



United States Energy Association
Request for Proposal: Assistance in Establishing Local Representation in India

REQUEST FOR PROPOSAL – Assistance in Establishing Local Representation in India

Closing date of RFP: July 18, 2019

Implementing Agency: United States Energy Association (USEA)

Funding Agency: United States Agency for International Development (USAID)

The United States Energy Association is inviting prospective organizations through this Request for Proposal (RFP) to submit proposals to provide a fully staffed and operating office in India for the purpose of establishing local representation in New Delhi, India. This RFP seeks a company to organize and handle all of the necessary arrangements to establish a presence in India and comply and adhere to all local and national regulations.

USEA will require this office for a minimum of two years with the possibility of an extension depending on funding and work accomplished.

This is an activity implemented by USEA through a cooperative agreement with the United States Agency for International Development (USAID).

Proposals are due by 17:00 hours EST of the closing date. Please submit all proposals with a read receipt to Ms. Marjorie Jean-Pierre, mjean-pierre@usea.org. Proposals must be in digital format (PDF).

As this is a USAID-funded program, the RFP follows USAID Procurement Regulations and Laws. All bidder details will be kept confidential.

I. INTRODUCTION

The United States Energy Association, headquartered in Washington, DC, is an association of public and private energy-related organizations, corporations, and government agencies. USEA represents the broad interests of the U.S. energy sector by increasing the understanding of energy issues, both domestically and internationally.

Through a cooperative agreement with the USAID Bureau for Economic Growth, Education and Environment (E3), USEA implements the Energy Utility Partnership Program (EUPP), available to all USAID-assisted countries and USAID Missions. EUPP supports the efforts in USAID-assisted developing countries to increase environmentally sustainable energy production and to improve the operational efficiency and increased financial viability of their utilities and related institutions, with the goal of increasing the access of these countries to safe, reliable, affordable and environmentally sound energy services.

II. BACKGROUND

In 2018, the U.S. Government (USG) launched the Asia Enhancing Development and Growth through Energy (Asia EDGE) initiative to support the growth of sustainable and secure energy markets across the Asia-Pacific region. As a whole-of-

government endeavor, Asia EDGE has four strategic objectives: (1) Strengthen the energy security of regional partners; (2) Create open and transparent energy markets (gas and electricity); (3) Improve free, fair, and reciprocal energy trading relationships; and (4) Expand access to affordable, reliable energy. To achieve a comprehensive approach towards Asia EDGE, the initiative consists of four technical pillars: (1) Enhanced regional energy markets and integration; (2) Increased deployment of advanced energy solutions and systems; (3) High performing modern utilities; and (4) Private sector investment and services mobilized (including transparent, best value procurement).

USAID/India has been designated as the “regional hub” tasked to coordinate Asia EDGE activities in South Asia. The “Asia EDGE – South Asia” initiative will promote the development of economical, reliable and clean energy access across South Asia, while supporting U.S. strategic interests and growing private sector engagement in the Indo-Pacific to create investment opportunities for U.S. companies. Asia EDGE – South Asia will engage a suite of stakeholders across the region and will coordinate interventions with USAID bilateral in South Asia, other regional hubs, USAID/Washington and other USG agencies supporting the initiative, private sector entities, national governments, international donors and financial institutions, and civil society organizations.

To accelerate the implementation of Asia EDGE - South Asia, USAID/India has tasked the U.S. Energy Association with launching a series of an inception activities that will establish a regional energy cooperation platform, the South Asia Regional Energy Hub (SAREH), through communications, outreach and coordination, and targeted, quick technical assistance actions to add value to public and private sector stakeholders. This inception period will operate in parallel and in coordination with existing ongoing USAID-funded energy programming in the region.

The inception period will include two primary tasks: (1) Regional platform (SAREH) establishment, management and administration; and (2) technical assistance services. The inception period is expected to draw from ongoing energy programs of USAID/India (regional and bilateral), USAID Missions across South Asia, the array of USG agencies and departments, host governments, and the work of private sector entities. To implement the Asia EDGE - South Asia inception period, USEA needs to establish an office in New Delhi, India. The New Delhi office will be responsible for the day-to-day implementation of the Asia EDGE - South Asia program, under the strict guidance of USAID/Delhi and USEA/Washington. The work will include planning and implementation of a variety of capacity-building and technical assistance activities to take place in India and the surrounding South Asian countries; drafting and implementation of a portfolio of communication and social media outreach; overall Asia EDGE - South Asia program planning.

III. IMPLEMENTATION AND APPROACH

The purpose of this RFP is to solicit proposals from various candidate organizations to assist USEA in establishing a functional office in India. While USEA staff travel frequently to India, USEA does not currently have an office/branch in India; USEA’s only office is located in Washington, DC. Therefore, USEA requires assistance through a subcontract agreement to establish a branch office in New Delhi, India. This will include providing all necessary infrastructure needed to conduct business in India for a staff of two to five individuals. The assistance will include the hiring of local staff, office space and local administrative support, banking arrangements to facilitate reimbursement of staff for work-related expenses, and services to include, but not limited to, payroll, insurance, taxes, legal representation, and all other needed matters required by Indian law.

The staff hired will be the “face” of the new Asia EDGE - South Asia Regional Energy Hub and will be involved in the day-to-day management and implementation of the Asia EDGE - South Asia program, liaising with USAID/Delhi and South Asian stakeholders in the energy sector. USEA in Washington, DC will be responsible for the day-to-day management and oversight of the Indian-based staff hired under this subcontract agreement, as well as all managerial oversight for the development of the office under this arrangement. The winning bidder will be responsible for ensuring the staff hired under the subcontract agreement follow the terms of their job description, and that all office-related infrastructure, accounting, and legal matters are handled appropriately.

Subcontract Agreement Management and Oversight

A subcontract agreement between USEA and the winning bidder shall be subject to all USAID Special Terms and Conditions, including all mandatory FAR Flow-Down clauses, where applicable, and the provisions included in 2CFR200 and 2CFR700. All bidders are strongly encouraged to review these provisions prior to submitting a proposal.

- Standard Provisions for U.S. Nongovernmental Organizations:
<https://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf>
- 2CFR200: <https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf>
- 2CFR700: <https://www.gpo.gov/fdsys/pkg/CFR-2015-title2-vol1/pdf/CFR-2015-title2-vol1-part700.pdf>

Subcontract agreement management, oversight, and payment will be carried out by USEA.

IV. SCOPE OF WORK

The awardee will provide all necessary infrastructure needed to conduct business in India for a staff of two to five individuals. The assistance will include the hiring of local staff, office space to include local administrative support, and a comprehensive plan for services that will include payroll, health insurance, taxes, legal representation, and all other needed items required under Indian law.

The following tasks and products are anticipated, for a planned two-year duration:

Task 1: Assisting in the selection of two (2) key personnel positions to include recommendations on salary and pension requirements based on their qualifications. The key personnel will legally be staff of the awardee but simultaneously serve as representatives of USEA and the Asia EDGE - South Asia program.

Task 2: Secure suitable office space in Delhi, India

Task 3: Provide all financial, accounting and human resource assistance to staff, to include, but not limited to:

- office furnishings
- office equipment (e.g. laptop, printer/photocopier, scanner, internet, phone, etc.)
- day-to-day bookkeeping
- reimburse staff for any expenses and then invoice USEA for all costs (including payroll, office rent, travel expenses, travel advances, etc.).
- guide USEA through any restrictions on inflow/outflows of currency
- arrangement & covering the expense of utilities, parking, security, insurance, and others support services

Task 4: After the hire of the key personnel, identifying and securing administrative staff to assist the key personnel positions.

Task 5: Setting up all necessary frameworks to ensure USEA conforms and adheres with all employment laws, and financial and tax requirements.

Reporting

All awardee and hired Asia EDGE - South Asia Regional Energy Hub staff in the New Delhi office will report to Marjorie Jean-Pierre, Program Director, USEA.

Schedule

The project is expected to begin in July 2019 and end in July 2021.

V. PROPOSAL CONTENT

The proposal must contain the following:

- a) A cover letter to the proposal, including:
 - A bidder's Data Universal Numbering System (D-U-N-S) number and proof of a current registration in the System of Award Management (SAM).
- b) A technical proposal, including:
 - Demonstration of an understanding of the issues to be addressed under the proposed scope of work specified above by providing a summarized approach for each of the tasks listed (not to exceed 3 pages);
 - Demonstration of an understanding of all applicable Indian laws, regulations, and requirements to set up an office in India (not to exceed 2 pages);
 - Demonstration of previous similar experience setting up an office or presence in India;
 - Proposed project schedule to perform the tasks under this project highlighting any deviations from the scope of work specified above;
 - Bio sketches (CVs) of personnel who will be involved;
 - Summary of relevant experience of each proposed team member. Relevant experience should be listed chronologically (starting with the most recent). Not to exceed 2 pages for each proposed team member;
 - Summary of the work to be performed by each employee proposed for this project.
- c) A financial proposal, including:
 - Detailed budget (i.e. line item budget) with justification for each element to be addressed by the scope of work. Budget to include notes of which expenses are operating vs. non-operating; fixed vs. variable costs; pass-through expenses (reimbursement of actual) vs. fee-based.
 - Labor, other direct costs, indirect costs, and level of effort for each employee proposed for this project.
- d) Completed USAID Contractor Employee Biographical Data Sheet forms for each employee proposed for this project (<https://www.usaid.gov/forms/aid-1420-17>).

VI. EVALUATION CRITERIA

All bidders are required to provide a DUNS number and maintain a current SAM registration. **Proposals without a DUNS number or proof of SAM registration will not be considered.**

Selection of an offer for a subcontract award will be based on an evaluation of proposals against qualifications, subject matter expertise and budget justification. Proposals shall first be evaluated from a technical standpoint (qualifications and subject matter expertise) without regard to proposed budget justification. For those proposals determined to be technically acceptable, budget justification will be evaluated.

Evaluation Criteria:	15%:	Experience with similar projects (for each consultant and the organization in general)
	30%:	Subject matter expertise (education and other relevant experience)
	30%:	Technical approach
	25%:	Cost

VII. QUESTIONS AND CLARIFICATIONS

All questions and clarification requests related to this RFP should be submitted via email to Ms. Marjorie Jean-Pierre, Program Director, mjean-pierre@usea.org, no later than July 5, 2019. All questions and answers will be provided to all prospective bidders.

END OF RFP