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BIDDER'S CONFERENCE – MINUTES OF MEETING, Q&A
RFP/UNDP/RC Office/028/2020

Assignment Name:

**SITUATIONAL ANALYSIS ON THE STATE OF DATA IN INDONESIA AND THE
MAPPING OF UNCT CAPACITY IN DATA TO DEVELOP UN INDONESIA COUNTRY
TEAM DATA STRATEGY**

Date and Time:

14 October 2020 at 2pm

Virtual Meeting:

<https://undp.zoom.us/join/81985518324>

Meeting ID: 819 8551 8324

TO ALL INTERESTED BIDDERS

	Introduction and Guidance
Information	<p>Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none">1. Explanation on RFP document – administrative issue (closing date, submission & method, delivery place for submitting offer, contract award, etc.).2. Explanation on the Data Sheet3. Explanation on the Term of Reference (TOR).4. Explanation on the Submission Forms5. Q & A (going through all sessions) <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering & UNDP website for any update/amendment to this tender document</i></p>
Q&A session is incorporated into the below minutes	

1.	Q	How deep you would like get the analysis especially for Human Resources due to wide range of organizations, staff and offices?
	A	We are not going so deep into particular function but would like to get strategic overview of the personnel working on data, not necessarily all staffs.
2.	Q	In the Timeline, Payment and Deliverables table (under "Payment Term 3") you reference a "Chapter 4" of the Data Strategy, but in the "Standard of Final Report" outline you refer to only 3 Chapters. Which is correct (and, if it is four chapters, can we please know the content for Chapter 4)?
	A	Basically, you need to focus situational/landscape analysis on the data, mapping of capacity and the write up of the entire Data Strategy as required in the list of deliverables on the ToR.
3.	Q	Both key personnel qualifications stated must have education degree in Data Management but did not require that they have experience in Data Management
	A	We are not focusing only in Data management but also in political economy

Jakarta, 21 October 2020