**Renewable energy sources – better life standard, social and economic integration of households in rural returnee areas of Bosanski Petrovac, Drvar, Bihać, Glamoč and Grahovo region**

**“Support for energy self-sufficiency of minority returnees in western Bosnia”**

***Centar za Rarvoj i Podršku (CRP) and Refugee Return Service (RRS) Plan of project activities in 2018***

1. **Contract between the CzDA – RRS and CRP**

As soon as the project activities plan for 2018 is approved by the CzDA, Project Implementation Partnership Agreements (or Service Contracts), should be prepared by CzDA and signed between CzDA and CRP. CRP will prepare and sign the Agreement with RRS accordingly. ToR and signatures should be finalized by July 2018.

1. **Kick off meeting – CzDA, CRP, RRS, Implementing company**

After finalizing the Tender procedure by the CzDA & selection and signing the contract with the implementing company, the kick off meeting including all parties will be organized. This meeting should take place in Drvar, after the Implementing Company has been selected and contracted by CzDA. The following topics should be discussed and agreed on:

* The terms and dynamics of import of the equipment and materials from Czech Republic to BiH (expediting company, customs and import documentation requirements, invoices etc.);
* Loan Agreement between Contracted Czech supplier/implementation company and CRP, for the purpose of VAT payment and refunding;
* Warehouse as final destination of delivery equipment and materials (we expect Drvar, Petrovac or Grahovo municipality and mayor to assist and RRS to be supervising it);
1. **Technical Logistical assistance to Contracted Czech supplier/implementation company**

The specific objective of this activity is to provide assistance to the implementing company, selected and contracted by CzDA. This involves technical and logistical support for import and installation of PV and HW solar systems to 20 households. CRP shall perform the following tasks in order to support the implementing company: Coordination, planning and providing technical and logistical assistance to implementing company; Cooperation with implementing company (detailed contract), assist in negotiation of an agreement between the municipality and the implementing company concerning the cost free provision of a warehouse; Responsibility for VAT payment and reimbursement process for imported equipment and materials – this requires Loan Agreement between CRP and implementing company signed and the amount of VAT funds available at CRP bank account, prior to beginning of delivery process; Ensure proper documentation of the handover of installed PV and HW solar systems to 20 households (contracts between CRP, implementing company and individual beneficiaries, declaration of donation).

1. **Implementation of installation works for 20 beneficiaries (to be implemented by the end of October)**

The Implementing supplier company, contracted by CzDA will be responsible for supplies and all the installation/construction works regarding 20 photo voltaic PV and hot water HW solar systems. RRS will assist them with plan and locations of selected beneficiaries. As suggested, all the construction and installation works for 20 selected beneficiaries, households, should be implemented by the end of October or the first week of November the latest, because of the weather conditions and bad accessibility of the locations (very poor road conditions and mountain terrains). Before this, RRS should finalize all necessary labour and supplies for water installations from the source to 20 households and Provision of needed labour and supplies for electricity and water installations (electrical water pumps), inside the houses of Lot 1 - 20 households.

1. **Provision of necessary labour and supplies for water installations from the source to 20 households and Provision of needed labour and supplies for electricity and water installations (electrical water pumps), in the houses of 20 households;**

This activity has two phases, preparatory of infrastructure works and indoor installation of PV and HW systems inside the beneficiary’s houses. RRS will ensure and provide funds from CWS and local and cantonal authorities for 20 beneficiaries for preparatory infrastructure works. RRS will also provide other reconstruction works from CWS funds as well as from RRS funds (funds provided in cooperation with local and cantonal governments). This activity will be implemented by September 2018.

Infrastructure works include:

- connection of each household to water source (including digging of tranches, water installation on houses, primary toilet equipment purchase and installation, purchase and installation of water pumps etc.)

- reparation or reconstruction of electrical system installations inside houses

1. **Practical training on use, handling and basic maintenance of the PV and HW solar systems in local language**

Parallel with construction/installation of the PV and HW solar systems progress, there will be training in use, handling and maintenance of the solar systems, organized for Lot 1 - 20 beneficiaries in their locations, in local language, carried out by CRP. This is very important segment of planned activities because of beneficiaries educational profile and background (mostly rural and agriculture, non-technically educated and oriented population), and the quite sophisticated equipment they will receive to handle and use throughout this project. This activity is directly connected towards project sustainability, good training will ensure long-term period of exploitation of installed equipment. It is assumed that the Implementing Company will provide and distribute some manual instructions in local language to the beneficiaries. During this training, the contact information of 5 trained local entrepreneurs during the last year training course will be distributed to all Lot 1 - 20 households.

1. **Trainings and EcoRural cooperative capacity building**

EcoRural link with project beneficiaries

In its work generally, the cooperative connects with relevant partners that have the same program objectives. The fields of rural development, local economic development and energy efficiency are common areas of action. If we add the targeted geographical area of action that includes the northwest part of BiH then we come to the inevitable connection.

Through joint activities, we will try solve the problems that small agricultural holdings face. We primarily refer to the organization of producers, mentoring and professional support, packaging, marketing and market promotion. Particularly important is the organization of agricultural producers. Identifying the needs of agricultural producers, and linking them with EcoRural we are bringing them into the field of economic activity.

In order to increase the competitiveness of 40 households (Lot 1 – 20 in year 2018. and Lot 2 – 20 in year 2019.), and their products and to establish links with the market in the region, the agricultural cooperative EcoRural Drinić in Republika Srpska would organize buy-off and sale of their agricultural products (milk, dairy products, medicinal and aromatic herbs and forest wild fruits, etc.). The capacities of the A.C. Eco-rural would be additionally developed and increased with procurement of the innovative EE&RE solutions product (5 mobile solar drying chambers for fruits and vegetables, medicinal and aromatic herbs and forest wild fruits). The established network of small agricultural holdings is strengthened with small dryers for self-cultivated medicines and fruits, and dry plum and some planted types of herbs. It is especially important to use solar energy as an energy source and that through the process of storage, drying and packaging it does not lose any of the medicinal properties. CRP is responsible for the process of provision of the adequate type of 5 solar mobile mini driers, (this should be procured locally) and the cooperative EcoRural keeps a professional part of the monitoring, drying, storage, and periodic collection. If necessary these 5 mobile solar drying chambers could be easily positioned at the locations of Lot 1 – 20 households. After collection, packing and placing on the market are carried out.

* **Training on growing, collecting and drying wild fruits, medicinal and aromatic herbs**

Trainings "Growing various Medicinal and Aromatic Herbs” refers to the growing plants that are the easiest and fastest to dry and enables increase beneficiary income. All grown and collected herbs and fruits will be dried in driers procured by CRP. Training about drying of Medicinal and Aromatic Herbs will be organized with the aim to improve the skills of collecting and drying of Medicinal and Aromatic Herbs, and thus increased revenues from the collection of wild herbs. RRS will provide expert trainer and will be providing full participation of beneficiaries from all targeted areas, Lot 1 - 20 of them this and Lot 2 – 20, next year. The training will be organized within the RRS Social Innovation Centre. The total number of one-day trainings is 3 per year.

* **Training in use of solar mobile mini driers**

This training is important thus allowing users to gain new skills and knowledge, how to use driers for collected herbs and fruits, as well as to learn about the technology of solar drying. User training will be organized within the RRS Social Innovation Centre in cooperation with CRP experts. RRS will provide participation of EcoRural cooperative staff and beneficiaries from all targeted areas, Lot 1 - 20 of them this and lot 2 - 20 next year. The total number of one-day trainings is 3 per year.

* **Trainings on cooperatives and their principles (2 days) and basic EE&RES (1 day)**

This goal will be achieved through the strengthening human resources of A.C. EcoRural, through cooperative management training aiming to strengthen the management structure of the cooperative and promote the idea of cooperatives. Training "The cooperative and the cooperative principles", is designed for staff and administration of the EcoRural to strengthen the management structure of the cooperative, and promotion of the importance of the idea of cooperatives as a principle of Social entrepreneurship. Also cooperation between project beneficiaries and A.C. EcoRural will promote social entrepreneurship in the concrete activities and concrete examples, with the aim to promote the principles of social entrepreneurship within the larger community. To raise the awareness, promote the innovative solutions and introduce the A.C. EcoRural staff with energy efficiency and renewable energies CRP will organize one day training. The total number of one-day trainings is 3 per year.

1. **Expert Supervision and Technical acceptance – acceptance of the technical accuracy by the investor (CzDA)**

This activity will ensure and confirm that all contracted and implemented construction works along with installed materials and equipment are in compliance with technical standards and specification given in Tender and contract with Implementation Company. CRP Expert for EE&RES supervision and coordination of activities related to procurement and installation of PV&HW solar systems will implement continuous and comprehensive supervision of the procured and installed material and equipment for solar systems. During process of system installation, the expert (along with team members when applicable), will supervise installation of all components of solar systems, including supervision of quality technical accuracy. Team comprised of CzDA as investor, CRP and RRS as project partners, after finalization of the works, will visit each of Lot 1 - 20 household’s locations and will do the verification of technical compliance. The adequate form – required and provided by CzDA, will be signed for each household. This will represent final activity within monitoring of work progress, which will be carried out in continuity.

1. **Handover protocol/contract (CRP, CzDA, Beneficiary and Supplier)**

After finalization of all the works, each household beneficiary as well as the A.C. EcoRural authorized representatives will sign the Declaration of Donation in four copies. This will be signed by the following parties (all stakeholders): CzDA - the Donor; households and A.C. EcoRural - Recipient; Contracted Czech supplier/implementation Company – Supplier and CRP – Implementing Partner. This document will ensure that all labor, services, equipment and materials were duly donated to the project beneficiaries.

1. **Field visit of locations and 20 households (Lot 2) in the project area, current status verification and making inception report - RRS**

With the acceptance of the CRP Final Report, at the end of 2017., CzDA has formally approved list of 40 selected beneficiary households (Lot 1 – 20 and Lot 2 – 20). During period August to October 2018, RRS team will provide verification field visit in order to confirm current status and determine new situation in the targeted project areas related to Lot 2 - 20 beneficiary households. This is to confirm if their status based on established criteria in process of selection in 2017., has not been changed in the meantime (i.e. still no access to regular electricity supply network; still at the same location; same technical conditions etc.). If for some reason, any of selected (Lot 2 - 20) and by CzDA approved households, has been disqualified, RRS will propose their replacements applying the same criteria, necessary documentation and technical survey, and CzDA will give final approval to thr proposed replacement. After that RRS and CRP will provide inception report including adequate changes (if any) and prepare plan of all necessary activities for implementation in 2019.

1. **Promotion of the project**

Project promotion in this year will have its component in study visit for school pupils and teachers (Ahmet Hromadžić school from Bosanski Petrovac) to the agricultural cooperative EcoRural Drinić, and to some of Lot 1 - 20 households in rural project area. Study visit to the A.C. EcoRrural and to the remote rural households where the solar PV and HW solar systems were installed enabling households the access to electricity and water, will be organized in order to raise the awareness of young generations about importance of RES and EE. To reach wider public, promotion of the project goals, activities as well as results will be done through CzDA, CRP and RRS, web sites and through social media, Facebook mainly. The handover ceremony for the solar systems and solar dryers would be followed up by the media, with presence of the citizens, local and international officials.