

# 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](mailto: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)