



Situation Analysis Study on Child Safeguarding Policy
(Study with Parents and Children)
(“The Study”)

Consultancy Brief

1. Background

1.1 More and more child abuse cases emerging from child-related organizations reveal that children are usually harmed by people they know and trust; the harm is not bounded to physical hurt but also emotional and mental violence. The phenomenon shows there is an urgent need to raise awareness of self-protection among children and institutionalize Child Safeguarding Policy (CSP) among organizations to prevent child abuse cases from arising, and minimize the risk of harm or abuse children are exposed to as a result of their contact with the organization.

For this reason, Plan International Hong Kong (“Plan HK”) is planning to launch a Child Safeguarding Policy Movement to motivate and support the setup of CSP in child-related organizations.

It is hoped that the effective practice of CSP will help keep organizations safe for children by making sure:

- all who work for and engage with children are skilled, confident, understand and are well supported in meeting their responsibilities to safeguard children from violence;
- procedures are in place to prevent and deal with actions/behaviours that result in violence against a child and/or places them at risk;
- organizations’ responsibilities to prevent and respond to any harm arising from actions and behaviours within the organisations are fully communicated with parents and children they work with, with clear paths for reporting such incidents.

In order to gather evidence for our Child Safeguarding Policy Movement, Plan HK would like to conduct the first-ever situational analysis study to look into why parents may or may not attach importance to Child Safeguarding Policy when choosing an organization for service. The Study also aims at understanding the level of self-protection awareness of children in child safeguarding. The research findings will provide evidence on the perceptions of

organizations, parents and children as a baseline review for our Child Safeguarding Policy Movement.

2. Objectives of the Study

- 2.1 Plan HK intends to commission a research organisation (the selected consultant, “Consultant”) to undertake the Situation Analysis Study on Child Safeguarding Policy (Study with Parents and Children) (“the Study” or “the Consultancy Services”), to
- (1) conduct a thorough literature review to provide a landscape analysis on how far Hong Kong is falling short of globally preferred standards.
 - (2) find out how local children (the direct impact groups) and parents (customers of the services) perceive the importance of child safeguarding policy and their awareness on this issue.

Specifically, *the parent’s study* shall serve as a baseline review in 4 dimensions

- i. local parents’ level of understanding on local child safeguarding measures and legal requirements
- ii. local parents’ perceived importance of an internal CSP for an association and whether this would affect their decision to choose services from an organisation;
- iii. local parents’ perception of what constitutes violence against children
- iv. local parents’ expectations on the level of CSP policy implementation

Specifically, *the children’s study* shall serve as a baseline review in

- i. Awareness/perception of violence against children or exposure of risks in sports associations and private tuition centres
- ii. Self-protection strategy in face of violence
- iii. Views on and what child safeguarding measures are necessary

3. Scope of the Study

3.1 The composition of the target research respondents are as follows:

Parents: Cantonese-speaking Hong Kong citizens of age 18 or above, who are parents raising at least one child of age 6 to 15

Children: Hong Kong local primary or secondary school students of age 6 to 15, including the following school level(s) and school type (s):

- (a) Local public-funded primary school
- (b) Local public-funded secondary school
- (c) Local private international primary school
- (d) Local private international secondary school

3.2 The Consultancy Study shall include 2 phases. The Consultant is required to perform the following tasks at each phase with a view to meeting the objectives mentioned in paragraph two:

Phase 1:

- ❖ to conduct a **thorough literature review** covering

- At least 5 years’ academic publications, journals and public reports and other sources of reference.
- At least 3 jurisdictions, most preferably including one jurisdiction with similar cultural or political backgrounds as Hong Kong, related to child safeguarding policies (CSP) in order to facilitate the analysis on how far Hong Kong is falling short of globally preferred standards.
- ❖ to conduct a **representative territory-wide survey sampling frame** to map out the current situations on children and parents perceive the importance of child safeguarding policy and their awareness on this issue.
- ❖ to conduct **pilot study**
- ❖ to conduct **quantitative survey** to both parents and children: questionnaire design, sampling methodology and data collection for parents and children respectively with a representative sampling frame
- ❖ to provide **detailed analysis** of the survey data;
- ❖ to compile **draft survey report** (single language, covering findings from stakeholders); and
- ❖ to compile a **literature review summary with information bank**

Phase 2:

- ❖ to follow up on finding on the study identified in phase 1;
- ❖ to conduct **focus group discussions*** so as to provide a more detailed explanation and analysis of child safeguarding policy perception among parents and children.
- ❖ to **compile bilingual research report**, with an executive summary and recommendation

Specially, the Consultant is required to perform the following tasks with listed deliverables as set in the table below—

Components	Deliverables
A thorough literature review	
<p>The literature review shall include:</p> <ul style="list-style-type: none"> ❖ At least 5 years’ academic publications, journals and public reports and other sources of reference. ❖ At least 5 jurisdictions, most preferably including one jurisdiction with similar cultural or political backgrounds as Hong Kong, related to child safeguarding policies (CSP) in order to facilitate the analysis on how far Hong Kong is falling short of globally preferred standards. ❖ covering the following topics: <ul style="list-style-type: none"> - Existing child safeguarding measures in Hong Kong - Essential elements of a CSP - Local legal and professional requirements for an internal CSP in child-related organisations, 	<ul style="list-style-type: none"> - Literature Review summary and the whole set of resources located (i.e. Information bank)

	<p>including but not limited to sports associations and private tuition centers;</p> <ul style="list-style-type: none"> - International standards of an internal CSP - Legal requirements for an internal CSP in relevant organisations in other countries; - Prevalence of CSP in local and overseas child-related organisations <p>The research team is expected to organise the findings into an information bank, and summarize the major findings under different headings useful for policy advocates and policy-makers' reference.</p>	
Pilot study	<p>Pilot study is to gather preliminary comments on the design and to test the feasibility of the interview guide and questionnaires.</p> <p>The pilot study will include:</p> <p>Study with parents</p> <ul style="list-style-type: none"> - At least 4 in-depth individual interviews or one focus group with 4 to 6 parents, and 20 pilot surveys <p>Study with children</p> <ul style="list-style-type: none"> - At least 4 in-depth individual interviews or one focus group with 4 to 6 parents, and 20 pilot surveys 	<ul style="list-style-type: none"> - A pilot report within 1 week after a pilot study
Quantitative and qualitative study	<p>The study aims to</p> <ul style="list-style-type: none"> • Find out how children (the direct impact groups) and parents (customers of the services) perceive the importance of child safeguarding policy and their awareness on this issue. <p>Specifically, the parent's study shall serve as a baseline review in 4 dimensions</p> <p>v. Level of understanding on local child safeguarding measures and legal requirements</p>	<ul style="list-style-type: none"> - 2 sets of questionnaire for the quantitative surveys with parents and children respectively (at least 500 successful interviews) - 2 sets of discussion guides in Chinese, with 4 focus groups with parents and 8 focus groups with children

	<ul style="list-style-type: none"> vi. Perception of what constitutes violence against children vii. Perceived importance of Child Safeguarding Policy viii. Level of policy implementation in practice and expectation <p>Specifically, the children’s study shall serve as baseline review in</p> <ul style="list-style-type: none"> iv. Awareness/perception of violence against children or exposure of risks in sports associations and private tuition centres v. Self-protection strategy in face of violence vi. Views on and what child safeguarding measures are necessary 	<p><i>*Please see Remark 1 for the composition of the focus group</i></p>
Data Collection	<p>Training and briefing to field workers about the purpose of research and relative child safeguarding measures related to data collection with children under 18 years old.</p>	
Reporting	<p>(1) Draft survey report with all the quantitative and qualitative findings</p> <p>(2) Final research report With detailed analysis of the survey data and analysis into the relationships of different variables, and recommendations on possible approaches on public education for training for organisations or relevant stakeholders for Plan’s consideration.</p>	<p>Single language</p> <p>Bilingual research report</p> <p><i>**For other items like full transcript, research consultant’s presentation of survey findings to the public, please kindly quote them as supplementary items for our consideration as well.</i></p>

Remark:

1. In order to better understand how the school settings and different characteristics affect parents’ and children’s perception on child safeguarding, the composition of parents and children in each focus group is suggested as follows:

(1) Study with Parents

	Children’s school settings
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Age of their children	Chinese-speaking parents who send their children to local grammar schools	Parents who send their children to international schools
6-10 (boys and/or girls)	1	1
11-15 (boys and/or girls)	1	1
Total number of focus groups:		4

(2) Study with Children

Age	Children's school settings	
	Local grammar schools	International schools
9-11 (boys)	1	1
12-15 (boys)	1	1
9-11 (girls)	1	1
12-15 (girls)	1	1
Total number of focus groups:		8

4. Control of the Consultancy services

4.1 Senior Advocacy and Campaign Officer in Plan HK or any person designated by such person in writing will act as the liaison officer between the Consultant and Plan HK in relation to the Study.

4.2 The Consultant is required to establish and conduct quality assurance procedures (e.g. measures to ensure accuracy and quality between data collection and data entry and analysis) at various stages to ensure reliability and validity of the Study. The quality control procedures, which may include data collection process, reliability and validity checks, shall be done to the satisfaction of Plan HK.

4.3 The Consultant shall comply with all reasonable instructions made by Plan HK in the performance of the consultancy services. The Consultant will be required to maintain for the duration of the Consultancy Agreement an office in Hong Kong.

5. Duration of the Study

5.1 The period of the Study shall be eight (8) months from the date of the Consultancy Agreement (“Consultancy Period”). The Consultancy Services are expected to commence around May 2019.

6. Deliverables

6.1 The Consultant shall commence work immediately on the date of commencement of the Study (“Commencement Date”). The Consultant shall produce and submit to the Plan HK during the Consultancy Period the following Deliverables and implementation plan is expected from the Consultant in accordance with the following timetable:

<u>Deliverables</u>	<u>Deadline for submission</u>
(a) Draft version of literature review summary with information bank	Within four (4) weeks after the Commencement Date
(b) Final version of literature review summary with information bank	Within three (3) months after the commencement date
(c) Draft version of 2 sets of questionnaires for the quantitative surveys with parents and children respectively	Within five (5) weeks after the Commencement Date
(d) Final version of 2 sets of questionnaires for the quantitative surveys with parents and children respectively	Within five (5) working days after the Consultant’s receipt of the comments and suggested amendments to the draft version of the questionnaires
(e) Draft version of 2 sets of discussion guides for focus group with parents and children respectively	Within five (5) weeks after the Commencement Date
(f) Final version of 2 sets of discussion guides for focus group with parents and children respectively	Within five (5) working days after the Consultant’s receipt of the comments and suggested amendments to the draft version of the discussion guides
(g) Pilot study report	Within one (1) week after the pilot study
(h) Draft survey report including all findings from questionnaires and focus groups (single language)	Within four (4) months after the Commencement Date
(i) Bilingual Final Research Report	Within seven (7) working days after the Consultant’s receipt of the comments and suggested amendments to the draft survey report

(j) Meetings with Plan HK and other advisory committees	As and when required by Plan HK during the consultancy period, the Consultant shall attend meetings with Plan HK and other relevant parties specified by Plan HK.
(k) Formal presentation(s) of the above deliverables or any part thereof to Plan HK	If required by Plan HK, formal presentations shall be conducted by the consultant within six (6) months after the acceptance in writing by Plan HK of the Final Report.

6.2 The timetable for submission of reports is subject to change by Plan HK. The Consultant shall be prepared to allow flexibility in the programmes to allow for changes in work schedules due to the possible requirement for review from Plan International Ethics Review Committee for ethics approval or review from other advisors to the research, or for other reasons.

6.3 The Consultant shall provide supplementary advice, comments, suggestions, recommendations and analysis for those matters relating to the Deliverables and when required by Plan HK.

6.4 Should there be any defect, mistake or deficiency in any of the Deliverables set out in Clause 6.1, or should amendments be required to be made to any of such Deliverables, the Consultant shall amend and re-submit the Deliverables at no extra cost or expense to Plan HK within ten (10) working days of the notice requesting rectification or amendment or such shorter period as may be specified in such notice. Rectification and/or amendments should be made by the Consultant until Plan HK finally accepts the Deliverables. For the avoidance of doubt, the Consultant may be required by Plan HK to submit more than one (1) draft version of the Deliverables respectively referred to Clauses 6.1 (a), (c), (e) and (h) above until the final version of the Deliverables can be completed and submitted by the Consultant as set out in Clauses 6.1 (b), (d), (f) and (i) above in accordance with the specified deadline for submission.

6.5 Plan HK shall have right to require the Consultant to provide information that facilitates the preparation of Deliverables prior to submission.

7. Essential Requirements

7.1 Consultancy Proposals must meet all of the essential requirements set out in Clause 7.2. Consultancy proposals which fail to meet any of such essential requirements shall be disqualified and not considered further.

7.2 The Consultant must assemble a Consulting Team (the “Consulting Team”) with the necessary experience, skills, expertise and proficiency in both English and Chinese, and fulfill the following requirements:

- (a) The Consultant and each of its proposed Consulting Team members must have a proven record of conducting high-quality researches, preference will be given to those with experiences in conducting researches relating to children.
- (b) The team leader should have extensive research and advocacy post-degree experience
- (c) The core members of the Consulting Team must have at least five (5) years of experience in the research field immediately before the Closing Date for submission of tender.
- (d) All Consulting Team members must comply with the “Global Policy Safeguarding Children and Young People” in Plan HK throughout the Study.
- (e) The Consultant has demonstrated a high level of Intellectual Property (IP) awareness and a strong commitment to research ethics and integrity.

8. Consulting Team

8.1 The Consultant shall be responsible for the completion of the Study in accordance with the Consultancy Agreement referred to in Clause 11. The Consultant shall organise a Consulting Team which shall be headed by a project director (“Project Director”) and comprises a sufficient number of personnel with relevant qualifications and expertise. The identity of each member of the Consulting Team and the role they are to perform must be fully disclosed in the proposal for the Study. The Consultant shall be fully liable and responsible for the acts, neglect, omission and conduct of such persons.

8.2 The Project Director shall lead and manage the Consulting Team. He/She shall have the relevant qualifications, knowledge, experience and exposure to the subject matter of the Study, and ensure the conduct and the progress of the Study are to the satisfaction of Plan HK.

8.3 Plan HK reserves the right to require any replacement of any member of the Consulting Team. The Consultant must obtain Plan HK’s prior written approval for any subsequently proposed addition to or change of the composition of the Consulting Team.

9. Technical proposal

9.1 Each research organisation (“Research Organisation”) intending to submit a proposal for the Study is required to submit a technical proposal (“Technical Proposal”) setting out without limitation the following information:

Essential requirement:

- (a) Research Organisation’s Profile

A description of the background, history, organizational chart and dedicated correspondent person.

(b) Research organisation's experience and client profile

A description of the Research Organisation, its proposed sub-consultants (if any) and their respective staff, the professional services they can provide and their experience, knowledge and expertise in relation to the Study and their relevant research experience in the past five (5) years immediately preceding the deadline of submission of the proposal.

(c) Qualification and experience of the project team

The structure and composition of the Consulting Team, setting out the academic and professional qualifications of each member (in particular each member's expertise, experience and knowledge relevant to the Study), with description of their responsibilities and degree of involvement.

(d) Project approach, methodology

A description of the approach and methodology in conducting the Study, in particular, the methods of data collection and the proposed strategies, as well as the time schedule proposed for accomplishing the tasks of the Study as set out in Clause 6.1.

(e) Commitment to research ethics:

Measures to protect the confidentiality of the Study and information received by or made known to the Research Organisation in relation or incidental to the Study

(f) Ethical concerns on interviewing children

Measures to safeguard children and protect them from any risks of harm in both quantitative and qualitative data collection process

(g) Quality assurance measures

A description of the quality control plan and related measures (including the assurance of the quality of collected any data collected) that will be implemented to ensure the reliability and validity of the Study.

(h) Copy of certificate of incorporation

Non-essential requirements

(i) Reference letters from clients within 5 years

(j) Other Service Conditions

10. Fee Proposal

- (a) Research Organisations should propose in Hong Kong dollars a total lump sum fixed fee, inclusive of all the incidental costs and expenses, for the work and services to be performed and completed for the Study.

- (b) A cost breakdown of all costs and expenses for each Deliverable should also be provided. It will be assumed that the Research Organisations' offer will remain valid for the duration of the Consultancy Agreement. Therefore no request for fee variation will be considered.

11. Consultancy Agreement

11.1 The selected Consultant shall enter into a formal written consultancy agreement with Plan HK. The Consultancy Agreement will contain the complete terms and conditions of the consultancy, including matters referred to in this Brief, expanded and modified as necessary, and other matters such as remuneration, confidentiality, copyright and other matters.

12. Consultancy Fee and Payment

12.1 The Consultancy Fee for the Consultancy Services rendered by the Consultant under the Consultancy Agreement shall be a fixed lump sum fee ("the Consultancy Fee") agreed with Plan HK. Plan HK will pay the Research Organisation the Consultancy Fee by installments in accordance with the Payment Schedule below:

	Percentage of the Consultancy Fee	Deliverables
1 st installment	30%	<ul style="list-style-type: none"> Agreement signed by both parties within fifteen (15) working days after the receipt of the Consultant's invoice which shall be issued to Plan International Hong Kong Limited
2 nd installment	40%	<ul style="list-style-type: none"> A literature review summary with an information bank A bilingual set of questionnaires for the quantitative surveys A bilingual set of discussion guides for focus groups A pilot study report
3 rd installment	30%	<ul style="list-style-type: none"> Bilingual final survey report covering all research results with an executive summary
Total	100%	

12.2 For the avoidance of doubt, Plan HK shall pay each installment provided that, at all times the Consultant has completed the deliverables aforementioned, complies with its

obligations as set out in the Consultancy Agreement, and that Plan HK is satisfied with the performance of the deliverables.

13. Negotiation and Variation of Scope of Consultancy

13.1 Plan HK reserves the right to negotiate with any Research Organisation over the terms of its proposal.

13.2 Plan HK may at any time during the term of the Study, by giving written notice to the Consultant, make changes to the scope of the Study. The costs (if any) of such changes and the impact of such changes on the timetable, charging and payment provisions of the Consultancy Agreement shall be mutually agreed by Plan HK and the Consultant with reasonable reference to the breakdown of costs and fees quoted in the Technical Proposal.

14. Confidentiality

14.1 All materials and data furnished by or on behalf of Plan HK in connection with the Consultancy Agreement, and the terms and conditions of the Consultancy Agreement shall be treated as confidential information. The Consultant shall not, during the continuance of the Consultancy Agreement or at any time thereafter, disclose to any person any confidential information, provided that restrictions on disclosure contained in this paragraph shall not apply:

- a. to the disclosure of any information to any members of the Consulting Team in circumstances where such disclosure is necessary for the performance of the Consultant's duties and obligations under the Consultancy Agreement.
- b. to the disclosure of any information already known to the recipient other than as a result of disclosure by a breach of the confidentiality obligation of the Consultant, its Associates or Associated Persons, directors, officers, employees, agents or any member of the Consulting Team or its sub-consultants including without limitation professional advisers.
- c. to the disclosure of any information in any information in circumstances where such disclosure is required pursuant to any law, regulation, or order of a court or arbitral authority of competent jurisdiction.

15. Submission of Consultancy Proposal

15.1 The Technical and Fee Proposals shall be submitted in TWO sets separated sealed plain envelopes with the words 'Technical Proposal' and ' Fee Proposal' clearly marked on the outside of the envelopes with the Tender Reference Number 'HKP0202'. These two sealed plain envelopes shall then be placed together in a sealed plain envelop marked 'Quotation for Situation Analysis Study on Child Safeguarding Policy (Study with parents and children)'. The sealed plain envelop must not bear any indication which may relate them to a particular service provider.

15.2 The deadline for submission of proposal is on or before 5:30pm on 24 May 2019 Hong Kong Time (“Closing Date”) to the Tender Box at the following address. Any late submissions will not be considered.

Room 201, Marina House,
68 Hing Man Street,
Shau Kei Wan, Hong Kong

15.3 If a black rainstorm warning or tropical cyclone warning signal No.8 or above is hoisted or in force at or before 5:30pm on 24 May 2019, the deadline for submission will be extended to noon on the following working day. “Working Day” means any day other than a Saturday, a public holiday as defined in the Interpretation and General Clauses Ordinances (Cap.1), gale-warning day or black rainstorm warning day. Late submissions will not be considered.

16. Warranty of NO Collusion

16.1 By submitting a consultancy proposal, the Consultant represents and warrants that in relation to the consultancy:

- (a) it has not communicated and will not communicate to any person other than Plan HK the amount of any consultancy fee;
- (b) it has not fixed and will not fix the amount of any consultancy fee by arrangement with any person;
- (c) it has not made and will not make any arrangement with any person as to whether it or other person will not submit a consultancy proposal; and
- (d) it has not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the consultancy.

16.2 In the event that the Consultant is in breach of any of the representations and/or warranties in Clause 16.1 above, Plan HK shall be entitled to, without compensation to any person or liability on the part of Plan HK;

- (a) reject the Consultancy Proposal;
- (b) if Plan HK has accepted the consultancy proposal, withdraw its acceptance of the consultancy proposal; and
- (c) if the Plan HK has entered into the consultancy agreement with the consultant, forthwith terminate the agreement.

16.3 The Consultant shall indemnify and keep indemnified Plan HK against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and/or warranties in Clause 16.1 above.

17. Enquiries

17.1 Any enquiries from Research Organisations concerning the invitation to submit proposals up to the date of submitting proposals to Plan HK shall be in writing and shall be submitted to:

Plan International Hong Kong

(Attn: Sabrina Chan)

Room 201, Marina House,

68 Hing Man Street,

Shau Kei Wan, Hong Kong

Tel. No: 3205 5324

Email: sabrina.chan@plan.org.hk

17.2 After the submission of proposals to Plan HK, Research Organisations shall not attempt to initiate any further contact, whether direct or indirect, with Plan HK on their proposals or the invitation to submit proposals. Plan HK shall have the sole right to initiate any such further contact and all such contacts and any replies of Research Organisations thereto shall be in writing or formally documented in writing.

~End of Brief~

Thank you for your submission

Plan International Hong Kong Limited
10 May 2019