

TERMS OF REFERENCE

Call for Project Proposal

-Promoting child participation at the community level

SECTION A: Introduction & Background

Plan International Hong Kong (hereafter PIHK) is part of Plan International, one of the world's leading development organisations specifically focusing on children. Our purpose is to strive for a just world that advances children's rights and equality for girls.

Article 12 of United Nations Convention on the Rights of a Child (UNCRC), ***right to participate***, is one of the core enshrined values. It says that children and young people have the right to have opinions and for these opinions to matter. These opinions should be considered when people make decisions about the things that involve them.

Upholding the principles of UNCRC and considering that lack of proper and sufficient mechanisms in Hong Kong for children and young people to take part in the decision-making, PIHK is determined to strive for change through evidence-based programming and influencing.

What does a meaningful child participation look like?

While child participation takes different shapes in a number of settings (e.g. schools, courts, communities), we believe all child participation processes must be ***genuine***. It is commonly understood that participation processes where children are manipulated by adults or tokenistic processes should not be regarded as genuine participation. However, it describes more on what non-participation looks like than provides essential details on *how genuine participation can actually take place*. We believe that the following must be achieved for child participation to be meaningful and genuine:

- **Relevant** – the issues on which children have the right to express their views must be of real relevance to their lives. Children should be empowered to highlight and address issues they identify as important, and therefore be able to draw on their knowledge to contribute to the decision-making processes.
- **Supported by training**– Children should be given full information about their rights to express their views and be informed about the matters in order to participate in decision-making processes meaningfully. Adults should also be equipped with skills to facilitate child participation effectively.
- **Accountable** – A commitment to follow up is essential in any child participation process. Children need to know how their opinions are interpreted and provided with feedback on

how their participation influenced the outcome. It doesn't mean that children's voices should always be the last word of any decision making process, but monitoring processes should be able to show how children's voices are given due weight during the decision-making.

In July 2019, the one-year pilot project, "**Voices of the Children**", partnering with the Alliance for Children Development Rights completed with learnings and reflections. A five-stage practice model (below chart) has been tried out. Please refer to Annex I for the summary of the pilot project.

	Pilot Phase	Advanced phase 2-years project
Stage 1	<u>Identify child right voluntary facilitators in the community</u>	<ul style="list-style-type: none"> • <u>Build alignment and capacity building with project partners, potential collaborators</u>
Stage 2	<u>Train the child right voluntary facilitators</u>	<ul style="list-style-type: none"> • <u>Children recruitment and capacity building workshops</u>
Stage 3	<u>Children capacity building workshops</u>	<ul style="list-style-type: none"> • <u>Child-led issue identification</u>
Stage 4	<u>Child-led issues selection, prioritisation and action initiation</u>	<ul style="list-style-type: none"> • <u>Child-led issues selection, prioritisation and action initiation</u>
Stage 5	<u>Child-led resource mobilisation, advocacy and influencing</u>	<ul style="list-style-type: none"> • <u>Child-led influencing activities</u> • <u>Lobby the proposed solutions with government stakeholders</u>
During the process	<i>Documentation and evaluation</i>	<ul style="list-style-type: none"> • <i>Sharing Forums</i> • <i>Continuous engagement with key stakeholders in district councils and communities</i> • <i>Monitoring & Evaluation</i> • <i>Documentation</i>

Table 1: An advancement on community-based child-participatory project "Children's Voice at community" (兒童留聲台)

In order to continue our vision to mainstream child participation in all decision-making concerning children, PIHK invites organisations with child-focused and community development experience to work together to promote child participation at the community level and to contextualise models and practices that could be replicated across Hong Kong.

SECTION B: Objectives

This project aims

- i. To contribute to the refinement of the *child participatory community development practice model* (CPCDP model) to engage children in their own protection by starting with issues most pressing and relevant
- ii. To improve the understanding of child rights among children themselves and all other duty bearers, including their parents, civil society organisations, the communities, policy makers and the government
- iii. To facilitate and actualize community-based child participation and child-initiated actions to strive for changes at the community level
- iv. To carry out influencing activities calling out all duty bears to take up their responsibilities in ensuring meaningful and effective mechanisms in mainstreaming children's voices into their own protection and development
- v. To strengthen the practice of quality child participation

SECTION C: Partnership

As a right-based organisation, PIHK expects the partner to

- live up to the highest ethical standards and act in accordance with the principles of UNCRC
- act in the best interests of the children and abide by the PIHK's Child Safeguarding Policy
- be political neutral and all the content and influencing strategies shall be aligned with PIHK policy and subject to the best interest of project objectives.

The partner is responsible to

- carry out project activities
- inform PIHK of the publicity plan and include "Partnered with Plan International Hong Kong" (合作伙伴) on all publicity materials
- seek consent on presentation of PIHK's logo on all publicity materials
- assist the interviews and focus group arrangement with project monitoring and evaluation team
- attend regular project meetings with PIHK and attend trainings provided by PIHK
- join sharing sessions coordinated by PIHK
- work collectively in advocacy initiatives, especially those towards policy makers and the Government

SECTION D: Timetable and Key Indicators

This project is expected to last for 2 years and all projected activities are expected to finish by **Dec 2021**. The project is suggested to have TWO rounds of implementation and each round will include the below stages, as modified from the pilot project.

Stage	Time frame (suggested)	Key Indicators* <small>* the indicators could be flexible according to the proposal however they need to be justified with value for time, money and impact</small>	Remarks
Stage 1 Build alignment and capacity building with project partners, potential collaborators	2-3 months	<ul style="list-style-type: none"> at least 2 sharing forums conducted among project partners at least 5 potential collaborators are connected and introduced of the project vision 	
Stage 2 Children capacity building workshops	2 months	<ul style="list-style-type: none"> at least 6 workshops at least 2 groups of children (6-8 children per group)* 	*the issue of diversity and inclusion needs to be addressed in the recruitment of participants and design of programming
Stage 3 Child-led issues identification, prioritization and action initiation	2-3 months	<ul style="list-style-type: none"> at least 1 community visit held for each group at least 1 child-led survey/data collection conducted at least 3 issues identified per group at least 1 platform held for cross-group sharing at least 1 report (age appropriate) per group to share their plans of change 	Parent group has to be engaged so to ensure their understanding and support towards project mission *the number will be considered based on the scale and nature of the action
Stage 4 Child-led issues selection, prioritisation and action initiation	3 months	<ul style="list-style-type: none"> at least 3 child friendly events carried out to gather voices of other children (at least 30 children per event) appropriate number of actions to be carried out to influence the community* 	* the number will be considered based on the scale and nature of the action
Stage 5 Child-led community influencing workshops and activities	1-2 months	<ul style="list-style-type: none"> at least 5 meetings/actions involving key relevant stakeholders in the issue, for instance, government departments, district offices and district councils 	
Remarks:			

- During the process, the agencies have to be ready to received interviews, monitoring and evaluation from Plan International and commissioned evaluator to assess project effectiveness and overall efficiency and also the quality of child participation
- The project partners shall be prepared to become a hub of sharing and learning to other peer agencies.

Estimated Timetable

Milestone & Major Duties	FY20			FY21				FY22	
	Dec – Jan 2020	Feb – Mar 2020	April – Jun 2020	Jul– Sept 2020	Oct – Dec 2020	Jan – Mar 2021	Apr - Jun 2021	Jul – Sept 2021	Oct – Dec 2021
Stage 1: Build alignment and capacity building with project partners, potential collaborators									
Project admin & agreement	X								
SW training, alignment building and practice sharing		Forum		Forum				Forum	
Seek collaboration with multi-disciplinary professionals		X				X			X
Stage 2 : Children capacity building workshops									
Recruit children		X			X				
Capacity building workshops			X	X		X	X		X
Stage 3: Child-led issues selection, prioritisation and action initiation									
Children workshop & child-led tour			X	X		X	X	X	
Stage 4: Child-led issues selection, prioritisation and action initiation									
Form child-led special taskforce according to various issues and identify possible solutions with project collaborators					X	X	X	X	
Stage 5: Child-led community influencing workshops and activities									

children survey and child-led influencing activities						X	X	X	X
Stage 5: Resource mobilisation, action, advocacy and influencing									
Lobby with the proposed solutions with government stakeholders, CoC members and District Council		X		X	X		X		X
Monitoring and evaluation Sharing Hub Lobbying with district councillors and government officers									

SECTION E: Essential Requirements

Partner Proposals must meet all of the essential requirements set out in this Section E. Partner proposals which fail to meet any of such essential requirements shall be disqualified and not considered further.

The partner must assemble a team with the necessary experience, skills, expertise and fulfill the following requirements:

- (a) The partner and the team it composed must have a proven record of conducting community-led actions, preference will be given to those with experiences in child-related work.
- (b) The members of the team must have at least 3 years of experience in the conducting child engagement or youth engagement work.
- (d) All team members must comply with the “Global Policy Safeguarding Children and Young People” in Plan HK throughout the project.
- (e) The partner has demonstrated a strong commitment to child safeguarding, ethics and integrity.

The identity of each member of the team and the role they are to perform must be fully disclosed in the proposal. The partner shall be fully liable and responsible for the acts, neglect, omission and conduct of such persons. A project supervisor shall lead and manage the team. Plan HK reserves the right to require any replacement of any member of the team. The partner must obtain Plan HK’s prior written approval for any subsequently proposed addition to or change of the composition of the team.

The partner is required to establish and conduct quality assurance procedures at various stages of the project to ensure genuine and meaningful child participation. The quality control procedures, which include but are not limited to child safeguarding measures to ensure safe child participation, shall be done to the satisfaction of Plan HK.

SECTION F: Funding Support

The maximum amount of funding to be granted is **HK\$800,000 for two years**.

The funding will only provide direct and on-off financial support to meet the cost of specified expenditure items essential for the organisation of the selected activities by successful applicants.

Applicants shall ensure that the budget is cost-effective. Generally speaking, cost of additional manpower directly incurred for the project, leasing equipment for implementing the activity, venue rental cost directly incurred for hosting the activity, as well as other one-off non-recurrent direct expenditure, such as costs of preparing the auditor’s report, expenses for consumables, marketing and promotion for the purpose of the project may be funded. Other than expenditure directly related to the organisation of the project, successful applicants may be provided with administrative overheads to defray the administrative expenses, with a ceiling of 10% of the approved budget.

The tentative payment schedule is as follows. The required supporting documents will be further discussed based on the project details.

Instalments	Time	Amount (% of the approved budget)
1 st payment	Upon signing of agreement (Feb 2020)	25%
2 nd payment	Mid-term of 1 st year project (Jul 2020)	30%
3 rd payment	Completion of 1 st year project (Jan 2021)	20%
4 th payment	Mid-term of 2 nd year project (Jul 2021)	15%
Final payment	Submission of all documents (Feb 2022)	10%

SECTION F: Application Procedure

Interested organisations need to submit the below documents in sealed plain envelopes with the Tender Reference Number ‘HKP0501 Promoting child participation at the community level’. The sealed plain envelop must not bear any indication which may relate it to a particular service provider.

The deadline for submission of proposal is on or before 5:30pm on 3 January 2020 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

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, gale-warning day or black rainstorm warning day.

After the submission of proposals to Plan HK, 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 organisations thereto shall be in writing or formally documented in writing.

The list of documents includes:

Essential requirements:

Please complete the Annex II Funding Application Form.

Value added requirements:

- (i) Reference letters from partners in the last 5 years
- (ii) Other Service Conditions

For enquiries, please email Emily Wong at emily.wong@plan.org.hk or call at 3405 5321 or

Sabrina Chan at Sabrina.chan@plan.org.hk or call at 3405 5324.

Annexes

Annex I Pilot Project Summary

Annex II Funding Application Form

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