

**The Statistical Centre for the Cooperation Council for the Arab Countries of the  
Gulf (“GCC Stat”)**

**Invitation to Tender**

**Version 1.0**

**For**

**Feasibility Study into Integrated End to End  
Statistical Solution for GCC-Stat**

Tender Number	Date
GCC-Stat/2016/03	31/03/2016

**Prepared By: Project Management Office**

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## 1 INTRODUCTION

### 1.1 Background

The Statistics Centre of the Cooperation Council for the Arab Countries of the Gulf (GCC-Stat) was created in 2012 by the Heads of State of the six countries comprising the GCC, namely: the United Arab Emirates, the Kingdom of Bahrain, the Kingdom of Saudi Arabia, the Sultanate of Oman, the State of Qatar, and the State of Kuwait.

The creation of GCC-Stat marked the high-level determination to strengthen cooperation, coordination and harmonization in the field of statistics, in order to improve the production and dissemination of timely and high quality data and statistical information to decision and policy makers, researchers, planners, as well as regional and international organizations, the private sector and the public. It is a recognition that the availability of high quality data and statistical information is an important element to support GCC Governments in their policies to diversify the economy and enhance the economic unity within the region, including through a common market, a customs union (achieved in 2003), and a monetary union.

Under the leadership and coordination of GCC-Stat, statistical cooperation of the GCC countries aims to realize the following nine strategic objectives:

1. Build and strengthen the statistical and institutional capacity of member countries, to meet the statistical requirements at the national, regional and international levels;
2. Promote and improve the quality and quantity of statistical products on a sustainable basis;
3. Project the GCC region as a unified economic and social agglomeration;
4. Develop, expand and market statistical dissemination;
5. Establish joint work programs between the National Statistics Centers and GCC-Stat;
6. Unify the National Statistics Strategies in GCC countries in accordance with best international practices;
7. Build the culture of statistics and raise the awareness about statistics, and strengthen actual and correct use of data and information in decision-making and policy formulation in GCC countries;
8. Ensure that the GCC region has an effective presence in international statistical development;
9. Ensure long-term organizational sustainability of GCC-Stat.

These nine objectives provide a framework for statistical development in the GCC countries. GCC-Stat will lead statistical development in the region through extensive work with member countries and other regional and international stakeholders, with a focus on the following major statistical domains:

- 1. National Accounts:** Compile quarterly and annual national accounts in current and constant price terms, by 2017, implement SNA 2008 and recommended classifications (ISIC Rev.4, etc.), and Supply-Use framework becomes central to annual national accounts compilation, by 2018.

2. **Monetary, Financial and Balance of Payments (MFBOP) Statistics:** (i) Encourage institutional cooperation between the National Statistics Centers and the National Central Banks, to improve linkages between MFBOP statistics, national accounts and other macroeconomic statistics; (ii) Implement a GCC coordinated foreign investment survey.
3. **Price Indices and Short-Term Statistics:** Compile these statistics in accordance with the latest standards, and produce a harmonized CPI for the region by 2020.
4. **Foreign Trade Statistics:** Harmonize and compile these statistics in accordance with UN International Merchandise Trade Statistics, Concepts and Definitions (IMTS 10).
5. **Labor statistics:** Implement a harmonized Labor Force Survey, initially yearly, then quarterly by 2018, using the concepts and definitions in the ILO 2013 Resolution.
6. **Energy and Environment Statistics:** Harmonize these statistics across countries, using the latest standards such as the UN International Recommendations on Energy Statistics, the Energy Statistics Manual, and the UN Framework for the Development of Environment Statistics.
7. **Tourism Statistics:** Harmonize and compile these statistics across the region while using the latest international standards.
8. **Development, Progress and Sustainability Indicators:** Ensure a continuous production of harmonized indicators to monitor the Sustainable Development Goals as well as meet member countries specific needs.
9. **Population and Housing Census 2020:** Implement a harmonized register-based Population and Housing Census in 2020.
10. **Enhanced Use of Administrative Data Sources for Statistical Purposes:** Strengthen the ongoing work in member countries and build on the achievements, with a first priority to develop up-to-date business registers with the use of the latest classifications. Other administrative registers will be considered later on as the need to develop them emerges.

The Board of GCC-Stat, comprising the Heads of the National Statistics Centers in the six member countries, approved a multi-year Road Map and Strategic Plan for 2015-2020 and two-year rolling Work Programs for 2015-2016 and 2016-2017. The work will be carried out according to the following five strategic pillars:

1. Assembly, analysis and dissemination of data and metadata;
2. Development, harmonization and coordination of statistical work, use of the latest international standards;
3. Capacity development;
4. Cross-cutting institutional issues;
5. Support programs.

## 1.2 Purpose

GCC-Stat is seeking ways to create efficiencies in, and improvements to, business processes surrounding our statistical collection, data management and dissemination operations with the ideal of having an integrated solution for data collection, data management and dissemination. We realize a highly functional and flexible system is a vital component in our ability to improve processes and operations that allow automatic information exchange between the existing systems at national statistics centers of member countries and systems at GCC-Stat for data management and dissemination. As the requirements and desires of both GCC-Stat and the national statistics centers change, GCC-Stat must be able to quickly react to these changes and implement cost effective and efficient solutions. GCC-Stat is interested in engaging a consultancy service to conduct a feasibility study into implementing an **Integrated End to End Statistical Solution for GCC-Stat**.

The solution is to support contemporary international statistical standards and classifications; be harmonized among the six GCC countries; and have data quality attributes in conformity with the GCC data quality framework. The ability to support comprehensive metadata as well as the data themselves is particularly important.

Appendix A sets out a schema for how we see the processes involved.

## 1.3 Invitation to Tender

This invitation to tender covers:

Consultancy Services to conduct a feasibility study into implementing an **Integrated End to End Statistical Solution for GCC-Stat**.

## 1.4 Glossary

GCC Gulf Cooperation Council

GCC-Stat The Statistical Center for the Cooperation Council for the Arab Countries of the Gulf

## 2 TECHNICAL INFORMATION.

### 2.1 Consultancy Service Requirements for Integrated End to End Statistical System Solution

It is critically important that it is understood that this consultancy assignment is seen as being in regard to core statistical business processes. The emphasis of the work must be on the underlying statistical processes and the IT systems, software tools and ICT infrastructure needed to support those statistical processes. The assignment is NOT seen as being an IT project, though an important element of the work is to recommend the IT platform that will best support the statistical processes.

The starting point for the Consultant/Team is to understand the current arrangements between the six national statistics offices and GCC-Stat (a “stocktake”); prepare a ”gap” analysis report; and recommend a high level plan to reach the ideal statistical processes and platform for having an Integrated End to End Statistical Solution.

No	Activities
<b>Common Consultant Services</b>	
1.	Review the current arrangements that GCC-Stat has with the six national statistics centers and compare these arrangements with those of other comparable international and supranational agencies. The assessment should cover the strengths, weaknesses, opportunities and threats inherent in the existing GCC-Stat statistical processes and systems. A particular focus is to assess the vulnerability of the existing arrangements to errors occurring in the disseminated statistics.
2.	Evaluate the end-to-end statistical solutions which are available in the market.
3.	Determine the requirements for establishing and implementing a proposed <i>Integrated End to End Statistical Solution</i> between the national statistics centers of the GCC member countries and GCC-Stat. The proposal should set out the statistical business processes and recommendations for the IT systems, software tools and technology and ICT infrastructure components that would be required to support the proposed business processes in efficient and effective ways. The proposed solution should cover the whole IT aspects of the solution such as performance, speed, high availability, easiness of administration, provisioning and maintenance, collaboration and authorization system, etc. The proposed solution should also provide a detailed architecture of the proposed solution describing all the components like Servers, Database, back-end applications, middle tier applications, desktop applications, Active Directory Integration, Client Agents, front-end applications, storage, network, firewall, security, network communication protocols, web services, clustering/load balancing, redundancy, failover, backup etc. The proposed solution should include cost estimates of hardware and software required to implement the proposed solution. Actual requirements, product functionality, number of users, storage capacity may change in the future according to data and application needs. Provide the Hardware/Software specification for all the Workstations, Database

	Servers, Middle tier servers, Storage, Network and firewall components and any other third party framework, Products and tools required as part of the proposed solution.
4.	Prepare a 'gap' analysis comparing the current and proposed statistical processes and supporting systems.
5.	<p>Prepare a high level time-bound plan to attain the recommended approach.</p> <p>The plan should articulate the proposed overall development plan, highlighting what will be involved for GCC-Stat and how our current arrangements with the six national statistics centers may need to change, the timeframes required and estimates of the costs that might be involved and the timeframes in which the proposed arrangements can be put in place.</p> <p>The plan should recommend a proposed approach to project management to implement the plan.</p> <p>The plan should recommend a communications strategy covering both the outcome of the feasibility study and for the implementation of the recommended approach.</p> <p>The plan should also include a risk assessment and risk mitigation strategy.</p>
6.	Submit the final report on steps 1 to 4 above to the Director General, GCC-Stat, including recommendations for next steps.

## 2.2 Scope of the work

The project includes undertaking the feasibility study as set out above.

The scope of the work is estimated as follows:

The Consultant/Team will review the current arrangements in GCC-Stat. The Consultant/Team will need to prepare appropriate templates for the assessment of the current situation.

Based on the assessments of the current situation and the recommendations for future arrangements, the gap analysis will be prepared and the high level plan. One consolidated report will be prepared covering tasks 1 to 5 in Section 2.1 above.

In addition, a project leader will establish overall guidelines for the work, lead the GCC-Stat assessments, monitor the work of the team members, prepare the consolidated report and take overall responsibility for the successful conduct of the feasibility study.

Travel, hotel and per diem expenses for all requirements gathering and assessments, including attending meetings mentioned in 2.4, should be included in the financial proposal of the tender.



### 2.3 Tasks and expected results

The feasibility study will be conducted by a team of statistical and IT experts and the team leader who will be engaged by the contractor. The team leader must come from a background in official statistics, who has a thorough and up to date knowledge of contemporary thinking about the business processes involved in data collection, processing and dissemination of country data by supranational or international agencies.

The scope of the work of the contractor, in terms of general management, comprises the following elements:

- Develop the feasibility study framework and agree this framework with GCC-Stat. This includes the lists of issues to be covered and the structure of the report to be provided. The full documentation of the framework to be used shall be made available in electronic format.
- Identify and engage suitable statistical and IT experts and the team leader.
- Prepare and conduct an orientation session for the experts, if necessary.
- Prepare, organize and implement the plans for the assessment team. This includes establishing the agendas, arranging travel and accommodation for the experts, ensuring the assessment and other materials are provided in time for proper preparation of the missions, etc.
- Report regularly to GCC-Stat on the progress of the feasibility study.
- Carry out an evaluation of the methodology and procedures used and suggest improvements.

All the reports shall be drafted in excellent English by a competent person, and language quality shall be ensured by the contractor.

The scope of the work of the feasibility study should be in accordance with Section 2.1 above.

The contractor shall deliver the following results:

- A consolidated report for GCC-Stat on Tasks 1 to 4 in Section 2.1, setting out the findings and recommendations, including a proposed strategy and work plan for GCC-Stat going forward. The structure of the report will be agreed in advance with GCC-Stat. A draft report shall be made available within 12 weeks after completion of the assessment of current arrangements to GCC-Stat. After consultation with GCC-Stat, and no more than 2 weeks after the draft report, a final report shall be submitted to GCC-Stat.

## 2.4 Meetings with GCC-Stat and the Board of Directors

A kick-off meeting (maximum two days) with GCC-Stat staff will be held in Muscat, Oman within two weeks of the start of the contract. Three meetings with GCC-Stat will also be held to discuss progress on the feasibility study. A final, sign-off meeting will also be held with GCC-Stat staff after the final consolidated report has been prepared. Any additional meetings required would be held using video conferencing facility. For these meetings the contractor will prepare the necessary documentation to be sent to GCC-Stat at least one week prior to the meetings. The minutes of each meeting will be prepared by the contractor and sent to GCC-Stat at the latest one week after the meeting.

In addition, the team leader will be required to attend the meeting of the Board of Directors that will discuss the outcome of the feasibility study.

Travel expenses for such meetings should be included in the financial proposal of the tender, noting that some meetings can be by way of video conference.

## 2.5 Duration and timetable

The contract is expected to be signed in June 2016.

The execution of the contract should start by June 2016 and shall be completed within four (4) months. See Section 4.2 for project deadlines.

The contractor should provide an overall indicative timetable for the work, which will be agreed with GCC-Stat at the kick-off meeting.

## 2.6 Reports

Reports are to be prepared, as appropriate, for the deliverables under section 2.3 and materials for and minutes of meetings (section 2.4). All reports should be available to GCC-Stat in electronic format and on paper (12 copies).

## 2.7 Assessment of results

The Contractor's work will be monitored and the results evaluated on the following basis:

- The timing of the feasibility study
- The quality and expertise of the team leader and the experts proposed
- The quality of the management of the experts and their missions
- The quality and clarity of presentation of the reports, including the use of language
- The respect of deadlines.

## 2.8 Specific conditions

### - Specific requirements to bid for this contract

In addition to the general selection criteria described in the invitation to tender, the following criteria shall be taken into account:

- The statistical and IT experts need to be senior in their subject field with at least 8 years of relevant experience
- The project leader should have experience in undertaking work of the type described in this invitation for tender and should have a minimum of 4 years' experience in the high level management of a statistical institute.

### - Resources made available by GCC-Stat

GCC-Stat will provide background documents on its establishment, mandate and operations and on the GCC-Stat strategy. It will also provide all relevant materials on its current operations.

### 3 INFORMATION ON THE CONTRACT

#### 3.1 General information

The submission of a tender in response to an invitation to tender issued by GCC-Stat implies that the tenderer:

- accepts all the conditions laid down in the invitation to tender
- waives his or her own conditions of sale/service, terms of business or other general terms and conditions;
- confirms that there has been no collusion with other contractors in bidding for the work and there has been no canvassing or soliciting of GCC-Stat staff.

All documents submitted by tenderers become the property of GCC-Stat and are deemed confidential.

The Contractor is to carry out the tasks in accordance with:

1. The contract;
2. The technical specifications;
3. The tender.

In the event of conflict between these three documents, their provisions will apply in descending order.

Once GCC-Stat has opened the tender, the document shall become the property of GCC-Stat and it shall be treated in confidence.

The place of the work will be the Contractor's usual workplace, unless otherwise agreed.

#### 3.2 Governing law

The contract shall be governed by Oman's law.

#### 3.3 Payments and guarantees

The contract will be expressed in either Omani Rials (OMR), euros or United States dollars (USD) depending on the preference of the successful tenderer and all payments made under the contract will be in that currency.

Payments under the contract will be made in accordance with Section 4.4.

#### 3.4 Replacement of persons assigned to carry out the work

GCC-Stat expects the contract to be executed by those persons identified in the tender. Whenever a replacement is necessary, the Contractor must ensure a high degree of stability of the services and an effective transfer of information.

Any replacement must be submitted to GCC-Stat for written approval. The Contractor shall provide a timely replacement with at least equivalent qualifications and experience if:

- For duly justified reasons, a person is unable to continue providing his services;
- any person specified in the contract is found by GCC-Stat to be incompetent in discharging or unsuitable for the performance of his duties under the contract or if carrying out his tasks under the contract prejudices the good and timely performance of the contract. Unless otherwise stated, if GCC-Stat requests a replacement in writing, the Contractor must propose a replacement within one month of the receipt of GCC-Stat's request. Failure to make such a proposal within this period will be considered a breach of contract.

Such a replacement will not oblige GCC-Stat to pay any remuneration, fees or costs additional to those laid down in the initial contract. The Contractor must bear any additional costs arising from or incidental to such replacement. Such costs will include the costs of the return journey of the replaced member of staff and his family, the costs of the replacement's training and, if necessary, the expenses arising from the need to maintain simultaneously at the place of work the member of staff to be replaced and his replacement.

### 3.5 Personal data and intellectual property rights

#### 3.5.1 Personal data

If processing your reply to the invitation to tender involves the recording and processing of personal data (such as name, address and CV), such data will be recorded and used only for the purposes of tender evaluation and, in the case of the successful tenderer, for purposes of fulfilling the contract.

#### 3.5.2 Intellectual property rights

All intellectual property rights related to the results of the contract are held by GCC-Stat.

## 4 SCHEDULES

The following schedule lists the deadlines related to this Invitation to Tender. Deadline dates are as indicated unless changed by GCC-Stat. In the event that GCC-Stat finds it necessary to change any of the dates listed below, it will do so by notifying the companies through email or official letter. Tenderers who fail to meet the response dates may be automatically disqualified.

### 4.1 Tender Schedule:

No	Activity	Date & Time (UTC+04:00) Abu Dhabi, Muscat)	
1	Release of Invitation to Tender	07 <sup>th</sup> April 2016	2:00 P.M.
2.	Last date for clarifications	28 <sup>th</sup> April 2016	2:00 P.M.
3.	Close date of submission of tenders	08 <sup>th</sup> May 2016	2:00 P.M.
4.	Selection of successful tenderer	22 <sup>nd</sup> May 2016	2.00 P.M.

### 4.2 Project Milestones:

No	Activity	Due Date
1	Signing and Start execution of contract	7 <sup>th</sup> June 2016
2.	Complete tasks 1 to 5 in Section 2.1 above and have available the draft consolidated report and presentation on the draft report.	1 <sup>st</sup> Sep 2016
3	Review of draft consolidated report completed by GCC-Stat.	8 <sup>th</sup> Sep 2016
4	Finalized consolidated report on all the findings submitted to GCC-Stat.	15 <sup>th</sup> Sep 2016

#### 4.3 Communication Regarding this Invitation to Tender

All communications regarding this Invitation to tender should be directed to GCC-Stat.

Please submit copy of your tender and soft copy on CD by hand or express courier or by email Before 2:00 p.m. Oman Local Time (GMT +4 hours) on **Sunday, 08 May 2016** to GCC-Stat Headquarters address:

GCC Statistical Center (GCC-Stat)  
 P.O.Box: 840 Post code: 133  
 Address: GCC-Stat Building – Second Floor.  
 Behind Ministry of Manpower,  
 Airport Heights, Muscat.  
 Sultanate of Oman.

- For inquiries on technical aspects:
  - Mr. Mohammed Abdul Mubeen, PMO: [mabdulmubeen@gccstat.org](mailto:mabdulmubeen@gccstat.org); +968-2434-6446.
  - Eng. Mubarak Salim AL Suti, Director of Technology & Information: [malsuti@gccstat.org](mailto:malsuti@gccstat.org); +968-2434-6440

Please include the following reference on the face of your envelope or as the subject of your e-mail:

**Feasibility Study into Integrated End to End Statistical Solution for GCC-Stat**

#### 4.4 Payment Terms

The selected tenderer will be invited to negotiate terms of the contract with GCC-Stat. The payment terms will be as follows

No	Description	% of Fixed Price of Financial Bid
1	Upon Signing the contract	20%
2	Upon submission of draft consolidated report on the feasibility study	50%
3	Upon submission of final consolidated report on the feasibility study	20%
4	Upon completion of evaluation and presentation to GCC-Stat Board of Directors	10%

#### 4.5 Contract Guarantee

Upon signing the contract, the contractor must lodge a guaranteed cheque of 20% of the contract value with GCC-Stat. The cheque must be drawn in favour of GCC-Stat and be from a recognized bank. This cheque will only be drawn upon if the contract requirements are not met; it will be returned to the contractor upon successful completion of the contract.

## 4.6 Initial and Performance Bonds

### 4.6.1 Initial Bond

In submitting the tender, every tenderer must enclose an "Initial Bond" at a rate of 1% of the quotation value issued in favour of GCC-Stat from a recognized bank. The Initial Bond shall be valid for 90 days from the day of submission. GCC-STAT will return the Initial Bond in the event of cancellation of this Invitation to Tender.

GCC-STAT will return the Initial Bond to tenderers whose tenders have been disqualified or unsuccessful without a request from them once a contract has been formalized and executed with the successful tenderer.

### 4.6.2 Performance Bond

The Performance Bond will be used to acknowledge the successful tenderer's readiness to comply with due dates and milestones and its confidence and commitment to performing its contractual obligations. The value of the Performance Bond is 5% of the agreed contract price issued in favor of GCC-Stat from a recognized bank.

The Performance Bond will be returned only upon completion of the contractual obligations by the winning tenderer. Without bias to any contractual rights of GCC-STAT, GCC-STAT may stop the Performance Bond and take its full value or any part of it towards the settlement of penalty for the winning tenderer's failure to comply with due dates and milestones.

## 4.7 Voiding of the Tender Process

This tender process will be declared void in the event that all of the tender offers are rejected or disqualified or if the interests of GCC-Stat are not served by proceeding.

The (GCC-Stat) reserve the right to discontinue the proceeding without bearing any expense or giving any reasons.



## 5 PARTICIPANT PROFILE.

### Contact Personnel

The following information must be included in the tender document:	Primary Contact Person	Person Authorized to Negotiate and Make Commitment for Bidder
Name		
Title		
Address		
Phone		
Fax		
Email		
Mobile :		

## 6 REFERENCES

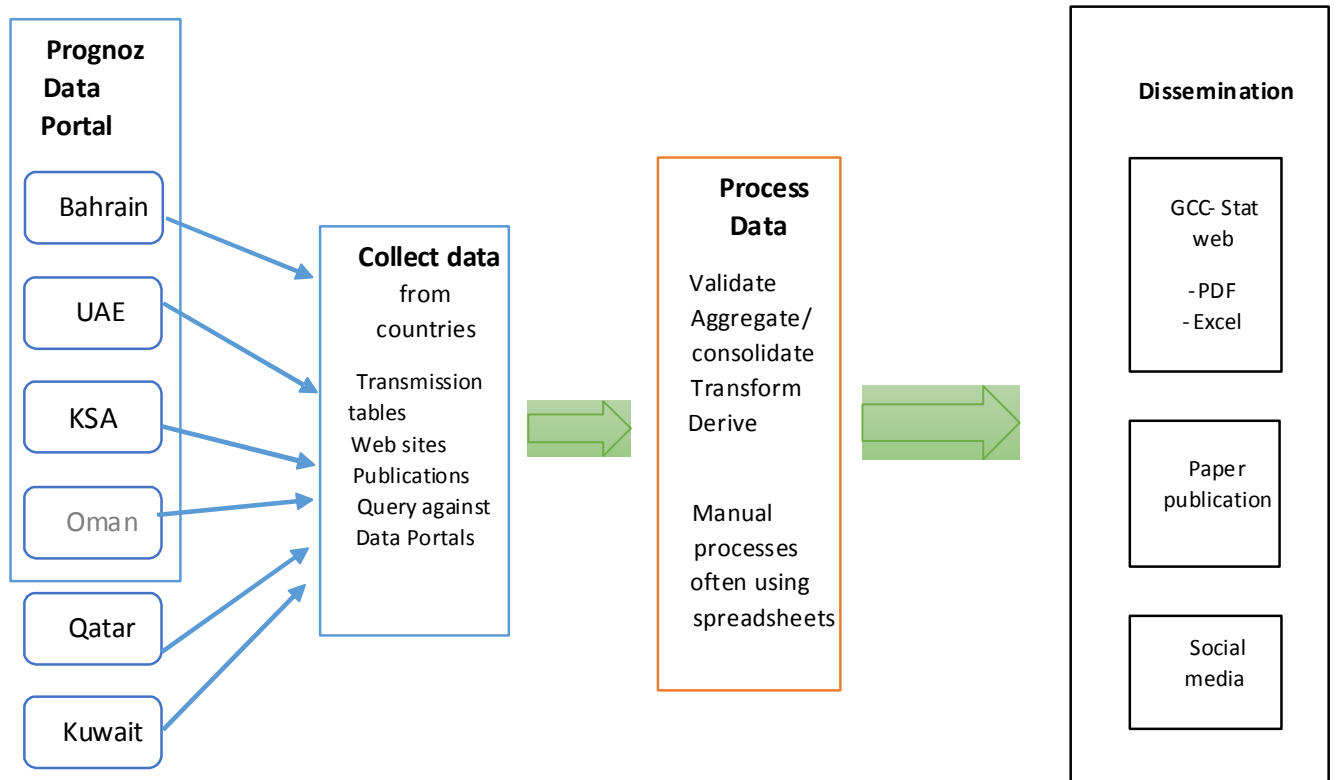
### Reference Projects

The tender document must list two Organizations with which you provided similar consultancy services that GCC-Stat may contact for reference checking.

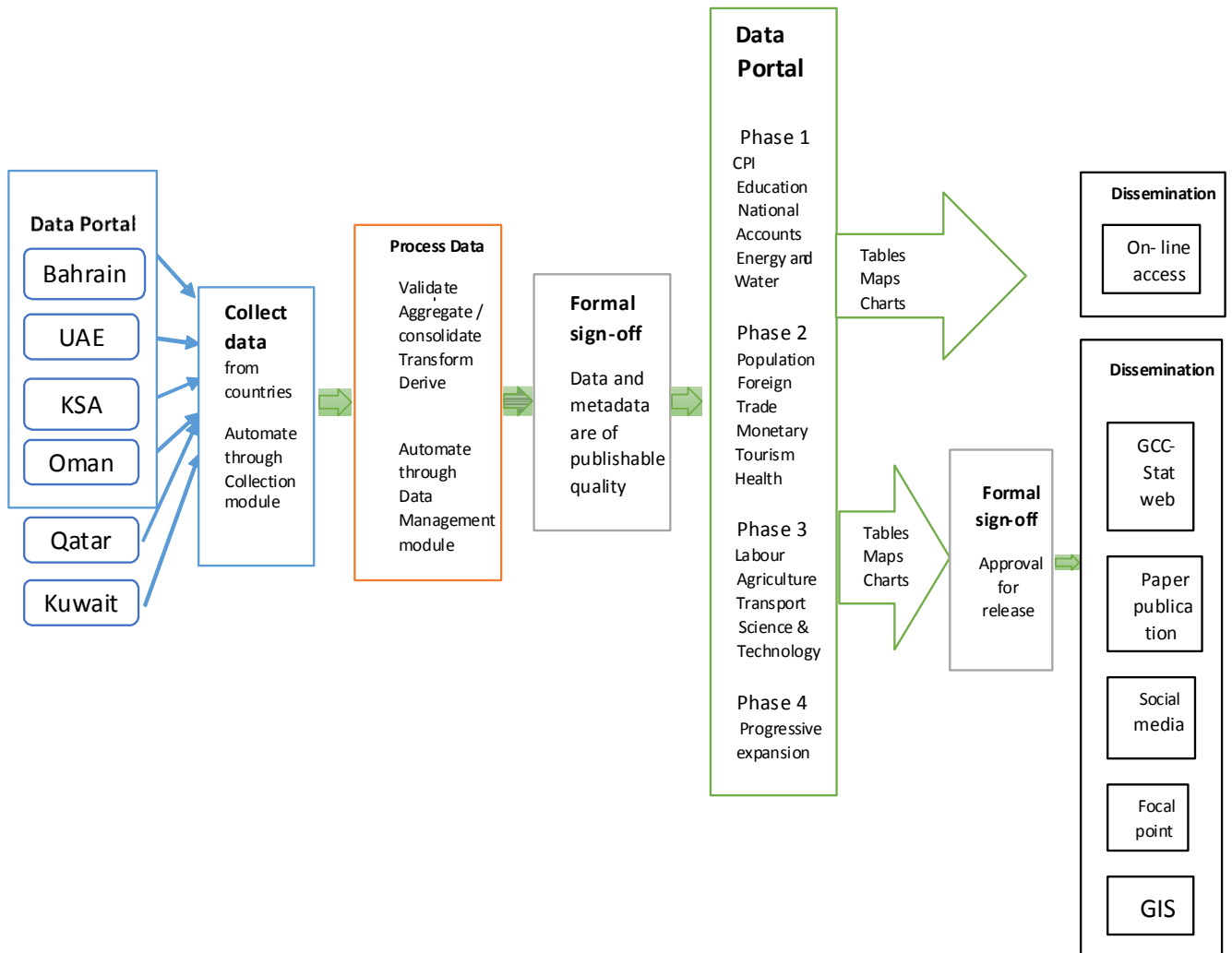
	Reference 1	Reference 2
Organization Name and Location		
Type of Business		
Please provide the name, title, email address and phone number for the reference. This person should be able to speak to the relative success of your services on the Company/Organization.		

## 7 APPENDIX A

**Diagram 1. Data Portal environment – Current**



**Diagram 2. Data Portal environment – Desired Future**



## Data Portal environment – Short-term future

