



**RFP-2025-031  
ANNEXURE 1 - TECHNICAL PROPOSAL**

**CONSULTING FIRM:**

**SECTION A:**

**TECHNICAL:**

*1. Introduce your firm in relations to the scope of work of this consultancy assignment.*

*2. Describe your technical understanding of the scope of work for this consultancy assignment.*



**3. Elaborate on the proposed approach of your firm for the maintenance support of the AFI Data Portal ([www.afi-dataportal.org](http://www.afi-dataportal.org)) as outlined in the Request for Proposal (RFP-2025-31). Provide details on the proposed support model, processes including issue level severity and process time, project management tool / ticketing system, etc.**

**4. Provide details of the proposed team member(s), the proposed assigned role for this maintenance support, and their technical competencies as well as experience to undertake this assignment.**



**5. State the risk(s) involved in this consultancy assignment, and outline mitigation measures to be adopted by your firm.**

**6. State three relevant references who you have undertaken a similar assignment for. Provide contact details (email or/and phone number)**

**7. Please provide with the followings: [Disclaimer: AFI has the right to disqualify applicant who do not comply to the submission requirements]**

- |   |                                   |
|---|-----------------------------------|
| (i) Updated CVs of proposed consultant(s) demonstrating evidence of the required skills and experience listed in the TOR. | <input type="checkbox"/> Attached |
| (ii) Previous work samples of similar work done (link or attachment)  | <input type="checkbox"/> Attached |
| (iii) Workplan  | <input type="checkbox"/> Attached |
| (iv) Conflict of Interest Disclosure Form   | <input type="checkbox"/> Attached |
| (v) Statement of Integrity [when applicable]  | <input type="checkbox"/> Attached |
| (vi) Business Registration [FOR SOLE PROPRIETOR, COMPANY, FIRM or ORGANIZATION]   | <input type="checkbox"/> Attached |
| (vii) Joint Venture Agreement   | <input type="checkbox"/> Attached |
| (viii) Disclosure of employment [FOR INDIVIDUAL]  | <input type="checkbox"/> Attached |



- 8. Please provide any other information that would help us in better evaluating and assessing your firm for this request for proposal.*