



Number Portability TOR

V2.3 [Final]
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1. INTRODUCTION

The telecommunications market in the Kingdom of Bahrain has been transformed following Government policy to stimulate the national economy. In October 2002, a Legislative Decree No 48 of 2002 promulgated the Telecommunications Law that enabled liberalization of the telecommunications sector and the formation of the Telecommunications Regulatory Authority (TRA).

TRA is an independent body and has a direct responsibility to ensure effective liberalization of the telecommunications market, oversee fair competition, give private investors confidence with regard to competition, and make available the related telecommunication resources, such as the radio spectrum, in a fair and transparent manner.

On the 7th of September 2003, the TRA issued a Position Paper regarding the Requirement for Mobile Number Portability ("MNP"), and requested comments from the telecoms industry, and the general public, with regards to requiring operators to provide MNP facility.

TRA now intends to engage the services of an external consultant for purposes of identifying the approach and recommended methodology for implementing and administering Number Portability ("NP") in both Mobile (MNP) and Fixed Number Portability ("FNP") forms within the Kingdom of Bahrain.

Although the consultative work of this Terms of Reference ("TOR") document will include both forms of NP, TRA remains the final arbiter of which forms of NP to implement at a later stage, as indicated by the Telecommunications Law first mentioned above.

2. GENERAL SCOPE (ASSESSMENT STUDY):

TRA intends to engage the services of an external consultant for the preparation of a study on the methodology to be used for implementing NP, its ongoing administration, and procedures for porting numbers between operators. The consultant will consider the economic aspects of different solutions, taking into account the local market conditions as well as legal framework, and provide a cost-benefit justification wherever possible.

3. REQUIREMENTS

A telecommunications consultant with experience in regulatory, economic, technical and administrative processes related to Number Portability (NP).

The consultant should have experience in product design, project definition, project planning, and project implementation in the fields of communications and signalling

in the telecommunications sector. In particular, the design and implementation of porting systems/procedures, definition and implementation of mediation processes, and definition and implementation of file and data transfer for the purpose of record, and finance, management. It would be of benefit to have previous exposure to NP in varying capacities.

The procedure to be followed will involve, together with the TRA, establishing a work plan to assess the general requirements for implementing and managing NP for local operators. This may include, but not be limited to:

3.1 Minimum Requirements

- 3.1.1 Researching economic viability of introducing MNP and FNP (individually and together);
- 3.1.2 Establishing the general prerequisites for providing NP;
- 3.1.3 Identifying critical success factors and related risks;
- 3.1.4 Identifying the available technical implementations for NP and their suitability for the local market;
- 3.1.5 Identifying all elements required to successfully administer and regulate NP;
- 3.1.6 Identifying required procedures between operators to successfully port numbers in the minimum time possible;
- 3.1.7 Identifying relevant managerial (administrative) and financial issues to be tackled when implementing NP and suggestions on how these should be dealt with; and
- 3.1.8 Reporting the findings to TRA.

3.2 Expected Project Phases

TRA envisages four phases (this is by no means a definitive list of project phases, nor does it provide an exhaustive list of tasks to be undertaken by the project team. Prospective consultants are encouraged to provide their own expectations of project phases):

- 3.2.1 Derivation of a project plan

This will involve an initial assessment of the scope of work, documentation of available, and required, resources, and determination of the total time required for the project amongst other important factors. From this, a feasible project plan will be devised and agreed with TRA

3.2.2 NP Options

The objective of this phase is for the consultants to present the different options for the technical, administrative and regulatory requirements which could be taken to implement NP. When proposing the most appropriate option, it is important to consider the specific features of the national market, including the small size of networks and limited number of National operations, as well as the need of a sufficiently fast implementation of a trial system within the time plans.

The technical requirements are concerned with the different methods of providing NP; the administrative requirements are concerned with the method to maintain ported user information and processes/procedures for managing NP operations between operators and, if necessary, involvement of a third party and rules, related to the operation of it; the regulatory requirements are concerned with the legal and regulatory instruments involved in monitoring and regulating NP – they should also include rules for cost recovery and financial settlement related to NP.

The report will be presented to TRA and a decision made as the appropriate approach, which will be used as the input for the next stage.

3.2.3 Preparation and submission of Public Consultation

The objective of this phase is to seek feedback from interested parties on the preferred option for implementation of NP. The project team will prepare a public consultation to solicit industry feedback and comments on project findings and recommendations.

3.2.4 Assessment of Consultation Responses

All responses received will be assessed. The project team will then produce a report for the management of the TRA in summary, and detailed, forms with conclusions on the result of the consultation. A clear recommendation as to a roadmap for implementation will be set out.

4. RESPONSE INSTRUCTIONS

4.1 General Instructions

- 4.1.1 Responses to this document should address all of the requirements
- 4.1.2 Successful consultants will be required to enter into a formal contract with the TRA on terms to be supplied.
- 4.1.3 Until any such contract(s) have been executed, this Request for Proposal and any responses to this shall not in any way bind the TRA.
- 4.1.4 The responding consultants shall provide CVs and contact details of the people to be involved in the project.
- 4.1.5 The responding consultants are requested to provide a summary of their relevant capabilities and past experiences in related issues. Examples of similar work carried out by the responding consultant would be helpful.
- 4.1.6 The responding consultants must demonstrate that within their respective teams they possess the necessary skills, and relevant experience, to ensure high quality work.
- 4.1.7 Proposed project plan and methodology should also be a part of the response.
- 4.1.8 General information about the TRA may be found on the TRA's web site at www.tra.org.bh.

4.2 Responses to this document

- 4.2.1 Responses to this document should be submitted by either e-mail or hardcopy. If a response is submitted by e-mail a hard copy must reach the TRA within 7 working days of the date of closing. It is the responsibility of the respondents to ensure that their responses have reached the TRA within the required timeframe.
- 4.2.2 All responding consultants should include a statement that they have read and understood the terms and conditions contained herein.
- 4.2.3 Responding consultants may include supporting documents and attachments.
- 4.2.4 Proposals should be straightforward and demonstrate the capacity of the consultant to address the practical requirements of this work.
- 4.2.5 The TRA may issue any clarification to all participants as an addendum to the TOR. Such an addendum will become part of the TOR documents before deadline.

- 4.2.6 Proposals should be received as soon as possible and in any case not later than **March 31st 2008, at 1300 Hours GMT +0:00**

4.3 Contact Information

The address for submitting proposals is as follows:

<p>Mr. Mohammed Nasser Director of Finance & Administration TRA</p> <p>P.O. Box 10353 Manama, Kingdom of Bahrain</p> <p>E-mail: mnasser@tra.org.bh Fax: +973 1753 2125</p>

5. EVALUATION

5.1 Evaluation Criteria

Respondents must be aware of the evaluation criteria to be employed by the TRA in evaluating and marking responses. The mark distribution is as follows:

5.1.1 Technical Proposal

#	Item	Maximum Score
1.	Understanding of the task(s) required, to include knowledge and understanding of local market conditions	20%
2.	Quality and effectiveness of selected project methodology/approach	25%
3.	Skills and expertise of nominated consultant(s), to include similar work conducted in the past	35%
Maximum Possible Score for the Technical Proposal		80%

5.1.2 Financial Proposal

#	Item	Maximum Score
1.	Financial proposal, to include proposed total cost, payment schedule, costing method, etc.	20%
Maximum Possible Score for the Financial Proposal		20%

5.2 Separate Proposals

Respondents are required to submit separate proposals for both areas mentioned above; technical, and financial. The financial proposal must be submitted in **hard copy only** and submitted by the closing date mentioned above. The financial proposal envelope should be clearly marked "Name of Bidder - **Number Portability Proposal – Financial Part**"

The financial proposal will only be opened for those submissions which achieve the minimum technical score.

5.3 Minimum Technical Score

The TRA will evaluate responses based on the above marking regime. Responses scoring less than 60% in the technical proposal will be rejected.

5.4 Evaluation Outcome

The TRA expects to review responses and appoint a Consultant within three calendar weeks of the deadline for submitting responses.

The TRA reserves the right at its sole discretion to accept any response it chooses in full or part, negotiate with any consultant, and accept any alternative response.

The TRA is not bound to accept any response or appoint a consultant.

6. CONFIDENTIALITY

- 6.1. The information provided within this document is for the sole purpose of allowing invited consultants to submit Proposals to the TRA. The information supplied herein may not be used in any other context nor revealed to any other party not involved in the submission of a proposal in accordance with the terms and conditions set out in this document.
- 6.2. This document and any copies produced will remain the property of the TRA and must be returned on request.
- 6.3. All other information materials submitted to the Consultant at any stage must be considered confidential.
- 6.4. When submitting confidential material to the TRA it must be clearly marked "Confidential".

7. CO-OPERATION

The successful consultant will be expected to co-operate fully with TRA and other entities in the amendments, planning, information exchange, documentation, meetings or other communications or activities that TRA considers necessary in order to fulfil the contract most expeditiously and successfully.

8. IMPLEMENTATION PLAN

Prospective consultants are required to provide the required time frame for implementing the project, which will result in an operational test system by end of 2008.

The prospective consultant is required to provide an indicative implementation plan identifying the main tasks to be completed, the time frame required for completion and a description of the approach to be used in the implementation of this project (including time spent onsite/offsite).

9. FEES AND PAYMENT

The consultants should provide itemized cost/fees for each Phase in the implementation plan. A tabulated format should be provided to show all costs in Bahraini Dinars in a form that can easily be reviewed. Invited consultants are reminded that financial proposals must be submitted separately in a sealed envelope, to be delivered no later than the date and time indicated in 4.2.6 above.

TRA will make payments according to the completion of each Phase of work.