



**United States Energy Association
Request for Proposal: Short-Term Local Logistics Support – Afghanistan Electricity Sector Governance and Management Assessment – Afghanistan**

REQUEST FOR PROPOSAL – Short-Term Local Logistics Support – Afghanistan Electricity Sector Governance and Management Assessment – Afghanistan

Closing date of RFP: February 1, 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 or individuals through this Request for Proposal (RFP) to submit proposals for providing local logistics and administrative support to a team of international energy consultants deployed to Kabul, Afghanistan, to conduct an assessment of the country’s Electricity Sector. The short-term local logistics and administrative support will be required for 6 weeks in the Spring 2019.

Proposals are due by 17:00 hours EST of the closing date. Please submit all proposals with a read receipt to Ms. Marina N. Barnett, Senior Program Coordinator, at mbarnett@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

Lack of reliable, and affordable power is a fundamental constraint to economic growth in Afghanistan. Data from the 2017 World Bank Doing Business Report shows that Afghanistan gets the lowest possible score on “reliability of supply and transparency of tariff” (a score of 0 out of 8) and for “quality of supply” (0 out of 8).

The primary contributors to Afghanistan’s power sector challenges are insufficient supply to meet growing demand, a financially weak utility, and inadequate sector governance and management. Among USAID’s chief priorities is to “build the capacity of Da Afghanistan Breshna Sherkat (DABS) to operate as an effective, financially sustainable, and transparent national utility.”

To respond to these challenges USEA will deploy a team of international energy consultants to develop an assessment of Afghanistan’s energy sector, focusing on governance and management issues. The assessment will also include recommendations for improving the country’s energy sector institutions and processes to support the large-scale private investment and improved commercial performance needed to power the country’s economic growth.

The purpose of this RFP is to solicit proposals from various candidate organizations or individuals, conduct a fair evaluation, and select one (1) local logistics and administrative support specialist deemed most suitable to provide assistance to USEA and its team of consultants deployed to Afghanistan within the framework of this activity.

III. SCOPE OF WORK

Duties and Responsibilities

The Specialist will provide general logistics and administrative support to USEA and its team of consultants deployed to Afghanistan, including, but not limited to:

- Organizing and scheduling appointments as requested by USEA Senior Program Coordinators and/or members of the deployed team;
- Planning group events (e.g. roundtable discussions, working lunches/dinners, networking events);
- Accompanying members of the deployed team to scheduled meetings and events;
- Taking detailed minutes at meetings and events;
- Assisting USEA Senior Program Coordinators with procurement of local vendors (e.g. translation/interpretation, security and transport services);
- Monitoring performance of hired local vendors (interpreters/translators, drivers, and security personnel);
- Assisting members of the deployed team with procurement of office supplies and other necessities;
- Serving as a primary local point of contact (POC);
- Other administrative duties as assigned.

Deliverables

The following deliverables are anticipated:

- Brief daily updates on the assignment, including a short description of tasks planned and completed, and challenges encountered.

Reporting

The Specialist will report to USEA.

Schedule

The overall period of this short-term local logistics support assignment will be between April 1, 2018 and June 30, 2019. The actual duration of the assignment will be six (6) weeks.

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.

IV. CANDIDATE QUALIFICATIONS AND SKILLS

A successful candidate will have the following qualifications:

- A BA/BS degree is required;
- A minimum of two (2) years of logistics and administrative support experience is required;
- Experience in working for an international organization or in the Afghanistan energy sector is strongly required;
- Strong interpersonal skills and clear, concise written communication skills are required;
- Complete mastery of English language is required;
- Complete mastery of Dari and Pashto are required;
- Proficiency in Microsoft Office suite, including Word and Excel, is required;
- Basic accounting skills are strongly desired.

V. PROPOSAL CONTENT

The proposal must contain the following:

- a) A cover letter to the proposal, including:
 - Statement of qualifications;
 - 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);
 - Names and contact information for a minimum of two (2) professional references.
- b) CV/Resume highlighting relevant experience;
- c) Technical proposal demonstrating an understanding of the issues to be addressed under the proposed scope of work (not to exceed one page);
- d) A financial proposal, including a detailed justification (i.e. line item budget);
- e) Completed USAID Contractor Employee Biographical Data Sheet (<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 contract 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:	40%:	Qualifications (education and relevant experience)
	40%:	Subject matter expertise
	20%:	Cost

VII. CONTRACT MANAGEMENT/OVERSIGHT

A subcontract agreement between USEA and the Specialist 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.

VIII. QUESTIONS AND CLARIFICATIONS

For all questions and clarification requests please contact Ms. Marina N. Barnett, Senior Program Coordinator, at mbarnett@usea.org. All questions and answers will be provided to all prospective bidders.

END OF RFP