

TERMS OF REFERENCE

Call for Project Proposal

Voices of the Children Phase III

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), ***the 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.

In order to promote child participation in community arenas and to develop a practice model adaptable to the Hong Kong context, PIHK launched "Voices of the children" in Hong Kong since 2018. With the launching Phase I in 2018-2020 and Phase II in 2020-2022, this practice model was further elaborated with local partners, HKSKH Lady Macle hose Centre and Alliance for Children Development Rights in Yau Tsim Mong District, North District, Kwai Tsing District and Sham Shui Po District. To consolidate the practice model by research validation, PIHK invites local community organisations with child-focused and community experience to join Voices of the Children Phase III by further elaborating child participatory community development and validate the achievements by researcher (arranged by PIHK) throughout the process.

More details: <https://www.plan.org.hk/en/child-participatory-community-development-2/>

In the upcoming phase III, we hope to invite interested organisation(s) to plan, implement and execute the full programme from recruitment of children and adult participants, design suitable events in nurturing participants' knowledge of children's rights, to ignite children in the discovery of community issues and to tackle the issue(s) in various ways. The organisation is also expected to build various channels for the children to express their ideas and advocate for change(s) in the community.

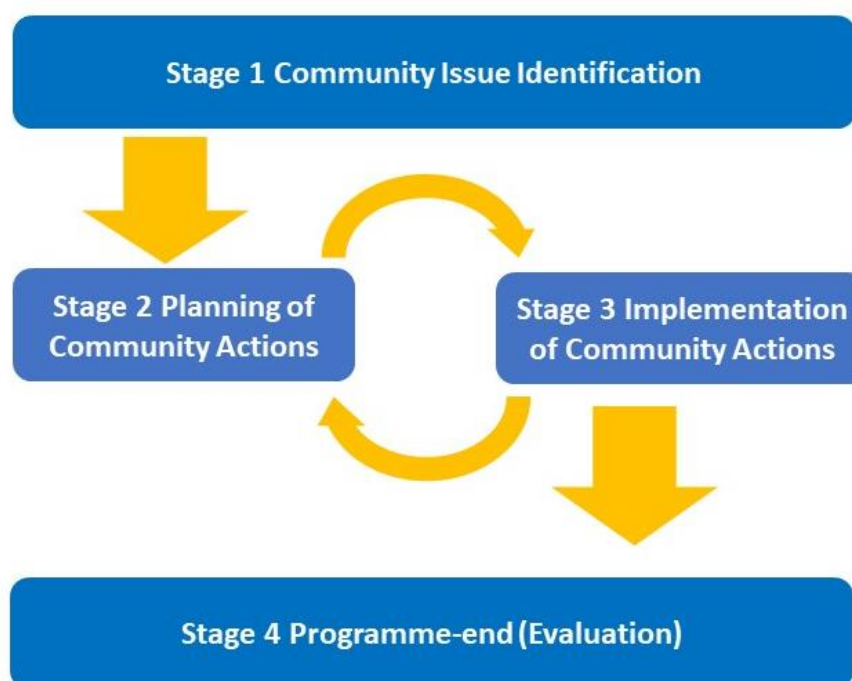
What are the unique features in Voices of the Children Phase III?

(Scope of Child Participatory **Community Development**)

PIHK strives for enshrining the right of children to participate in community development. It refers to any issues initiated by children which contribute to building and sustain a **neighbourhood**. PIHK refers neighbourhoods as settings including but not limited to places, tangible facilities, online resources... etc which are shared or co-owned by the community themselves. For example, public parks, road networks and facilities, and library online resources can be fallen into this definition. However, individual or housing problems will not be counted as community development in this project.

(Brief Introduction to Phase III Theoretical Framework, details: annex ppt)

With the success of previous phases, PIHK aims at enabling children to participate meaningfully and with good quality in every stage in the programme cycles in Voices of the Children Phase III, including:



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 neighbourhood 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 actualise community-based child participation and child-initiated actions to strive for changes at the community level
- iv. To carry out influencing activities by 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: Project Summary and Phase III schedule

This project is expected to last for 14 months (September 2022-October 2023) and all projected activities are expected to be finished by **Oct 2023**, and expected to have below manpower and achieve the below outcomes:

	No. of participants	Requirements
Child Participants	12-20	Aged 6-12
Professional Collaborator(s)*	At least 1	Professions related to the scopes identified in Stage 0
Adult Facilitators*	1-4 per session	To ensure enough manpower for facilitation during workshops/activities

* Refer to Annex I

Stages in Programme Cycles	Expected Outcomes	Remarks
Stage 0 Before Commencement	<ul style="list-style-type: none"> Recruit at 25% more than the targeted no. of participants of interested children who did not join Voices of the Children before Selection criteria of child participants Shortlisted 12-20 child participants who committed to the whole project according to the criteria set by partners and PIHK At most 3 scopes of community developments are identified 	To be completed before October 2022

Stage 1 Community Issue Identification	<ul style="list-style-type: none"> • Professional collaborator(s) understand their role(s)_ and how they can contribute to children on community issue identification (stage 1) and/or planning on community actions (stage 2) • Adult facilitators' awareness of UNCRC rights, the situation of 'children's rights' in their community, knowledge on the level of child participation and children's development, UNCRC basic requirements of quality child participation are improved. • Adult facilitators improve their skills in engaging and listening to children. • All adult facilitators are trained with PIHK's child safeguarding Policy and meet requirements for safe child participation in the programme. • Children's awareness of UNCRC rights is improved • Children feel that the identified community issue(s) are relevant and important to their well-being/interest. 	<p>Stage 1 must be completed before Stage 2 and 3 commence</p>
Stage 2 Planning of Community Actions	<ul style="list-style-type: none"> • Overall objectives are set for the programme • Existing advocacy opportunities for children in the community are explored • Children identify with the action plan and agree that it advances their best interest • Children feel that they have adequate participation in the development of objectives and indicators for bringing positive changes on the identified issues 	<p>There are 3 types of planning:</p> <ol style="list-style-type: none"> 1. Children identify with the action plan and agree that it advances their best interest (mandatory) 2. Programme workers explore advocacy opportunities in the community (if any) to plan for actions 3. Programme workers demonstrate by planning community actions for the issues identified by children (optional)
Stage 3 Implementation of Community Actions	<ul style="list-style-type: none"> • Children's opinion is properly presented and channeled to public/community stakeholder(s) • Community members / relevant stakeholder(s) understand and identify with the community issues from a child-centred perspective • Community members / relevant stakeholders perform certain actions to advance children's interests 	<p>Stages 2 and 3 can be repeated within the project period</p>

Stage 4 Programme-end (Evaluation)	<ul style="list-style-type: none"> Children participate to evaluate the overall effectiveness of the programme and provide feedback to future programming Children celebrate the achievements of the project with adult supporters and community stakeholders 	<p>Programme-end evaluation will be conducted by external researcher in October 2023</p> <p>Partner may end the programme with events or workshops with children</p>
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Phase III Working Schedule

Stage	Details	Timeline
Tendering procedures	Submit tender and formal application	4 – 27 May 2022
Confirmation of Phase III	Agreement signing	Jun 2022
Phase III Commencement		Sep 2022
Pilot data collection	Invite children from Phase II for pilot suggested evaluation tools, conducted by researcher	Sep 2022
Children Recruitment	Example: street booths, children recruitment workshops	Sep 2022
Volunteer recruitment and capacity building trainings	By both PIHK and partner. Topics including but not limited to: 1. UNCRC 2. Facilitation skills 3. Child safeguarding	Until Sep 2022
Children participation programme	From community issue identification (children capacity building) to programme-end activities (except programme-end evaluation conducted by external researcher)	Oct 2022 – Sep 2023
Programme-end data collection	Questionnaires/focus group discussion / interviews with children, programme workers, and relevant community stakeholders. These will be conducted by researcher	Oct 2023
Launching activities	Symposium / press launch (TBC)	Mar 2024

SECTION D: 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, especially the basic requirements for the implementation of the right to be heard listed in General Comment No.12, The Right to be heard (CRC/C/GC/12)
- act in the best interests of the children and abide by the PIHK's Child Safeguarding Policy
- be politically 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

- plan and carry out project activities according to PIHK's view of child participatory community development
- work collectively in advocacy initiatives, especially those towards policy makers and the Government
- assist the interviews and focus group arrangement with the project monitoring and evaluation team
- 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
- attend regular project meetings with PIHK and attend training provided by PIHK
- join sharing sessions coordinated by PIHK

SECTION E: Essential Requirements of Partners

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 (the organisation) 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 engagement or youth engagement work. The partner must submit a portfolio to demonstrate their capabilities to initiate children/community stakeholders to participate in the community, and preferably to maintain the quality of child participation throughout the process

(b) The partner should show their capacity to liaise with cross-sector organisations, government bodies and community stakeholders in their portfolio

(c) The partner should be able to demonstrate strong corporate governance. E.g. Project team monitoring line, team structure, quality assurance mechanism

(d) All team members must comply with the “Global Policy Safeguarding Children and Young People” of Plan HK throughout the project

(e) The partner has demonstrated a strong commitment to child safeguarding, ethics and integrity

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 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\$600,000 for 14 months**.

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, the 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 expenditures, 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.

Instalments	Time	Amount
1 st payment	Upon signing of the agreement (Jun 2022)	30% of the approved budget

2 nd payment	Mid-term report approval (Apr 2022)	Actual reimbursement
Final payment	Submission of all documents (Oct 2023)	Actual reimbursement

SECTION G: Application Procedure

Interested organisations need to submit the below documents in sealed plain envelopes with the Tender Reference Number 'HKP0505Voices of the Children Phase III'. The sealed plain envelope must not bear any indication which may relate it to a particular service provider.

The deadline for submission of the proposal is **on or before 5:00 pm on 27 May 2022** Hong Kong Time ("Closing Date") to the Tender Box at the following address. Any late submissions will not be considered.

21/F, 9 Chong Yip Street,
Kwun Tong, Kowloon

If a black rainstorm warning or tropical cyclone warning signal No.8 or above is hoisted or in force at or before 5:00 pm on 27 May 2022, 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 III Funding Application Form with all supporting documents

Value added requirements:

- (i) Reference letters and from partners in the last 5 years
- (ii) Award list in the last 5 years

For enquiries, please email Jessica Lam at jessica.lam@plan.org.hk or call at 3405 5321 or

Florence Chiu at florence.chiu@plan.org.hk or call at 3405 5370.

Annexes

Annex I Phase III introduction

Annex II General Comment, No. 12, The Right of the Child to be Heard, CRC/C/GC/12.
Pg.29-31

Annex III Funding Application Form

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