DIGID Concept Note Template

Objectives: What’s the Concept Note for?
- Interested parties will be asked to submit a concept note to describe their solution or thoughts that may contribute to a solution strategy that addresses the problem statement
- Each submitting party will be invited for a bilateral follow-up
- The objective of the concept notes submission is to inform the requirements for the RFP and learning activities
- If there are specific parts of the concept note that require privacy or NDA, please indicate in your submission

Where to submit? / What format?
- Vendors should submit their concept notes as PDF attachment to our DIGID email address (digid@hiplatform.org), with the subject line “DIGID Concept Note - [Name of company/org]”
- Deadline: 25th March 2019

Contents:

Name of Company/Institution/Individual: XXX

I. Proposed Solution Description (max 2 pages)  
   A. Describe proposed approach/solution and how it addresses “Key Requirements” provided in the Executive Summary  
   B. Solution Architecture (optional) and Data Flow (required)

II. Demo / Simulation (max 1 page)  
   A. Do you have a functional prototype of the solution?  
   B. Can we have access to the demo ourselves to get hands-on experience?  
   C. Is the solution field tested? If so, describe a few existing clients that you have worked on similar projects with? - optional

III. Risks & Assumptions (max 1 page)  
   A. Describe any risks foreseen with the solution (or approach in implementing a solution) and possible mitigation  
   B. List assumptions made pertaining to the solution (e.g. infrastructure/connectivity, end-user digital literacy, hardware requirements)