

Terms of reference (ToR) for the procurement of services below the EU threshold

CONFIDENTIAL

Development of Information System RUMAH DATA KEHATI 2026

**Project number/
cost centre:**
WBS: G-011707-
001

Output: I-011707-99

Tender number

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference
<i>Bappenas</i>	<i>Badan Perencanaan Pembangunan Nasional</i>
<i>BAU</i>	<i>Business as usual</i>
<i>BMU</i>	<i>the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety</i>
<i>BKKHI</i>	<i>Balai Kliring Keanekaragaman Hayati Indonesia, in english CHM</i>
<i>CBD</i>	<i>Convention on Biological Diversity</i>
<i>CHM</i>	<i>Clearing House Mechanism</i>
<i>Clarity</i>	<i>Climate and Biodiversity Project</i>
<i>CSOs</i>	<i>Civil Society Organizations</i>
<i>HCV</i>	<i>High conservation value area</i>
<i>GHG</i>	<i>Greenhouse gas</i>
<i>GIZ</i>	<i>Deutsche Gesellschaft für Internationale Zusammenarbeit</i>
<i>IBSAP</i>	<i>the Indonesian Biodiversity Strategy and Action Plan (IBSAP)</i>
<i>IGT</i>	<i>Thematic Environmental Geospatial Information</i>
<i>MoE</i>	<i>Ministry of Environment</i>
<i>MoEF/ KLHK</i>	<i>Ministry of Environment and Forestry</i>
<i>NDC</i>	<i>Nationally Determined Contribution</i>
<i>PPKL</i>	<i>Deputy of Pengendalian Pencemaran dan Kerusakan Lingkungan, the Ministry of Environment</i>
API	Application Programming Interface

OGC	<i>Open Geospatial Consortium</i>
TMS	Tile Map Service
WMS	Web Map Service
MVT	Mapbox Vector Tile
UML	Unified Modelling Language
UAT	User Acceptance Testing
WebGIS	<i>Web-based Geographic Information System</i>
HTML	<i>HyperText Markup Language</i>
CSS	<i>Cascading Style Sheets</i>
GeoJSON	Geometry JavaScript Object Notation.
CRUD	Create Read Update Delete
DFD	Data Flow Diagram
ERD	Entity Relationship Diagram
MBTiles	Mapbox Tiles
PostgreSQL	Post Ingres (<i>Interactive Graphics and Retrieval System</i>) <i>Structured Query Language</i>

1. Context

Indonesia is one of the world's mega biodiverse countries, boasting an exceptionally high level of biological diversity that encompasses flora, fauna, fungi, and microorganisms spread across various terrestrial and aquatic ecosystems. The sustainable management of this biodiversity requires the support of accurate, integrated data that is easily accessible to various stakeholders. In support of the implementation of the Indonesian Biodiversity Strategy and Action Plan (IBSAP) 2025–2045, the initial phase development of the Biodiversity Data House (Rumah Data Kehati) by Directorate of Biodiversity Conservation, The Ministry of Environment, in 2025, though it need to be strengthened in accordance with specific needs, particularly in the utilization and visualization of Indonesia's geospatial biodiversity data. This information system serves as a central hub for the database system management and utilization of national biodiversity data, specifically regarding IBSAP data including map visualizations of biodiversity distribution. The implementation of the Biodiversity Database is coordinated by the National Focal Point CBD, Deputy PPKL the Ministry of Environment, which will involve the related key ministries and stakeholders.

Over time, and with the issuance of the Decree of the Minister of Environment/Head of the Environmental Control Agency of the Republic of Indonesia Number 34 of 2026, the Thematic Environmental Geospatial Information Structure was established. This serves as a technical reference to ensure the integration, accuracy, and consistency of thematic geospatial information within the environmental sector. Consequently, the demand for Indonesian biodiversity maps and geospatial data has grown significantly. Biodiversity data has become a vital foundation for conducting various monitoring activities and geospatial analyses within environmental management. The Rumah Data Kehati is expected to manage various types of critical data, including species data (taxonomy, conservation status, distribution, population, habitat, and threats), as well as spatial data such as maps of ecoregions, ecosystems, conservation areas, land cover and use, indigenous territories, and High Conservation Value (HCV) areas.

Currently, the Rumah Data Kehati Information System is not yet meet as required for a biodiversity geospatial database. Therefore, further development of the system is necessary, particularly in managing the storage, visualization, administration, monitoring, and various geospatial data analyses and biodiversity mapping. This need is further reinforced by the Decree of the Minister of Environment/Head of the Environmental Control Agency Number 32 of 2026, which establishes the Guidelines for the Dissemination of Thematic Environmental Geospatial Information (IGT). These guidelines aim to regulate the orderly, consistent, and sustainable dissemination of environmental IGT, covering access authority classification, information presentation, and standard operating procedures for dissemination.

Under the CLARITY project (WBS **G-011707-001**, Structure Output **I-011707-99**), particularly in the area of strengthening biodiversity policy management, one of the key objectives is to support the monitoring and evaluation of biodiversity management including IBSAP. In future, the Information System Rumah Data Kehati will be integrated into the BKKHI/ CHM management system. To support this activity, the GIZ will facilitate a team of consultants to strengthen the development of Information System Rumah Data Kehati. This activity corresponds to code III.4.A.1.

2. Tasks to be performed by the contractor

The consultants will work mainly with Directorate of Biodiversity Conservation the Ministry of Environment, GIZ, also with other related stakeholders. In conducting his/her tasks, the consultant will consult and coordinate with responsible advisor of CLARITY.

The contractor is responsible for providing the following services:

1. Development of the Geospatial Dataset Management Module

This module functions to build a Geospatial Database and Information system capable of organizing data standardization (metadata, data creation descriptions, data structures, coordinate projections, map scales, and data dictionaries). Features include:

- **CRUD Operations:** Add, Delete, and Edit vector data and tables (formats: .shp, .gdb, .geojson, .csv, .xls).
- **Metadata & Structure:** Creation of general information, metadata management, and data structure management.
- **Field Configuration:** Setting table column types (text, double, line, polygon, point, list, image, date, etc.) via manual entry or spatial/table imports.
- **Visualization & Storage:** Ability to view spatial records on a map interface and direct import to a PostgreSQL database.
- **Data Processing:** Merging data columns during continuous imports and downloading spatial/table data.

2. Development of the Layer Management Module

This module manages map layers and symbology settings for dataset visualization.

- **Layer Control:** Add, Delete, and Edit map layers from datasets.
- **Cataloguing:** Creation of a Layer Catalog Management system and layer information.
- **Symbology:** Setting colours, labels, and column aliases for internal datasets.
- **Status Management:** Configuring layer status (Published or Draft).

3. Development of the Geospatial-based Map Services/API Integration Module

This module facilitates map integration between systems or agencies (Inter-Ministry/Agency integration) adopting OGC (*Open Geospatial Consortium*) standards. Supported formats include:

- TMS (Tile Map Service) / WMS (Web Map Service)
- MVT (Mapbox Vector Tile) / MBTile / GeoJSON

4. Development of the Map Management Module

Functions to create thematic maps required for biodiversity visualization.

- **Map Creation:** Add, Delete, and Edit maps using internal or external layers.
- **Configuration:** Adjusting layer positions, color transparency, and view extent.
- **Base Maps:** Setting online/offline base maps.
- **Data Input:** Inputting spatial data, table forms, and object photos.

5. Development of the Information Visualization and Interactive Map Module

Aims to visualize information through narratives, images, charts, and tables alongside interactive maps to help users understand biodiversity history and distribution.

6. User Management for External Stakeholders

Allows external parties (NGOs, CSOs, etc.) to contribute biodiversity distribution data to the system following specific standards and regulations.

Project Timeline

No	Activities Stage	Month			
		1	2	3	4
1.	System Needs Analysis				
2.	Preparation of SRS (<i>Software Requirements Specification</i>)				
3.	System Design (Interface, User Flow, ERD)				
4.	Development of Geospatial Dataset Management Module				
5.	Development of Layer Management Module				
6.	Development of Map Services/API Integration Module				
7.	Development of Map Management Module				
8.	Development of Information Visualization & Interactive Map Module				
9.	User Access/Stakeholder Configuration				
10.	Installation, Testing & UAT				
11.	Reporting and Technical Documentation				

contract for works:

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
Output 1 - Overall approach and timeline agreed with GIZ and KKH - Detail work plan for finalizing the RumahData Kehati - System Needs Analysis Document - SRS Document - Interim Project Report	Two weeks after signing the contract	- Approve the timeline - Approved the workplans by KKH and GIZ - Approved System Need Analyses - Approved SRS (<i>Software Requirements Specification</i>) - Approved the report

<p>Output 2</p> <ul style="list-style-type: none"> - System Design, - Geospatial Dataset - Management Module, - Layer Management Module, - Map Services/API Integration Module, - Map Management Module, - Information Visualization & - Interactive Map Module, - User Access/Stakeholder Configuration, - Testing & UAT Documents, - Final Reporting and Technical Documentation 	<p>10 weeks after signing the contract</p>	<ul style="list-style-type: none"> - Approved System Design, - Approved Geospatial Dataset - Approved Management Module, - Approved Layer Management Module, - Approved Map Services/API Integration Module, - Approved Map Management Module, - Approved Information Visualization & - Interactive Map Module, - User Access/Stakeholder Configuration, - Testing & UAT Documents, - Final Reporting and Technical Documentation
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Period of assignment: from May 2026 until June 2026.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and communicating with GZ in developing Information System Rumah Data Kehati in collaboration with other experts and relevant ministries/agencies under Dit. KKH coordination.
- Together with experts and relevant ministries, once it needed, define and develop information system.
- Develop the Project Schedule and Project Phases
- Plan, organize, and prioritize task distribution to the team and team members
- Monitor and control the outcomes of each project milestone (Quality Control)
- Design and develop web programming scripts
- Implement Go, Python, and Bash scripts as required
- Conduct API System with at least one node of BKKHI Working Group
- Conduct discussions, knowledge transfer sessions, and technical reviews related to system implementation and source code structure/flow with the team
- Perform unit testing (white box testing) together with the team
- Perform other duties and tasks as requested by the GIZ partner, taking into account its relevance and workload.
- Provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): Master's degree (S2) in information technology, Geography.
- Language (2.1.2): C1-level language proficiency in English and Indonesia.
- General professional experience (2.1.3): 10 years of professional experience in the in the information system development sector.
- Specific professional experience (2.1.4): 8 years in years of experience as a programmer specializing in information system development in natural resource management in specific environmental, forestry and or marine, biodiversity thematic, especially knowledgeable on IBSAP as well as its monitoring system and involved actors, understanding fundamental concepts of the CBD, BKKHI, environmental and/ biodiversity conservation, and related issues.
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 15 years of experience in projects in Indonesia (region).
- Development cooperation (DC) experience (2.1.7): 10 years of experience in DC projects
- Other (2.1.8): Experienced developing database system, especially on natural resource, environment, forestry, or geospatial, land use, big data related issues.

Key expert 1. GIS Programmer

Tasks of key expert 1

The expert is responsible to System architecture analysis, WebGIS scripting (HTML, CSS), and creating UML Diagrams (Use Case, Activity Diagrams). The Consultants shall support the CLARITY Project to carry out the following tasks, which are not limited to:

- Coordinate closely with the lead consultant coordinator in supporting the development of the Information System Rumah Data Kehati
- Coordinate with the lead coordinator, as well as the Ministry of Environment and relevant ministries/agencies
- Analyze the existing architecture and system design
- Identify in detail the requirements of the Client and Users
- Develop WebGIS programming scripts based on task details provided by the System Analyst and direction from the Project Manager
- Implement HTML and CSS scripts created by the Designer
- Prepare system analysis documentation in the form of UML (Unified Modelling Language) diagrams, including:
 - Use Case Diagram
 - Activity Diagram
- Prepare detailed analysis results and communicate them to programmers and the team
- Conduct discussions and knowledge transfer sessions

Support lead coordinator with providing activity reports (including financial reports) and documentation for the CLARITY Project's administrative purposes

Qualifications of key expert 1

- Education/training (2.2.1): Bachelor's degree (S1) Information Technology or Geology.
- Language (2.2.2): B2 -level language proficiency in English and Indonesia.

- General professional experience (2.2.3): 3 (three) years of experience as a GIS Programmer / Programmer in the development of geographic information systems or geospatial-based applications.
- Specific professional experience (2.2.4): 3 (three) years in years of experience as a programmer specializing in information system development in natural resource management in specific environmental, forestry and or marine, biodiversity thematic, especially knowledgeable on IBSAP as well as its monitoring system and involved actors, understanding fundamental concepts of the CBD, BKKHI, environmental and/ biodiversity conservation, and related issues.
- Leadership/management experience (2.2.5): N.A
- Regional experience (2.2.6): 3 years of experience in projects in Indonesia (region) specifically experience relating with environment conservation measures.
- Development Cooperation (DC) experience (2.2.7): N.A
- Other (2.2.8): Experienced developing database system, especially on natural resource, environment, biodiversity, forestry, or spatial planning related issues.

Key Expert 2. GIS Database Specialist

Tasks of key expert 2.

The consultant is responsible to Developing geospatial database management, data warehouse architecture design (DFD, ERD), and data verification. The Consultants shall support the CLARITY Project to carry out the following tasks, which are not limited to:

- Coordinate closely with the lead consultant coordinator in supporting the development of the Information System Rumah Data Kehati.
- Coordinate with the lead coordinator, as well as the Ministry of Environment and relevant ministries/agencies, in collecting biodiversity and cleaning data.
- Collect geospatial data, analyze it, and develop required interface needs from various data sources
- Build and manage geospatial and mapping databases
- Verify data and identify anomalies within database information
- Design the data warehouse architecture structure and define data storage workflows within the software by modelling structures using DFD, ERD, and other architectural diagrams
- Support lead coordinator with providing activity reports (including financial reports) and documentation for the CLARITY Project's administrative purposes

Qualifications of key expert 2. GIS Database Specialist

- Education/training (2.3.1): Bachelor's degree (S1) in Geography Information Systems
- Language (2.3.2): B1 -level language proficiency in proficiency in English and Indonesian
- General professional experience (2.3.3): 3 (three) years of experience in GIS / Database management in the development of geospatial databases or other software
- Specific professional experience (2.3.4): 3 (three) years' experience in natural resource management in specific environmental & biodiversity conservation, especially IBSAP as well as its monitoring system and involved actors, understanding fundamental concepts of the CBD, BKKHI, environmental and/ biodiversity conservation regulations and related issues
- Leadership/management experience (2.3.5): NA

- Regional experience (2.3.6): 3 years of experience in projects in Indonesia (region), specifically experience relating with environment conservation measures
- Development Cooperation (DC) experience (2.3.7): NA
- Other (2.3.8): Experienced developing database system, especially on environment, biodiversity related issues preferably including National Report on CBD/ KMGBF/ IBSAP

Key Expert 3. Biodiversity Spatial Data Operator

Tasks of key expert 3.

The expert is responsible to spatial data inventory, testing scenarios, preparing dummy data/environments, and conducting Integration/System Testing and UAT. The Consultants shall support the CLARITY Project to carry out the following tasks, which are not limited to:

- Conduct spatial data inventory
- Assist the team in managing geospatial and other related data
- Perform testing scenarios for each task completed by the Programming Team
- Prepare dummy spatial data for testing
- Set up the testing environment
- Conduct Integration Testing, System Testing, and User Acceptance Testing (UAT)
- Prepare testing implementation documentation
- Compile and manage technical documents (including analysis documents, design documents, testing reports, etc.)
- Support lead coordinator with providing activity reports (including financial reports) and documentation for the CLARITY Project's administrative purposes.

Qualifications of key expert 3.

- Education/training (2.4.1): Bachelor's degree (S1) in Forestry, Environmental Science.
- Language (2.4.2): B1 -level language proficiency in proficiency in English and Indonesian
- General professional experience (2.4.3): 1 (one) year of experience in GIS / Database management related to forestry, or environmental, or biodiversity
- Specific professional experience (2.4.4): 1 (one) year of experience in GIS / Database management related to forestry, or environmental, or biodiversity data management, strong analytical and critical skills, understanding fundamental concepts of the environment management, knowledgeable about the IBSAP as well as its monitoring system and involved actors
- Leadership/Management experience (2.4.5): NA
- Regional experience (2.4.6): 1 (one) year experience relating with environment conservation measures in Indonesia
- Development Cooperation (DC) experience (2.4.7): NA
- Other (2.4.8): Experienced analyzing data especially in environment, biodiversity, or forestry related issues preferably including National Report on CBD/ KMGBF/ IBSAP

Key Expert 4. Biodiversity Numerical Data Operator.

Tasks of key expert 4.

The expert is responsible to spatial data inventory, testing scenarios, preparing dummy data/environments, and conducting Integration/System Testing and UAT. The Consultants shall support the CLARITY Project to carry out the following tasks, which are not limited to:

- Conduct spatial data inventory
- Assist the team in managing geospatial and other related data
- Perform testing scenarios for each task completed by the Programming Team
- Prepare dummy spatial data for testing
- Set up the testing environment
- Conduct Integration Testing, System Testing, and User Acceptance Testing (UAT)
- Prepare testing implementation documentation
- Compile and manage technical documents (including analysis documents, design documents, testing reports, etc.)
- Support lead coordinator with providing activity reports (including financial reports) and documentation for the CLARITY Project's administrative purposes.

Qualifications of key expert 4.

- Education/training (2.5.1): Bachelor's degree (S1) in Forestry, Geography, Geology, Environmental Science.
- Language (2.5.2): B1 -level language proficiency in proficiency in English and Indonesian
- General professional experience (2.5.3): 1 (one) year of experience in data analyse and management related to forestry, or environmental, or biodiversity
- Specific professional experience (2.5.4): 1 (one) year of experience in data analyse and management related to forestry, or environmental, or biodiversity data management, strong analytical and critical skills, understanding fundamental concepts of the environment management, knowledgeable about the IBSAP as well as its monitoring system and involved actors
- Leadership/management experience (2.5.5): NA
- Regional experience (2.5.6): 1 (one) year experience relating with environment conservation measures in Indonesia
- Development Cooperation (DC) experience (2.5.7): NA
- Other (2.5.8): Experienced analyzing data especially in natural resource, environment, biodiversity, or forestry related issues

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Efficient, partner- and client-focused working methods

5. Costing requirements

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price.

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

Milestones/partial works	Estimated expert days for orientation	Deadline/place/person responsible
Output 1 (Interim): <ul style="list-style-type: none"> - Overall approach and timeline agreed with GIZ and KKH - Detail work plan for finalizing the RumahData Kehati - System Needs Analysis Document - SRS Document - Interim Project Report 	1. Team Leader / Programmer: 10 days 2. GIS Programmer: 10 days 3. GIS Database Specialist: 10 days 4. Biodiversity Spatial Data Operator: 15 days 5. Biodiversity Numerical Data Operator: 15 days	4 weeks after contract start
Output 2 (Final): <ul style="list-style-type: none"> - System Design, - Geospatial Dataset - Management Module, - Layer Management Module, - Map Services/API Integration Module, - Map Management Module, - Information Visualization & - Interactive Map Module, - User Access/Stakeholder Configuration, - Testing & UAT Documents, - Final Reporting and Technical Documentation. 	1. Team Leader / Programmer: 35 days 2. GIS Programmer: 35 days 3. GIS Database Specialist: 35 days 4. Biodiversity Spatial Data Operator: 45 days 5. Biodiversity Numerical Data Operator: 45 days	10 weeks after contract start

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- In collaboration with the main partners, contacts to related stakeholders, once it needed
- In collaboration with the main partners, arrange meetings with related stakeholders, for discussing the update or trial the system.

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English.

As the contract to be concluded is a contract for works (output based), please offer a fixed **lump sum price** that covers all relevant costs (fees, travel expenses, workshop/trainings, etc.). The price bid will be evaluated on the basis of the specified lump sum price. In addition, please also provide the daily rate. The specifications for pricing are defined in the price schedule.

8. Outsourced processing of personal data

The officer responsible for the commission is responsible for assessing data protection topics.