



**United States Energy Association**  
**Request for Proposal: Development of Regulations for the Law for the Rational and Efficient Use of Energy in Honduras for the Secretary of Energy of Honduras**

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**Issue date of RFP:** November 11, 2024

**Closing date/time for questions:** November 18, 2024

**Closing date of RFP:** November 29, 2024

**Implementing Agency:** United States Energy Association

**Funding Agency:** United States Agency for International Development

**Program:** Advancing Modern Power through Utility Partnerships (AmpUp)

**Subject:** Request for Proposal (RFP) No. USEA/AmpUp-2024-808-20-01 – United States Energy Association

**Re:** Development of Regulations for the Law for the Rational and Efficient Use of Energy in Honduras for the Secretary of Energy of Honduras

**Components of this RFP are as follows:**

- **Scope of Work (SOW) described under article IV**
- **Instructions for the preparation of the proposal described under article V**
- **Evaluation criteria described under article VI**
- **Budget Template**

Dear Offeror,

The United States Energy Association is inviting prospective organizations or individuals through this Request for Proposal (RFP) to submit proposals for implementing a project on Development of Regulations for the Law for the Rational and Efficient Use of Energy in Honduras for the Secretary of Energy of Honduras (SEN).

USEA intends to subaward a sub-agreement and/or consultancy agreement with period of performance for 5 Months.

Offerors are requested to submit their most responsive technical proposal addressing the SOW outlined under article IV of this RFP and a competitive offer proposing a reasonable price to accomplish the objectives of the work.

- Questions concerning this request shall be submitted via email to attention of Mr. Peter Lorenz, Program Coordinator, at [plorenz@usea.org](mailto:plorenz@usea.org) by **17:00 hours EST on November 18, 2024**. *In compliance with standard procedure, all inquiries and comments will be shared with the rest of the Offerors along with the Project's response. Questions received after the closing date for questions will not be answered.*

- Proposals are due by **17:00 hours EST of the closing date**. Please submit all proposals with a read receipt to Mr. Peter Lorenz, Program Coordinator, at [plorenz@usea.org](mailto:plorenz@usea.org). Proposals must be in digital format (PDF). *Please note that USEA will not accept responsibility for delays with transmission or receipt of proposals. Proposals received after that date and/or time specified will not be considered.*
- **LANGUAGE REQUIREMENTS** - The proposal shall be delivered in English and Spanish, and the deliverables shall be produced in Spanish and English.
- **AUTHORIZED GEOGRAPHIC CODE** - The authorized geographic code for procurement of services under this contract is 937.
- **ELIGIBILITY** – This RFP is open to qualified organizations domestically (in the U.S.) and internationally (abroad).
- USEA will evaluate responsive and technically acceptable proposals in accordance with the evaluation criteria stated under article VI, “Evaluation Criteria.” USEA will not evaluate nonresponsive or technically unacceptable proposals. Please note that USEA will find proposals technically unacceptable if they fail to comply or fully respond with the material terms of this RFP.
- Issuance of this RFP does not constitute a subaward commitment on the part of USEA, nor does it commit USEA to pay for costs incurred in the preparation and submission of an application. Further USEA reserves the right to reject any or all applications received.

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

## I. INTRODUCTION

The United States Energy Association is a nonprofit, apolitical, nonlobbying organization founded in 1924. USEA’s mission has two pillars of equal importance. USEA serves as a resource, by convening energy stakeholders to share policy, scientific, and technological information to foster the advancement of the entire energy sector. Internationally, USEA promotes energy development by expanding access to safe, affordable, and environmentally acceptable energy in partnership with the U.S. Government.

Through a Cooperative Agreement with the USAID Bureau for Resiliency, Environment, and Food Security (REFS), USEA implements the Advancing Modern Power through Utility Partnerships (AmpUp) Program, available to all USAID assisted countries and USAID Missions. The AmpUp program is centered around peer-to-peer relationships and strong practitioner and stakeholder networks to support net-zero goals. The AmpUp program uses the vast experiences and knowledge of a diverse team as well as energy sector experts from around the world - offering an unparalleled network of utility and energy sector expertise to support the global energy transition.

## II. UTILITY/COUNTRY BACKGROUND

On April 10, 2024, the National Congress of Honduras approved the Law for the Rational and Efficient Use of Energy. This law seeks to promote the rational and efficient use of energy and establishes competencies and activities to plan and implement energy efficiency, in addition to defining mechanisms for financing, promotion, management and systematization of information, technical regulations, verification and control of compliance, as well as applicable sanctions. As the first law in this area in Honduras, it responds to the need to improve energy performance in all sectors and to have mechanisms to promote efficiency and sanction non-compliance. The Secretary of Energy must present a regulation within 12 months after the publication of the law, according to Article 20.

## III. IMPLEMENTATION AND APPROACH

The purpose of this RFP is to solicit proposals from interested organizations or individuals (private/government/nongovernmental/institutes/not-for-profit/civil societies) deemed most suitable to undertake

the project. The applicant can propose an association/consortium/partnership of maximum two organizations, however, one organization must be identified as the lead organization.

### **Subaward Agreement Management and Oversight**

An agreement between USEA and the potential selected Subawardee shall be subject to all USEA/USAID Special Terms and Conditions, including all mandatory standard provisions (Including RAAs and ADS) Flow-Down clauses, where applicable, and the provisions included in 2 CFR 200 and 2 CFR 700. 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>
- Standard Provisions for Non-U.S. Nongovernmental Organizations:  
<https://www.usaid.gov/sites/default/files/documents/303mab.pdf>

Subaward agreement management, oversight of contractual obligations, and payment will be carried out by USEA. USEA will be responsible for any communication with USAID regarding the subaward. Subawardees and contractors have no relationship with USAID under the terms of this subaward. All required USAID approvals must be directed and processed through USEA.

### **USEA Involvement and Responsibilities**

USEA will be involved in all the activities under a subaward agreement between USEA and the Subawardee in the following ways:

- Review and approval of proposed activities
- Review and approval of deliverables
- Approval of invoices for payment
- USEA will also be responsible for all logistical arrangements and travel expenses (if necessary), including short term hotel accommodations, airfare and travel insurance.

Please note that USEA will not provide housing for the Subawardee during the length of the contract.

### **Non-Disclosure Agreement**

Depending on data requirements, the Subawardee might be requested to sign a Non-Disclosure Agreement (NDA) with the Secretary of Energy of Honduras (SEN).

## **IV. SCOPE OF WORK**

### **Purpose**

The purpose of this program is to support the Secretariat of Energy (SEN) in developing a comprehensive regulation for the Law on Rational and Efficient Use of Energy (Ley UREE) in Honduras.

## Objectives

The objectives of this program are as follows:

1. **To conduct an initial analysis and consultations with SEN**  
The Subawardee shall conduct an analysis of the Law for the Rational and Efficient Use of Energy in Honduras, focusing on its purpose and objectives. For this purpose, they shall hold meetings with the Secretariat of Energy (SEN) to learn in detail the context and national priorities in this area.
2. **To develop applicable regulations, including sanctions and a follow-up mechanism for tracking energy equipment**  
The Subawardee shall define the applicable regulations under the law and associated sanctions. Once approved by SEN, these sanctions shall be socialized with relevant stakeholders, with their feedback incorporated into the final document. A follow-up mechanism for tracking energy equipment shall also be developed as an integral part of the law's regulations.
3. **To develop guidelines for the Fund for the Rational and Efficient Use of Energy**  
The guidelines must include a financial mechanism that defines the financing conditions for various types of initiatives, projects and the collection mechanism. The technical part will be validated by SEN and, if necessary, by other stakeholders indicated by SEN.
4. **To develop guidelines for energy management regulations**  
Guidelines shall be created for the development of the energy management regulations. Although the complete regulations will not be developed, the guidelines and their linkage with the general regulation of the Law shall be established.
5. **To develop guidelines for the establishment of an Advisory Board**  
Guidelines shall be developed for the establishment of an Advisory Board as a consultative and advisory body to SEN in the implementation of the UREE Law.
6. **To develop energy efficiency indicators**  
Energy efficiency indicators shall be developed to be applicable both at a general level and in relation to existing rules and regulations.
7. **To draft a challenges and recommendations document**  
The Subawardee shall prepare a document that identifies the main challenges for the application of the law and its regulations, including recommendations for its implementation.

## Detailed Scope

The program will begin with an in-depth analysis of the Law on Rational and Efficient Use of Energy, including its underlying principles. The Subawardee will engage with SEN to understand the current energy landscape, regulatory context, and national priorities related to the law.

Second, the Subawardee will define the applicable regulations under the law, ensuring their clarity and precision. The Subawardee will also define the associated sanctions in accordance with the law, including the reason for each sanction, the amounts, payment terms and the procedures required for implementation and enforcement. Once SEN's approval is obtained, the proposed sanctions will be shared with relevant stakeholders, and any comments will be incorporated under the supervision of SEN. The Subawardee shall also design a monitoring mechanism for tracking energy equipment imported and sold in the country, covering existing regulated equipment and future items that SEN may regulate.

Third, the Subawardee will establish guidelines for the creation, management, and operation of the Fund for Rational and Efficient Use of Energy. This will include:

- **Technical Criteria:** Requirements for projects eligible for funding.
- **Financial Framework:** Conditions for financing various initiatives and mechanisms for fund collection.

The guidelines and technical documents will be validated by SEN and, if necessary, by other stakeholders recommended by SEN.

Fourth, the Subawardee will develop key guidelines for developing regulations related to energy management. While these guidelines will not constitute complete regulations, they will establish foundational elements and align with other documents in preparation. The Subawardee shall draft guidelines for the establishment of an Advisory Board as a consultative and advisory body to SEN in the implementation of the UREE Law. Additionally, the Subawardee shall develop at least 15 indicators related to energy efficiency, including the methodology for measuring, reporting and verifying each of them. These indicators shall be applicable both at a general level and in relation to existing rules and regulations.

Finally, the Subawardee will prepare a report identifying potential barriers to the successful implementation of the law and its regulations, along with recommendations for overcoming these obstacles to facilitate smooth enforcement and compliance.

## Tasks

The tasks to be performed by the Subawardee under this Scope of Work shall include the following:

**Task 0:** Develop and submit a comprehensive work plan outlining the activities to be carried out during the consultancy, together with a detailed timetable.

**Task 1:** Conduct a comprehensive analysis of the Law on Rational and Efficient Use of Energy, including its principles, regulatory context, and national priorities, to ensure alignment with Honduras's energy landscape.

**Task 2:** Define the applicable regulations, detailing the form, application process and enforcement procedures, as well as the associated sanctions, including rationale, payment terms and procedures required for enforcement and compliance. Compile the results into a comprehensive report.

- **Subtask 2.1.** Organize socialization meetings with relevant stakeholders as directed by SEN to gather feedback and revise the proposed sanctions accordingly.
- **Subtask 2.2.** Update the sanctions document based on the feedback received from SEN and other stakeholders during the socialization meetings.
- **Subtask 2.3.** Design a monitoring mechanism for tracking energy equipment imported and sold in the country, covering existing regulated equipment and future items that SEN may regulate.

**Task 3:** Develop guidelines for creating, managing, and operating the Fund for Rational and Efficient Use of Energy, including technical and financial criteria for project eligibility and financing mechanisms.

- **Subtask 3.1.** Identify various initiatives related to energy efficiency and rational energy use that could be financed through the Fund.
- **Subtask 3.2.** Develop technical guidelines to govern the Fund, outlining criteria for proposal selection, and submit these guidelines to SEN for approval.
- **Subtask 3.3.** Establish the financial conditions for funding initiatives, including processes for collection, tracking, and monitoring of funds.
- **Subtask 3.4.** Present the Fund for Rational and Efficient Use of Energy guidelines to SEN and relevant stakeholders, as directed by SEN, to secure validation.

**Task 4:** Define key guidelines for the development of energy management regulations.

- **Subtask 4.1.** Evaluate current practices related to energy management, identifying areas for improvement.
- **Subtask 4.2.** Define the link between the energy management regulations and the general regulations of the UREE Law, jointly establishing the main guidelines with the National Energy Secretariat (SEN), through the General Directorate of Renewable Energy and Energy Efficiency (DGEREE).

**Task 5:** Define the key principles for the creation of an Advisory Board as a consultative and advisory body to SEN in the implementation of the UREE Law.

**Task 6:** Identify at least 15 indicators related to energy efficiency and develop methodology for measurement, reporting and verification of identified indicators. These indicators shall be applicable both at a general level and in relation to existing rules and regulations.

**Task 7.** Conduct an assessment of potential barriers to successful implementation of the law and its regulations, as per Objective 6. Develop recommendations to overcome these barriers. Compile these findings into a report.

## **Deliverables**

The deliverables to be submitted by the Subawardee under this Scope of Work shall include the following:

### **Task 0: Workplan Development**

- **Deliverable 1.** Digital copies – in Spanish and English – of a workplan outlining project methodology and timeline, and data or documents needed from SEN to conduct analysis and regulatory development. The workplan shall be submitted to USEA as a draft for comment no later than two weeks after finalizing the contract.

### **Task 1: Analyze the Existing Legal Framework**

- **Deliverable 2.** A digital copy – in Spanish – of a report on the analysis of the current Ley UREE.

### **Task 2: Develop Regulations**

- **Deliverable 3.** A digital copy – in Spanish – of the first draft of the Regulation of the Law, including all components specified in Task 2.
- **Deliverable 4.** A digital copy – in Spanish – of a report on the socialization activities and meetings. The report shall include a list of revisions to the Draft Regulations Report, developed based on these activities.
- **Deliverable 5.** A digital copy – in Spanish – of a paper describing a monitoring mechanism for tracking imported and sold energy equipment in the country, covering existing regulated equipment and future items that SEN may regulate.
- **Deliverable 6.** A digital copy – in Spanish – of a final report on Regulation of the Law on Energy Efficiency. This report shall incorporate updates and responses to USEA and SEN’s comments from the previously submitted documents.

### **Task 3: Develop Guidelines for the Energy Efficiency Fund**

- **Deliverable 7.** A digital copy – in Spanish – of a draft report with the guidelines developed for the creation, management and operation of the Fund for the Rational and Efficient Use of Energy, including all the components described in Task 3, Subtasks 3.1 – 3.3. submitted to USEA and SEN for review.
- **Deliverable 8.** A digital copy – in Spanish – of the final report with the guidelines developed for the creation, management and operation of the Fund for the Rational and Efficient Use of Energy, including all the components described in Task 4, Subtasks 4.1 – 4.3. The final report should incorporate updates and responses to comments from SEN and USEA.

### **Task 4: Develop Guidelines for Energy Management Regulations**

- **Deliverable 9.** A digital copy – in Spanish – of a draft report with the key principles for the development of energy management regulations, including all the components described in Task 4, Subtasks 4.1 – 4.2 submitted to USEA and SEN for review.
- **Deliverable 10.** A digital copy – in Spanish – of the draft report with the key principles for the development of energy management regulations, including all the components described in Task 4, Subtasks 4.1 – 4.2. The final report should incorporate updates and responses to comments from SEN and USEA.

### **Task 5: Develop Guidelines for Advisory Board**

- **Deliverable 11.** A digital copy – in Spanish – of a draft report with the key principles for the for the establishment of an Advisory Board submitted to USEA and SEN for review.
- **Deliverable 12.** A digital copy – in Spanish – of the final report with the key principles for the establishment of an Advisory Board. The final report will incorporate updates and responses to comments from SEN and USEA.

### Task 6: Develop Energy Efficiency Indicators

- **Deliverable 13.** A digital copy – in Spanish – of a report identifying at least 15 indicators related to energy efficiency and methodology for measurement, reporting and verification of these identified indicators.

### Task 7: Identify and Address Implementation Challenges

- **Deliverable 14.** A digital copy – in Spanish – of a report identifying the main challenges for the application of the law and its regulations and recommendations for its implementation.
- **Deliverable 15.** A digital copy – in Spanish and in English – of the final Project Report that will document all work performed from the start of the project through to its completion, covering incidents and results obtained throughout the consultancy. The report will provide a detailed account of all project steps and shall include, at a minimum, the following sections:
  - ✓ Cover page
  - ✓ Table of contents (including lists of tables, figures, maps, etc.)
  - ✓ Executive summary
  - ✓ Introduction
  - ✓ Description of activities
  - ✓ Monitoring Mechanism for Regulated Equipment
  - ✓ Guidelines for Energy Audits and Advisory Committee
  - ✓ Incidents and lessons learned
  - ✓ Conclusions and recommendations
  - ✓ Annexes: Include relevant documents such as draft regulations, meeting minutes, photographs, and materials related to stakeholder consultations, as well as any other supporting documents.

#### Reporting:

The Subawardee will report to USEA. All documents and deliverables shall be submitted to USEA and SEN. Coordination and supervision will be the responsibility of the General Directorate of Renewable Energy and Energy Efficiency, which will receive the documentation and will be responsible on behalf of the contractor for approving the deliverables (reports) in order to make the payments. USEA will be responsible for issuing payments, monitoring the contract and will attend all meetings to assist with management and coordination amongst parties.

#### Schedule:

The project is expected to begin in December 2024 and take approximately 5 months to complete. These tentative assignment dates are provided solely for information purposes and the benefit of bidders. Modification of these assignment dates will not constitute a change in scope.

#### Proposal Content

The proposal must follow the structure outlined below, contain the following components, and be within page limitations. Failure to follow the outline and page limits prescribed or the exclusion of any of the required items will impact the proposal's scoring. Maximum proposal limit 50 pages (inclusive of cover page and annexes).

Cover Letter			
	Description	Notes	Maximum Page Limit
	Must include bidder's current Unique Entity Identifier (UEI) number	Proposals without a UEI number will not be considered and need not be submitted.	2 pages
	Provide status of System of Award Management (SAM) registration		
Technical Proposal			

Subject heading	Description	Notes	Maximum Page Limit
<b>Understanding of the issues</b>	Demonstration of an understanding of the issues outlined in the SoW		1 page
<b>Technical approach</b>	Approach to implementing the SoW		2 pages
<b>Schedule of tasks</b>	Proposed schedule of tasks and deliverables per the SoW		2 pages
<b>Team assignments &amp; Bio sketches</b>	For each member of the team: 1st: Summary of work to be performed by/assignment of each individual proposed 2nd: (Immediately following the assignment) Short bio sketch that highlights the individual's direct experience with the subject matter	The bidder can propose a consortium of multiple organizations and/or individuals; however, one organization must be identified as the lead organization who will enter into a contract with USEA and be in compliance with the SAM and UEI registration noted in this RFP.  We suggest teams include a lawyer to ensure that every aspect of the regulation is based on the UREE Law and its legal framework.	1 page per person total  ½ page for assignment per person, followed by ½ page for bio sketch

### Financial proposal

Subject heading	Description	Notes	Maximum Page Limit
<b>Summary of costs</b>	Line-item budget excluding labor with detailed justification of all costs associated with the project, including direct and indirect costs (printing, administrative supplies, etc.)	Must be in USD Must be inclusive of taxes (if applicable) USEA reserves the right to request a budget narrative after a proposal has been submitted	2 pages
<b>Labor fees</b>	Anticipated labor costs, broken down by the number of man-hours and fully loaded daily rate for each individual proposed for this project.	Must include names and titles of the individuals Must be in USD Must be inclusive of taxes & fees (if applicable) All salary information will be kept confidential USEA reserves the right to request a budget narrative after a proposal has been submitted	2 pages

### Annex

	Description	Notes	Maximum Page Limit
<b>Annex 1</b>	Proof of System of Award Management (SAM) registration	Please note that <a href="#">SAM registration</a> is a 10-step process and can take several weeks to complete. Please refer to this <a href="#">guide</a> for more information. If a bidder has not completed the SAM registration process by the proposal	



		<p>submission due date.</p> <p>USEA will accept a proposal if it includes a PDF copy of an email from “<a href="mailto:notification@sam.gov">notification@sam.gov</a>” to the bidder stating that the bidder “successfully submitted the entity registration for NAME OF COMPANY in the U.S. Government’s System for Award Management (SAM)”.</p> <p>Proposals without proof of SAM registration or an email from <a href="mailto:notification@sam.gov">notification@sam.gov</a> stating acceptance of SAM application, will not be considered and need not be submitted.</p>	
<b>Annex 2</b>	Curricula Vitae	Summary of relevant experience of each proposed team member for (not beyond) the past 10 years. Relevant experience should be listed chronologically (starting with the most recent).	2 pages per person
<b>Annex 3</b>	USAID Contractor Employee Biographical Data Sheet	Completed USAID Contractor Employee Biographical Data Sheet forms for each employee proposed for this project <a href="https://www.usaid.gov/forms/aid-1420-17">https://www.usaid.gov/forms/aid-1420-17</a>	1 page per person
<b>Annex 4</b>	Organization experience	Summary of the company’s or companies’ background and experience with similar projects	5 pages

**V. EVALUATION CRITERIA**

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

In evaluating the proposals, USEA will seek the **best value for money** rather than the lowest priced proposal. Selection of an offer for a subaward award will be based on an evaluation of proposals against qualifications, subject matter expertise and budget justification. USEA will use a two-stage selection procedure:

- the first stage will evaluate the Technical Proposal: Proposals shall first be evaluated from a technical standpoint (qualifications and subject matter expertise) without regard to proposed budget justification.
- the second stage will evaluate the Cost Proposal for proposals that pass the Technical Proposal evaluation.

Specifically, the selection committee will evaluate each proposal upon the following criteria and use the following weighting:

Evaluation Criteria:     20%:   Experience with similar projects (for each consultant & the organization in general)

- 5% Experience implementing projects in Honduras or other similar contexts
- 25%: Subject expertise (education and other relevant experience)
- 30% Technical approach
- 20%: Cost

If at any time prior to the award USEA deems there to be a need for a significant modification to the terms and conditions of this RFP, USEA will issue such a modification as a written RFP amendment to all competing bidders. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any RFP term or condition, and no bidder/applicant shall rely on any such statement. Such amendments are the exclusive method for this purpose.

USEA is not bound to accept the lowest or any proposal and reserves the right to accept any proposal as a whole or in part and to reject any or all proposals.

USEA shall not be legally bound by any award notice issued for this RFP until an agreement is duly signed and executed with the winning bidder/applicant.

Any resulting agreement will be subject to the terms and conditions contained in the Subaward and/or Consulting Agreement.

#### **VI. QUESTIONS AND CLARIFICATIONS**

All questions and clarification requests related to this RFP should be submitted via email to Peter Lorenz, Program Coordinator, [plorenz@usea.org](mailto:plorenz@usea.org) no later than posted date. All questions and answers will be posted on USEA's website.

**END OF RFP**