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| <b>Name:</b>                                 | Mr Ervin Đember   |   |
| <b>Position for this Contract:</b>           | Key Expert & Lead Trainer (Environment Protection and Management) |   |
| <b>Nationality:</b>                          | Bosnian   |   |
| <b>Contact information:</b>                  | +387 / 61 / 739-121 , ervin@crp.org.ba                            |   |
| <b>Countries of Work Experience:</b>         | Bosnia and Herzegovina  |   |
| <b>Language Skills:</b>                      | Bosnian/Croatian/Serbian, English, Hungarian                      |   |
| <b>Educational and other Qualifications:</b> | <b>Institutions:</b>  | University of Novi Sad, Faculty of Civil Engineering, in Subotica, Serbia |
|  | <b>Date:</b>  |   |
|  | <b>From (months/year)</b>   | October 1992  |
|  | <b>To (months/year)</b>   | April 2000  |
|  | <b>Degree:</b>  | Civil Engineer (B.Sc.)  |
|  | <b>Institutions:</b>  | Civil engineering high school "Leonardo Banker" in Tuzla, BiH             |
|  | <b>Date:</b>  |   |
|  | <b>From (months/year)</b>   | September 1985  |
| <b>To (months/year)</b>                      | May 1989  |   |
| <b>Degree:</b>                               | Civil engineering technician                                      |   |

**Summary of Experience:** Highlight experience in the region and on similar projects/services.

Mr. Ervin Đember is experienced consultant in technical assistance to local governments and other business stakeholders in environmental action and strategic planning (structuring, coaching, oversight, component drafting and facilitation). His career includes 11 years of expertise on the issue of environment protection, with strong emphasis on energy efficiency and using renewable source of energy. His understanding of local economic policies and institutional capacities of local/regional administrations, positioned him to facilitate and be a member of different working groups for creation and revision of local environment action plans and strategies. Through his work, he had extensive cooperation with Environment associations, Trading associations, Employment services.

Mr. Ervin Đember has exceptional social, coordination and teamwork skills, gained through the work in sustainable development framework. His 11 years of training experience (Energy Advisor certified by UNDP and ISO 50001 Lead Auditor Certified by Bureau Veritas) in the field of environment protection, energy efficiency, CAD systems and database administration, resulted in more than 100 persons trained to understand and cope with challenging environmental development. He has valuable experience in training local/regional governments, as well as other business stakeholders and marginalized target groups in the field of energy efficiency and renewable energy.

Experience in Project Cycle Management and implementing local environment development projects that includes: preparation of project proposals funded by EU & USAID, fundraising, project management, monitoring, reporting and project evaluation, gained working within Association Centre for Development and Support.

Experience in Civil engineering consulting services, including: Supervision of construction works within project activities; Technical handover of buildings and preparing the official final reports; Coordination and facilitation of technical aspects of the project; Overall responsibility for civil engineering and technical databases, gained working within Mercy Corps.

Experience in working with private engineering companies, including: Field and office work related to all aspects of preparation, implementation and supervision of civil engineering projects, including field assessments with measuring of the object, reconstruction, drawing the object in Auto Cad, field visits to the constructions sites and supervision, organization of construction sites, technical hand-over of the reconstructed objects, gained working for company Projektgradnja in Serbia.

| <b>Experience, knowledge and expertise relevant to the ToR (From most recent):</b> |  |   |
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| <b>Period: From – To</b>   | <b>Name of activity/ Project/ funding organisation, if applicable:</b> | <b>Job Title and Activities undertaken/Description of actual role performed:</b>  |
| May 2008 - until present   | Association of Centre for Development and Support (CRP), Tuzla, B&H    | <p><i>Job Title: Project Manager &amp; Project assistant</i></p> <ul style="list-style-type: none"> <li>– Overall responsibility for the management of environment projects funded by EU and UNDP.</li> <li>– Experience in Project cycle management (preparation of project proposals, fundraising, their timely and complete implementation, monitoring including technical review, reporting and project evaluation).</li> <li>– Experience in EU and UNDP funding regulations and tendering procedures.</li> <li>– Responsibility for planning and organization of the environment activities.</li> <li>– Responsibility for the capacity building and development of team members, external associates and project partners on environmental issues.</li> <li>– Leading role in creation of a detailed implementation plans and responsibility for execution and follow-up of these plans.</li> <li>– Leading role in creation of monitoring, reporting and evaluation framework.</li> <li>– Responsibility for permanent evaluation of the project results and incorporation of the best practices and lessons learned in further implementing methodology.</li> <li>– Contacts with local authorities and representatives of other institutions and other relevant stakeholders;</li> <li>– Facilitation and organization of meetings with all levels of municipal authorities, relevant for implementation of the project;</li> <li>– Direct contacts with beneficiaries, local authorities and other relevant stakeholders in the beneficiary selection process;</li> <li>– Active participation in assessment of status and planning of activities on the basis of information from local community;</li> <li>– Coaching and assistance in establishment of the local community development teams;</li> <li>– Provision and facilitation of trainings to the local community development teams about planning and effective implementation of necessary community activities;</li> <li>– Facilitation of training in the field of energy efficiency and renewable energy sources</li> </ul> <p><b><u>Specific activities and projects</u></b></p> <p><b><u>Project: Save energy, save money, save the climate - Energy efficiency and renewable energies as effective vehicle for reducing public expenditure and combating poverty (financed by EU – EIDHR programme). Value: 167,000.00 Euro</u></b></p> <p><i>Job Title: Project Manager</i></p> <ul style="list-style-type: none"> <li>– Responsible for Project cycle management (preparation of project proposals, fundraising, timely and complete project implementation, monitoring including technical review, reporting and project evaluation).</li> <li>– Responsible for <b>facilitation and delivery of 15 one day trainings</b> for municipal development bodies in implementation of sustainable energy policy aligned with EU requirements. Trainings were held in 5 local communities: Gračanica, Gradačac, Derventa, Prnjavor and Brčko Distrikt (3 one-day training in each municipality). Each training attended group of 25 members of municipal development team and local environment stakeholders. Training covered following topics: Situation Analysis and environment strategic focusing, setting up priorities, Environment assessment, Employment opportunities in energy efficiency and applying use of renewable energy, Budget planning and implementation of financial support for feasible and innovative EE&amp;RE solutions. At the end of the training, each municipality had developed local environment action plan for mainstreaming EE&amp;RE into sustainable development framework.</li> </ul> |

- **Providing technical assistance to local development teams** (Gračanica, Gradačac, Derventa, Prnjavor and Brčko Distrikt) in developing environment action plans for mainstreaming EE/RE into sustainable development framework, which considered following packages:
  - TA1 – facilitation and coaching of municipal development team in local environment action planning.
  - TA2 – reviewing, correcting drafting and redrafting of environment development action plans.
  - TA3 – Troubleshooting and solving problems arising from planning of environment development action plans
  - TA 4 – Operationalization of the environment action plans

Project: Strengthening responsibility for rational consumption and quality of drinking water in public buildings in the Tuzla Canton. (Financed by Regional Environment Centre and Government of Tuzla Canton). Value 37.000,00 KM.

Job title: Project Manager

- Responsible for Project cycle management (preparation of project proposals, fundraising, timely and complete project implementation, monitoring including technical review, reporting and project evaluation).
- Responsible for **running awareness campaign** about rational water use among pupils and teachers of primary schools, including final ceremony, exhibition of pupils' creative works at the topic "rational water use".

Project: Capacity building of SMEs sector in production and marketing of innovative technologies; (financed by: Phoenix Fund USA). Value: 30,000.00 Eur.

Job title: Project Manager

- Responsible for Project cycle management (preparation of project proposals, fundraising, timely and complete project implementation, monitoring including technical review, reporting and project evaluation).
- Responsible for **curriculum development and facilitation of the training** for 10 employees and managers of 3 SMEs in Gradačac Municipality, who attended 425 hours of practical technical training for production of solar collectors, installation of solar systems, Energy Efficiency and small business management. Training was organized in a small group consist of 10 participants.

Project: The Spreča River Basin Initiative – Clear Minds for Clear Waters (financed by EU - EIDHR Country-based scheme 2008). Value: 123.410,00 EUR

Job title: Project Assistant

- Responsible for **organizing and facilitating** 11 one-day workshops in Doboj, Doboj East, Gračanica, Petrovo, Lukavac, Tuzla, Živinice, Kladanj, Kalesija, Banovići and Šekovići. There were 20 participants at each workshop, including local communities' representatives and other local environment stakeholders. Workshop aimed to ensure that severe degradation of the Spreča Basin waters and sustainable solutions are effectively addressed in the mandatory country-wide Sava River Basin Management Plan from the earliest stage of drafting this key executive water management mechanism.

Project: Implementation of public awareness campaign about environment protection within Tuzla and Ugljevik municipalities as areas with significantly negative impact to the environment. (financed by UNDP). Value: 17.180,00 Eur


Job Title: Project assistant

- Assisting project manager in **training facilitation** for Tuzla and Ugljevik municipality representatives in establishing the energy management system. One-day training was organized and delivered for 15 Heads of departments, their deputies and senior officers in Tuzla Municipality and 10 in Ugljevik Municipality. Training had covered following topics: Financial planning for energy efficiency (EE) projects, Methods of project evaluation, financial analysis of the EE projects.

- Assisting project manager in **facilitating one-day education** for pupils and

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|                                |   | <p>community leaders in Tuzla (200 pupils and more than 50 community leaders) and Ugljevik (150 pupils and more than 10 community leaders) Municipality. Education covered topics on Environment protection and applying Energy Efficiency in households.</p> <p><u>Project: Energy assessment in 5 public buildings within Tuzla municipality, with an aim to calculate the heat losses in those buildings.(financed by Centra Heatin Company in Tuzla). Value 3.100 Eur.</u></p> <p><i>Job Title: Project assistant</i></p> <ul style="list-style-type: none"> <li>- Responsible for <b>Energy audits</b> of 5 public buildings, and provide final report and recommendation on <b>implementing Energy Efficiency measures</b>.</li> </ul> <p><u>Project: Energy assessment in 19 public buildings and systems of public lighting within BiH (financed by UNDP)</u></p> <p><i>Job Title: Project assistant</i></p> <ul style="list-style-type: none"> <li>- Responsible for <b>Energy audits</b> of 19 public buildings and 3 public lightning systems provide final report and recommendation on <b>implementing Energy Efficiency measures</b>.</li> </ul> <p><u>Activity: Consultant service for MDGF/UNDP program in BiH</u></p> <p><i>Job Title: Consultant</i></p> <ul style="list-style-type: none"> <li>- <b>Consultant services for MDG F Join Programme</b>, which included <b>training curriculum development and training delivery</b> in: environmental management and climate changes for Energy Efficiency, Renewable Energy, Financing EE&amp;RE project and examples of it use at municipal level, EU energy directives, strategy development related to renewable energy and mainstreaming environmental governance: Linking local and national action in Energy and Environment in BIH Trainings were delivered to municipal senior officers in Bihać, Lukavac, and Sarajevo.</li> </ul>       |
| <p>October 2000 – May 2008</p> | <p>Mercy Corps, Portland, USA, office in Tuzla, B&amp;H</p> | <p><i>Job Title: Civil engineer – field engineer</i></p> <ul style="list-style-type: none"> <li>- Contacts with local authorities and representatives of other institutions and other relevant stakeholders;</li> <li>- Administrative support to key staff involved in the project implementation,</li> <li>- Organisation and facilitation of meetings with all levels of municipal authorities, relevant for implementation of the project;</li> <li>- Direct contacts with beneficiaries, local authorities and other relevant stakeholders in the beneficiary selection process;</li> <li>- Organisation and facilitation of meetings, supervision and coordination of project activities;</li> <li>- Facilitation of trainings for the responsible representatives of local BH authorities about established system, procedures and methodology of by-war damaged buildings selection,</li> <li>- Organisation, facilitation and implementation of project activities' presentations, theoretical and practical training for staff about use of unified technical database (presentations, database);</li> <li>- theoretical and practical training for other staff and associates at the field to use AutoCad programme for drawing (presentation of AutoCad programme, practical training for staff),</li> <li>- Theoretical and practical training for field associate about technical assessment of buildings at the field (presentations, work with technical assessment forms, entries into technical database);</li> <li>- Facilitation of group training for local BH authority representatives.</li> <li>- Involved in all aspects of project implementation, as well as development of tendering documents for labour and supply, including provision of professional civil engineering suggestions and recommendations;</li> <li>- Development of technical specifications for tenders;</li> </ul> |

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|                                       |  | <ul style="list-style-type: none"> <li>- Work in tender evaluation committees on control of the compliance of technical specifications submitted by tenderers pursuant to tender dossier;</li> <li>- Supervision of construction works within project activities, Technical handover of buildings and preparing the official final reports, Coordination and facilitation of technical aspects of the project;</li> <li>- Overall responsibility for civil engineering and technical databases, including Designing an maintenance of unified technical database; Coordination and facilitation of engineering field activities; Control of technical specifications, distribution of material, performance of labour; Provision of technical assistance to the project beneficiaries; Regular contacts with contractors / suppliers in regards to the contracted construction activities; Designing and filling the templates for control of technical implementation of the project; Regular supervision and monitoring of the engineering projects implementation and technical handover of the reconstructed buildings to the final beneficiaries.</li> </ul> <p><b><u>Specific activities and projects</u></b><br/> <b><u>Project: Transition of assistance to national structures for effective return (financed by EU – CARDS Programme</u></b><br/> <i>Job Title: Civil engineer – field engineer</i></p> <ul style="list-style-type: none"> <li>- <b>Facilitating workshops and coaching</b> of senior officers in municipalities of Gradačac, Modriča and Odžak, in process of construction audits, data collection, running tenders by EU requirements, monitoring and reception of reconstructed buildings..</li> <li>- <b>Facilitating two 3-days workshop on setting up priorities and identification of key socio-economic development projects</b> by using clustering methods. Workshop was organized for 10 municipal senior officers from Gradačac, Modriča, Odžak, Doboj East and Doboj municipalities.</li> </ul> |
| <p>September 1998 – February 2000</p> | <p>Projektgradnja, Serbia</p>  | <p><i>Job Title: Civil engineering technician</i></p> <ul style="list-style-type: none"> <li>- Field and office work related to all aspects of preparation, implementation and supervision of civil engineering projects, including field assessments with measuring of the object, reconstruction, drawing the object in Auto Cad, field visits to the constructions sites and supervision, organization of construction sites, technical hand-over of the reconstructed objects;</li> <li>- Active involvement in organization of tendering procedures for procurement of supplies and labour through preparation of bills of quantity and technical specifications for labour/material to be contracted, participation in tender evaluation committee in order to control of the bidders' compliance with the required technical specifications;</li> <li>- Daily coordination of the reconstruction activities with the selected suppliers/contractors and supervision of their activities;</li> <li>- Active participation in technical hand-over of the reconstructed objects to the project beneficiaries.</li> <li>- Assisting the main Civil Engineer in field works;</li> <li>- Technical field assessments; Participation in tendering procedures through preparation of bills of quantity and technical specifications of the objects to be reconstructed;</li> <li>- Participation in tender evaluation committee to control the compliance of the bids with the bills of quantity and technical specifications from the tender dossier;</li> <li>- Entering technical data into computerized database; Supervision of the construction works at the construction sites;</li> <li>- Participation in the technical hand-over commissions.</li> </ul>  |
| <p>References no.1:</p>               | <p><i>Name: Slađana Bundalo</i><br/> <i>Designation: LEAP Project Officer</i><br/> <i>Organization: UNDP, Banja Luka</i></p> |  |

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| <b>References no.2:</b>  | <i>Name: Siniša Jovanović</i><br><i>Designation: Senior officer in Department for urban planning and legal affairs</i><br><i>Organization: Brcko District Government</i><br><i>Contact Information: +387 66 712 742, <a href="mailto:sinisa.jovanovic@bdcentral.net">sinisa.jovanovic@bdcentral.net</a></i> |
| <b>References no.3:</b>  | <i>Name: Samed Topčagić</i><br><i>Designation: Senior officer</i><br><i>Organization: Gračanica Municipality</i><br><i>Contact Information: +387 35 700 835, <a href="mailto:samed_topcagic@yahoo.de">samed_topcagic@yahoo.de</a></i>   |
| <b>Declaration:</b>  |   |
| <p>I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.</p> |   |
| <br><hr/> Signature of the Nominated Expert   | <hr/> 11.12.2012.<br>Date Signed  |