and RTV TK Producer to discuss the Business Agreement for production of an educational TV series. The schedule for broadcasting was also discussed. 3E will prepare and send a storyline for the Livno and Trebinje Pilot Projects to RTVTK. The first footage will be developed in Livno on November 27, 2013, at the pilot project inauguration event.

- ***Meeting with Platform CMC regarding animation for promotion of energy efficiency in Tuzla Canton, 11-21-2013.***

USAID 3E Deputy Chief of Party and USAID 3E Administrative Assistant met with the Platform CMC Director to discuss further steps in the Media Campaign. The animation is almost completed. The advice from USAID Media Specialist for the PPO office were also passed on to the Platform CMC in order for incorporation in the branding of all video clips they are making for USAID 3E.

EE Info points

- ***Promotion of the EE Info Point in the Kalesija, Teočak, Banovići and Kladanj municipalities 11-13-2013 and 12-02-2013.***

USAID 3E organized a promotion of the EE Info Point in the Municipality Kalesija on November 13, 2013, and it was covered by local media. The EE Info Point and EE materials were also delivered and set up in the Municipalities Teočak and Banovići on the same day. The promotion of EE Info Point in Kladanj Municipality was organized on 12-02-2014 and was also covered by media. EE Info



Points are places where citizens can find useful advice regarding energy, manuals and fact sheets about using renewable energy sources and other materials that relate to EE and that are of assistance to the citizens in educating themselves about EE and its benefits. During the “Energy Efficiency Year in Tuzla Canton” the USAID 3E project will focus on strengthening the capacities of the municipalities to determine baseline energy consumption and recommend an energy management structure. A comprehensive public outreach campaign is planned, and each month will feature a different topic; the focus of this month is the promotion of Energy Efficiency and education of citizens to use EE Info Points.

Think of Tomorrow School Program

- ***Meeting with Assistant Professor in the Department of Psychology at Sarajevo University, 10-03 and 10-10-2013.***

USAID 3E Deputy Chief of Party met with the Assistant Professor in the Department of Psychology at Sarajevo University to discuss the development of the scenario for training of students who will conduct school classes for the students of fifth grade of all elementary schools in Tuzla Canton. A scenario for interviewing candidates for these positions was prepared. It was agreed that an Assistant Professor will hold the interviews, together with the USAID 3E Energy Efficiency and Accounting Specialist and the Youth House representative. Interviews will be held on October 21 and 22, and the training for selected candidates will be held on October 29. After the selection of successful candidates, they will form teams who will visit all schools and hold educational classes. A school hour “Think of Tomorrow” will also aim to develop environmentally friendly habits among youth, promote rational use of energy resources, and introduce energy efficiency measures and the use of renewable energy sources.

- ***Letter to Elementary Schools in Tuzla Canton, 10-08-2013.***

The event „Think of Tomorrow“ is being organized to promote and raise awareness of energy efficiency and renewable energy sources in all elementary schools in Canton Tuzla. An educational energy-efficiency program followed by

a video presentation and discussion, during one school hour will be presented by USAID 3E representatives who are especially trained to work with young people. 87 schools have been contacted and most of them expressed their interest and confirmed participation in this program.

- ***Meeting with the representative of Energa Solar Association, 10-14-2013.***
 USAID 3E Deputy Chief of Party met with Energa Solar Association representative to discuss further cooperation regarding activities for the “Think of Tomorrow” primary school program. The “Think of Tomorrow” primary school program is planned to be implemented by the Student Energy Club Tuzla that USAID 3E and the Energa Solar Association established.
- ***Selection of best candidates for Think of Tomorrow School Program presenters in schools of Tuzla Canton, 10-21-2013.***
 USAID 3E Energy Efficiency and Accounting Specialist, an Assistant Professor in the Department of Psychology at Sarajevo University and the Director of the Youth House from Sarajevo held interviews and selected the best 10 candidates out of 20 members of the Student Energy Club in Tuzla who applied for this position. The selected candidates will lead school classes for fifth grade students in all elementary schools in Tuzla Canton.
- ***Training of selected candidates for Think of Tomorrow School Program presenters in schools of Tuzla Canton, 10-29-2013.***
 USAID 3E Energy Efficiency and Accounting Specialist, an Assistant Professor in the Department of Psychology at Sarajevo University and the USAID 3E Public Outreach and Marketing Specialist held training for the 10 selected educators who will hold the educational school classes “Think of Tomorrow “ for fifth graders in all elementary schools in Tuzla Canton. The training was envisioned to help the educators learn how to deal with 10-year-old students and how to present a very technical topic in a simple and understandable way. A very detailed training plan was created by the Assistant Professor and was successfully presented to the educators.
- ***Think of Tomorrow School Program Kick off at Tuzla Pazar Primary School, 10-30-2013.***
 USAID 3E held the kick-off school class “Think of Tomorrow” in the Pazar elementary school in Tuzla on October 30, 2013. USAID EDO Director, the Mayor of Tuzla, the Minister of Education, Science, Culture and Sport of Tuzla Canton and the School Principal gave introductory remarks. After the official program, an animated video presentation was shown to guests, and the USAID 3E Public Outreach and Marketing Specialist held the class. The fifth grade students who attended the class were very responsive and interested in the topic. The event was covered by the media.



USAID

- ***Public discussion in domain of energy and the environment in the process of European integrations, Sarajevo, 10-24-2013.***

USAID 3E Deputy Chief of Party and USAID 3E Chief Engineer attended a public discussion on the topic of energy and the environment in the process of EU integrations, within the Citizens for Europe initiative. The venue was on the premises of the Delegation of the EU in Bosnia and Herzegovina. Some of the topics were:

1. Approval and adaptation of the National Energy Efficiency Action Plan (NEEAP)
2. New bylaws on financing projects in the sector of energy efficiency from entity funds for environmental protection
3. Completion of the process of forest inventory in BiH
4. Implementation of the EU Timber Regulation and definition of new procedure for wood industry exporters.

- ***Public discussion in the domain of energy and the environment in the process of European integrations, Sarajevo, 10-25-2013.***

USAID 3E Deputy Chief of Party attended a presentation entitled “Energy Efficiency - a Road to Sustainable Development”. The presentation was held on Jahorina, as part of the School of Political Studies of the Council of Europe in Bosnia and Herzegovina.

- ***Meeting with Bosnia Growth-Oriented Economic Development (GOLD) Program , 11-18-2013.***

USAID 3E Deputy Chief of Party, AEAI Country Project Director and USAID REAP Chief of Party met with USAID Bosnia Growth-Oriented Economic Development (GOLD) Program Chief of Party to discuss possible synergies between the projects. USAID GOLD Program Chief of Party explained that the GOLD project is jointly-financed by USAID and the Swedish International Development and Cooperation Agency (SIDA) in order to assist local communities in achieving their economic growth and development goals. Currently the project is in the process of selecting localities for implementation of the project, having conducted 10 field visits. The plan is to work with municipal partners, citizens and leaders in the public and private sectors, and the donor community in a business-led effort to generate transformational economic growth by attracting investment and creating jobs. USAID 3E learned that the GOLD project was very interested in the work being done by REAP and 3E in the areas of energy policy and energy efficiency, and there are multiple areas of potential coordination. Specifically, the two projects agreed that in two areas there are clear synergies where they can work together: (i) 3E making a presentation on opportunities in the clean energy sector and energy policy in GOLD’s LED Workshop (tentatively planned for January 2014) that will feature its LED partners from target municipalities, and (ii) potential collaboration on international certifications in clean energy, in particular for Certified Energy

Manager and Renewable Energy Professional status through the Association of Energy Engineers.

▪ ***Meeting with USAID Strengthening Governing Institutions and Processes (SGIP) project in BiH, 11-21-2013.***

USAID 3E Deputy Chief of Party met with the USAID Strengthening Governing Institutions and Processes (SGIP) project in BiH Chief of Party and Deputy Chief of Party to discuss possible coordination between projects. The SGIP Project works in close cooperation with partners in the parliaments providing technical assistance. The SGIP Project activities will support institutions in six policy areas: health, environment, local economic development, justice sector reform, gender equality and youth. SGIP suggested steps for participation in the public hearing process and expressed willingness to assist USAID 3E participate in this process.

▪ ***EE Donor coordination meeting, GIZ premises, on 11-19-2013.***

The representatives from USAID 3E, UNDP, World Bank, GIZ and the Delegation of the European Union to Bosnia and Herzegovina (BiH) & European Union Special Representative in BiH met in Sarajevo on November 19, 2013, to discuss further coordination of their activities in the field of Energy Efficiency. Each partner presented its current and future activities. USAID 3E Deputy Chief of Party suggested better coordination between the donors, especially regarding the public awareness activities. He pointed out the need to use joint branding, maybe in the form of a joint logo in order to eliminate confusion and have one message to send out to the citizens. It will be clarified for the next meeting if this is in line with the PR requirements in all organizations.

▪ ***Parliamentarian debate on “Obligations of Bosnia and Herzegovina to implement EU acquis in the energy sector as obliged by the Energy Community Treaty”, 11-26-2013.***

USAID 3E Deputy Chief of Party attended the Parliamentarian debate on “Obligations of Bosnia and Herzegovina to implement the EU acquis in the energy sector as obliged by the Energy Community Treaty”. During discussions three key points came up:

(i) Bosnia and Herzegovina has to comply with the Energy Community Treaty provisions and implement them: there is no alternative to that, and only minor issues can be negotiated. In this sense, the Director of the Energy Community said, “Noone forced Bosnia and Herzegovina to become the Energy Community Treaty member, and nobody can force it to stay a member.”

(ii) The South Stream gas pipeline project faces a big obstacle due to the non-compliant investor’s approach with the Third Liberalization package requirement of unbundling the gas pipeline operator from the supply function. All EU countries through which the pipeline will go will have to comply with this EU directive, so Gazprom, the investor, will have to resolve this problem.

▪ **USAID 3E presentation at the “Energy Sector in Bosnia and Herzegovina – Moving Forward” panel in Washington, 12-09-2013.**

As part of the “Energy Sector in Bosnia and Herzegovina – Moving Forward” panel that was held at the Center for Transatlantic Relations at the Johns Hopkins University School for Advanced International



Studies (SAIS), the USAID Enterprise Energy Efficiency (3E) Project presented its activities and future plans. The presentation was held in Washington D.C., USA, on Monday, December 9, 2013. The panelists at this event were FBiH Minister of Energy, Mining and Industry, USAID Director of the Economic Growth Office, Bureau for Europe and Eurasia, AEAI Vice President and Country Project Director for BiH and USAID 3E Deputy Chief of Party. The panel showcased the achievements that have been made in energy and energy efficiency in Bosnia and Herzegovina to date, where USAID played a key role along with other international partners. Also discussed were the obstacles in the energy sector for which Bosnia and Herzegovina needs to prepare on its path to EU accession and compliance with the numerous requirements of the Energy Community Treaty, which Bosnia and Herzegovina has signed.

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

Batch 4

Banja Luka Student Centre “Nikola Tesla” Pilot Project

- Oversee pilot project work.
 - Ongoing.

EE Year in Tuzla Canton

- Prepare signing of Letter of Commitment for renovation, equipping and start-up of the Tuzla Energy Efficiency Info Center.
 - Completed.

Task Objective 2: Increase Public and Private Sector Capacity

EE Year in Tuzla Canton – Energy Management Workshops

- Prepare Energy Management Workshop in Gradačac.
 - Completed.

- Prepare Energy Management Workshop in Gračanica.
 - Completed.

EE Year in Tuzla Canton – Solicitations

- Prepare Solicitation for Study on biomass potential in the region of Sapna Municipality.
 - Completed.
- Prepare Solicitation for public lighting study – Dobož Istok.
 - Completed.
- Prepare Solicitation for LED lighting in six Municipalities of Tuzla Canton.
 - Completed.
- Prepare Invitation for Business Cooperation for the implementation of activities in the Tuzla Canton municipalities
 - Completed.

EE Year in Tuzla Canton – EE Info Center

- Continue activities regarding the establishment of the EE Info Center in Tuzla.
 - Prepare Solicitation for renovation, equipping and start-up of EE Info Center
 - Completed.
 - Select the best offer and start works on EE Info Center.
 - Completed.
- Prepare Letter of Commitment between USAID 3E and Tuzla Municipality.
 - Completed.

EE Year in Tuzla Canton – Think of Tomorrow

- Continue activities regarding “Think of Tomorrow” school lessons for children.
 - 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.
- Continue cooperation with RTV TK regarding production of the educational TV series about Energy Efficiency.
 - Ongoing.

- Continue activities regarding Media Campaign in Tuzla Canton.
 - Ongoing.
- Continue activities regarding Think of Tomorrow School Hour.
 - Start presentations for fifth graders in Primary Schools of Tuzla Canton.
 - Completed.
- Plan PR events:
 - Prepare promotion of the EE Info Point in the Kalesija Municipality.
 - Completed.
 - Prepare promotion of the EE Info Point in the Teočak Municipality.
 - Completed.
 - Prepare promotion of the EE Info Point in the Banovići Municipality.
 - Completed.
 - Prepare promotion of the EE Info Point in the Kladanj Municipality.
 - Completed.
 - Prepare Inauguration of the Energy Efficiency Pilot Project in Livno.
 - Completed.
 - Prepare Press Conference for the start of the EE Media Campaign.
 - Completed.
 - Prepare promotion of the first school class “Think of Tomorrow” in the Elementary School Pazar in Tuzla.
 - Completed.
 - Prepare promotion of EE Info points in all thirteen municipalities of Tuzla Canton.
 - Completed.
 - Prepare Invitation for Media and Press Release for promotion of EE Info Points in Tuzla Canton.
 - Completed.

IV. Anticipated Activities for the Following Quarter

Task Objective 1: Support development of initiatives and technologies

Batch 4

Banja Luka Student Centre “Nikola Tesla” Pilot Project

- Oversee pilot project work.

Inaugurations

- Organize inauguration of the Street Lighting Pilot Project in Srebrenica.
- Organize inauguration of the Street Lighting Pilot Project in Bijeljina.
- Organize inauguration of the Olovo Schools Pilot Project.

Task Objective 2: Increase Public and Private Sector Capacity

- Organize the EE and Youth Empowerment event at the FBiH Parliament.

Closeout Conference “Energy Efficiency – Next Steps”

- Start activities and preparation of the USAID 3E Closeout Conference.
- Prepare Solicitation for Technical Assistance

EE Year in Tuzla Canton – Cooperation with Secondary School for Electric Engineering in Tuzla

- Prepare Letter of Agreement regarding USAID 3E support in organizing the First Renewable Energy Festival (for Secondary Schools in BiH).

EE Year in Tuzla Canton – Energy Management Workshops

- Prepare Energy Management Workshop in Srebrenik.
- Prepare Energy Management Workshop in Živinice.

EE Year in Tuzla Canton – Solicitations

- Solicitation for public lighting study – Dobož Istok
 - Select the best offer and sign contract.
- Prepare Solicitation for a turn-key project for systems for remote reading of energy consumption in Tuzla and Bihać.

EE Year in Tuzla Canton – EE Info Center

- Select and train the candidates for EE advisors in the EE Info Center
- Finalize activities on construction of the EE Info Center
- Organize opening of the EE Info Center in Tuzla.

EE Year in Tuzla Canton – Think of Tomorrow

- Organize final “Think of Tomorrow” school lessons for children in Živinice Primary School.

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.
- Continue cooperation with RTV TK regarding production of the educational TV series about Energy Efficiency.
- Continue activities regarding Media Campaign in Tuzla Canton.
- Continue activities regarding Think of Tomorrow School Hour.

- Prepare Fact Sheet.
- Plan PR events:
 - Prepare Inauguration of the Street Lighting Pilot Project in Srebrenica.
 - Prepare Press Release and Invitation to Media.
 - Prepare Fact Sheet for Srebrenica Pilot Project.
 - Prepare Inauguration of the Street Lighting Pilot Project in Bijeljina.
 - Prepare Press Release and Invitation to Media.
 - Prepare Inauguration of the Olovo Schools Pilot Project.
 - Prepare Press Release and Invitation to Media.
 - Prepare promotion of the last school class “Think of Tomorrow” in the Živinice Primary School.
 - Prepare Press Release and Invitation to Media

ANNEX A

<i>Status of overall project progress per impact indicators</i> 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	13
Percentage of cost share.	30%	81%

Indicator 2⁶	Target	Achieved
Energy saved as a result of USG assistance – Standard F indicator.		1,616MWh 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.		825 tCO2 per year
Amount of costs saved.		253,647 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	413

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	69

Indicator 8	Target	Achieved
Number of website hits.	4500	16031

Indicator 9	Target	Achieved
Number of seminars for chambers of commerce and crafts and consumers associations.	11	14

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

ANNEX C

Fifteenth Quarter Deliverables

- Solicitation on biomass potential in Sapna Municipality, dated 10-10-2013, in English and local language.
- Tuzla EE Year, General Letter to Municipalities re promotion of EE Info Point, dated 10-10-2013, in English and local language.
- Tuzla EE Year, Think of tomorrow classes letter to Elementary Schools generic, dated 10-08-2013, in English and local language
- EE Year, follow up letter to Municipality Dobož - Istok, dated 10-04-2013, in local language.
- EE Year, follow up letter to Municipality Lukavac, dated 10-04-2013, in local language.
- EE Year, follow up letter to Municipalities final template, dated 10-04-2013, in the English language.
- Solicitation for printing needs for USAID 3E project and EE Year in Tuzla Canton, dated 10-18-2013, in English and local language.
- Solicitation on biomass potential in Sapna Municipality, dated 10-10-2013, in English and local language.
- Tuzla EE Year, General Letter to Municipalities re promotion of EE Info Point, dated 10-10-2013, in English and local language.
- Tuzla EE Year, Think of tomorrow classes letter to Elementary Schools generic, dated 10-08-2013, in English and local language
- EE Year, follow up letter to Municipality Dobož - Istok, dated 10-04-2013, in local language.
- EE Year, follow up letter to Municipality Lukavac, dated 10-04-2013, in local language.
- EE Year, follow up letter to Municipalities final template, dated 10-04-2013, in the English language.
- Solicitation for printing needs for USAID 3E project and EE Year in Tuzla Canton, dated 10-18-2013, in English and local language.
- Solicitation on Biomass Potential in the Municipality of Sapna, dated 11-11-2013, in English and local language.
- Press Release Capacity Building Workshop in Gradačac, dated 11-04-2013, in English and local language.
- EE Year Tuzla, Public Relations Department Round Table – letter to Municipalities, dated 11-13-2013, in English and local language.
- Solicitation on Biomass Potential in the Municipality of Sapna, dated 11-11-2013, in English and local language.
- Press Release Capacity Building Workshop in Gradačac, dated 11-04-2013, in English and local language.
- EE Year Tuzla, Public Relations Department Round Table – letter to Municipalities, dated 11-13-2013, in English and local language.
- Agenda Media Workshop in Srebrenik, dated 11-25-2013, in English and local language.

- Press Release Media Workshop in Srebrenik, dated 11-28-2013, in English and local language.
- Business Agreement with RTV TK, dated 11-18-2013, in English and local language.
- EE Year Tuzla, New Follow up Letter Banovici, dated 11-26-2013, in English and local language.
- EE Year Tuzla, New Follow up Letter Celic, dated 11-26-2013, in English and local language.
- Invitation for Media Inauguration of Sports Hall in Livno, dated 11-05-2013, in English and local language.
- Press Release Inauguration of Sports Hall in Livno, dated 11-05-2013, in English and local language.
- Livno plaque, dated 10-23-2013.
- Banja Luka PP letter to RS Ministries of Energy, Spatial planning and Mayor of Banja Luka, dated 11-19-2013, in English and local language.
- Solicitation for LED lighting in TC Municipalities, dated 11-26-2013, in English and local language.
- Solicitation for public lighting study Dobož Istok, dated 11-19-2013, in English and local language.
- Conclusions from Gradačac Workshop, dated 11-26-13 in English and local language.
- Fojnica Monastery Project proposal, dated 12-03-2013, in English language.
- Invitation for media EE Info Point Kladanj, dated 11-27-2013, in English and local language.
- Press Release EE Info Point Kladanj, dated 11-27-2013, in English and local language.
- Press Release Capacity Building workshop in Gračanica, dated 12-10-2013, in English and local language.
- Invitation for media Press Conference Media Campaign in Srebrenik, dated 12-09-2013, in English and local language.
- Press Release Press Conference Media Campaign in Srebrenik, dated 12-09-2013, in English and local language.
- Press Release USAID 3E presentation in Washington, dated 12-04-2013, in English and local language.
- Letter to Mayor of Banja Luka, dated 12-11-2013, in English and local language.
- Letter to FBiH Environmental Fund, dated 12-25-2013, in English and local language.
- Letter from FBiH Ministry of Energy, Mining and Industry, dated 12-30-2013, 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 Hadzimusic	<i>Administrative Assistant/Translator</i>	<i>May 1, 2012</i>
Elma Haveric	<i>Energy Efficiency and Accounting Specialist</i>	<i>December 1, 2013</i>
Alma Brkovic	<i>Project administration and Energy Efficiency Specialist</i>	<i>December 1, 2013</i>

* Works 50 % of her time for 3E.