

RFI

(Request for Information)

Development of a Central Reference Guide for Technical, Environmental, and Economic Parameters	Tender Name
07/10/2026	Release Date
21/10/2026	Tender Closing Date
Send your inquiries to Procurement Dep. (procurement@sharakat.com.sa)	Communication

1. Background

The absence of a central, periodically updated reference for commonly used technical, environmental, and economic parameters has led to inconsistencies in calculations, report results, and feasibility assessments across sectors and studies. This project originated from a documented lesson learned.

2. Objective

To standardize commonly used parameters through an approved central reference guide, supported by a governance mechanism for annual review, thereby reducing variance in results across sectors and studies.

3. Project Size Indicators

- Number of sectors in scope: [7] sectors
- Estimated number of studies, reports, and models to be reviewed: [30-50]
- Estimated number of stakeholder workshops: [14] workshops
- Estimated number of key stakeholders: [7]

4. Scope of Services

4.1 Inventory and Analysis

- Identify and inventory recurring parameters currently used in studies, reports, and calculation models.
- Classify parameters into technical, environmental, and economic categories.
- Analyze discrepancies in values, sources, and units of measurement across sectors.

4.2 Ownership and Needs Assessment

- Identify the owning entity for each parameter category.
- Assess the need to include each parameter in the reference guide.
- Define the application mechanism and level of mandate for each category.

4.3 Reference Guide Development

- Develop approved values for each parameter, including source, reference year, and unit of measurement.
- Coordinate with stakeholders through workshops and draft reviews.

- Finalize the reference guide in collaboration with the Strategy Sector.

4.4 Governance Framework

- Define roles and responsibilities (owner, reviewer, approver).
- Establish procedures for annual review and parameter change requests.
- Define version control and publication mechanisms.

4.5 Approval and Rollout

- Support approval of the guide and governance framework by senior management.
- Prepare a rollout plan and conduct awareness sessions for users.

5. Key Deliverables

#	Deliverable	Payment Milestone
D1	Inception Report and Detailed Work Plan	
D2	Parameter Inventory and Gap Analysis Report	
D3	Ownership, Needs, and Application Matrix	
D4	Draft Central Reference Guide	
D5	Annual Review Governance Framework	
D6	Final Approved Reference Guide and Rollout Plan	

6. Deliverable Requirements and Acceptance

- All deliverables shall be submitted in [Arabic / English / both languages].
- Each deliverable shall allow up to [2] rounds of review and comments by the client.
- A deliverable is considered accepted upon written approval from the client's Project Manager.

7. Reporting and Communication

- Monthly progress reports covering progress, risks, and next steps.
- [Bi-weekly] progress meetings with the client's project team.
- Steering committee presentations at key milestones as required.

8. Work Location

Work shall be delivered through a combination of on-site presence at the client's premises and remote work, with on-site attendance required for workshops and key meetings.

9. Minimum Team Qualifications

- **Project Manager:** minimum [10] years of experience in managing consulting projects; PMP or equivalent preferred.
- **Strategy Consultant:** minimum [7] years of experience in strategy, standards development, or governance frameworks.
- **Technical Expert:** minimum [8] years of relevant technical experience.
- **Environmental Expert:** minimum [8] years of experience in environmental assessment or sustainability.
- **Economic Expert:** minimum [8] years of experience in economic analysis or feasibility studies.

10. Out of Scope

- Development of an automated system or digital platform for the guide.
- Recalculation of previous studies or reports based on the new parameters.

11. Assumptions

- Relevant sectors will provide access to existing data, studies, and models.
- Each owning sector will nominate an authorized representative.

12. Estimated Duration

Approximately 9 months from project kick-off.

13. Summation

Proposals shall be sent to Procurement Dep. Email (procurement@sharakat.com.sa)

- Technical Proposal.
- Financial Proposal.