



Hong Kong Academy of Medicine

Hong Kong Jockey Club
Disaster Preparedness and Response Institute

**Tender Document for
Conducting the Mid-Term Review of the
“Establishment of a Disaster Preparedness and
Response Institute” Project**

INSTRUCTIONS TO TENDERER

Housed in the Academy of Medicine, the Hong Kong Jockey Club Disaster Preparedness and Response Institute (HKJCDPRI) was launched in September 2014 with a funding support from the Hong Kong Jockey Club Charities Trust.

The stated mission of HKJCDPRI is to establish Hong Kong as a regional and an international leader in disaster preparedness and response training, and to promote community resilience in Hong Kong.

Through the development and advancement of educational opportunities and leadership initiatives, HKJCDPRI will develop into an operational Center of Excellence in disaster preparedness and response training, facilitating public engagement in disaster preparedness and response, and promoting standards in disaster education, both locally and regionally.

This tender document comprises the following:

- (i) Invitation to Tender
- (ii) Part I: Terms of Tender
- (iii) Part II: Tender Brief
- (iv) Part III: Technical Proposal
- (v) Part IV: Fee Proposal
- (vii) Part V: Offer

To be acceptable as a tender, Part III, Part IV and Part V of this document shall be properly completed by the tenderer.

For any enquiries, please contact the below:

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Hong Kong Jockey Club Disaster Preparedness and Response Institute
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Fax: 2296-4628
Email: hkjcdpri@hkam.org.hk

INVITATION TO TENDER

1. Invitation

Tenders are invited for conducting the **mid-term review** of the “Establishment of a Disaster Preparedness and Response Institute” Project, between March - October 2017.

2. Lodging of Tender

Tender could be lodged either by hand/post or electronic submission.

a. Tender Lodging by Hand/Post:

- i. Duplicated set of completed Part III shall be submitted in a sealed envelope marked “*Part III [Restricted]*”, while duplicated set of Part IV and Part V shall be submitted in another sealed envelope marked “*Part IV&V [Restricted]*”.
- ii. Both envelopes shall be put into a third sealed envelope marked “*Tender for HKJCDPRI MTR [Restricted]*”, and be handed/sent to the tender box during office hour (i.e. 9am to 5pm) **on or before 22 March 2017 (Wed)** at the below address:

Hong Kong Academy of Medicine
10/F, Hong Kong Academy of Medicine Jockey Club Building,
99 Wong Chuk Hang Road, Aberdeen, Hong Kong

b. Tender Lodging by Electronic Submission

- i. Completed Part III shall be zipped under file name “*Part III [Restricted]*”, while Part IV and Part V shall be zipped under file name “*Part IV&V [Restricted]*”.
- ii. Both zip files shall be sent **at or before 1700 Hong Kong time, on 22 March 2017 (Wed)** via email, under the subject “*Tender for HKJCDPRI MTR [Restricted]*” to tender@hkam.org.hk.

3. Late tenders will not be considered.

PART I - TERMS OF TENDER

1. Completion of Tender

The documents submitted for the purpose of this tender shall be completed in ink or typescript and submitted in the manner stipulated. Unless a tenderer completes all required documents in the manner stipulated, provides information as requested in the tender and returns the tender before the Tender Closing Time, its tender **will not** be considered.

2. Tenderers' Response to the Academy's Inquiries

In the event the Academy determines that clarification of any tender is necessary, it will advise the concerned tenderer in writing, indicating whether the concerned tenderer shall supplement its tender. The concerned tenderer shall submit such information requested within the time as required or specified by the Academy.

3. Accuracy of Tender Information

The tenderers are required to declare the accuracy of the tender information. If any material particulars or information in the tender of the successful tenderer are subsequently found to be inaccurate, the Academy may terminate the provision of the successful tenderer who shall then be liable for any loss and damage suffered by the Academy as a consequence of the termination.

4. Accuracy of Fee Proposal

Tenderers shall make certain that fees and/or rates quoted are accurate before submitting their tenders. The Academy will not accept any request for adjustment of the fees and/or the rates quoted on the ground that a mistake has been made in the tender.

5. Assessment of Tender

The tender will be assessed based on the pre-defined assessment criteria as agreed by the Academy. Both technical competency and the consultancy fee will be the factors for consideration. The Fee Proposal will not be considered unless the Academy is satisfied with respective Technical Proposal.

6. Invitation to Offer

This is an invitation to offer. The Academy shall not be bound to accept any offer regardless of the overall score given to the tender containing the offer, and shall not be bound to make any appointment under this tender.

7. Validity Period

Tenderers shall note that their tenders shall remain valid for acceptance not less than 60 days after the date on which the tender was closed (the "Tender Validity Period"). Tenderers are advised that if before the expiry of the Tender Validity Period any

tenderer has withdrawn its offer, due notice will be taken of such action and this may prejudice the future standing of the tenderer as a service provider to the Academy.

8. Preparation of Tender

Tenderers shall note that submission of a tender shall be made on the understanding that the Academy will not be liable to pay any costs arising out of or incidental to any of the preparation, submission, enquiry, presentation, clarification or cancellation of the tender. The Academy shall be under no obligation to disclose or discuss the assessment results with any of the tenderers.

9. Presentation

Tenderers may be required to make presentation(s) to the tender evaluation team, free of charge, to elaborate on the tender or any submissions thereof, within a reasonable period of advance notice from the Academy. Should there be such presentation(s), the person-in-charge / key project members named in the tender submission will be expected to attend. The Academy reserves the right to interview those personnel named in the tender submission to ensure that they have the required experience and expertise.

10. Negotiation

The Academy reserves the right to negotiate with any tenderer about any terms, conditions, clauses, paragraphs or parts of its tender.

11. Appointment

The acceptance of any tenderer's offer and appointment (as defined in the Brief) will be on the basis of that entity appearing to the Academy to be fully capable of the required provision of service and whose tender has been determined by the Academy to be the most advantageous to it.

12. Cancellation of Tender

The Academy shall not be bound to accept any tender regardless of the result of the assessment process and reserves the right to cancel the tender exercise, whether before or after the Tender Closing Time without any compensation to the tenderer(s).

13. Conflict of Interest

The extent of any conflict of interest or potential conflict of interest as anticipated by the tenderers shall be clearly stated in the tenders.

14. Confidentiality

14.1 Tenderers shall keep all information provided by the Academy under the tender strictly confidential and for internal use only.

14.2 Tenderers shall not divulge or communicate to any third party without the prior written consent of the Academy any information provided by the Academy.

15. Personal Data Provided

- 15.1 Personal data provided in the tender will be used for tender evaluation and related purposes. If insufficient or inaccurate information is provided, the tender may not be considered.
- 15.2 Data subjects shall have the right of access and correction with respect to personal data as provided in the Personal Data (Privacy) Ordinance (Cap. 486).

PART II – TENDER BRIEF

The Academy intends to make an appointment for conducting the Mid-Term Review of the ‘Establishment of a Disaster Preparedness and Response Institute’ Project, with the following specifications and requirements.

1. Background

- 1.1 The ‘Establishment of a Disaster Preparedness and Response Institute’ Project (HKJCDPRI) was launched in November 2014 as a collaborative initiative, with a mission to establish Hong Kong as a regional and international leader in disaster preparedness and response training, and to promote community resilience.
- 1.2 Through the development and advancement of educational and capacity building opportunities, HKJCDPRI aims to develop into an operational Centre of Excellence in disaster preparedness and response training, facilitating public engagement in disaster preparedness and response, and promoting standards in disaster education, both locally and regionally.
- 1.3 Over a 5-year period, HKJCDPRI aims to train around 30,000 healthcare professionals, NGOs workers/ practitioners, teachers/ students and members of the community in Hong Kong on disaster preparedness and responses, and to provide a central platform for ongoing professional education, networking and policy conversations involving China, the broader Asia Pacific region and globally.
- 1.4 The three stated goals of HKJCDPRI are:

Goal 1	To generate leaders in disaster preparedness and response for the Asia-Pacific region.
Goal 2	To enable total community response by promoting public engagement and community resilience in disaster response in Hong Kong.
Goal 3	To build Hong Kong as an international and regional leader in disaster preparedness and response training.

- 1.5 The partner-organizations (i.e. implementing agencies) are as follows:
- Collaborating Centre for Oxford University and CUHK for Disaster and Medical Humanitarian Response (CCOUC)
 - The Hong Kong Academy of Medicine (HKAM)
 - The Li Ka Shing Faculty of Medicine of The University of Hong Kong (HKU)
- 1.6 In mid-2016, the project developed a working theory of change¹ (TOC), which provided the basis for establishing a comprehensive monitoring and evaluation framework (M&E framework) at an aggregate level as well within individual partner-organizations.
- 1.7 The TOC clarified the results chain and established four intermediate outcomes to achieve the above three goals:

¹ Annex A: Theory of Change of HKJCDPRI

Outcome 1	Individuals (healthcare professionals, front-line responders, local authorities, community leaders) have increased their knowledge and skills on disaster preparedness and response in line with professional standards.
Outcome 2	Communities have increased their awareness and willingness to prepare for disasters.
Outcome 3	Key authorities ² are more engaged in exchanges and policy conversations on disaster preparedness and response.
Outcome 4	HKJCDPRI is recognized as a knowledge hub and centre of excellence.

1.8 The six components (i.e. activities) stipulated in the funding proposal include:

Component 1	Establish the Hong Kong Jockey Club Disaster Preparedness and Response Institute as a centre of excellence in disaster preparedness and response training through strategic relationships with regional and global stakeholders.
Component 2	Develop capacity building programmes in disaster preparedness and response in Hong Kong for the healthcare professionals in the community and other humanitarian actors in Hong Kong and the Asia Pacific region.
Component 3	Build an Expert Directory and Explore a Multilevel Certification System to encourage effective, evidence-based, and coordinated disaster preparedness and response.
Component 4	Create a regional consultative platform for multisectoral stakeholders to discuss global issues of disaster risk reduction, local and regional preparedness, community resilience and develop, implement and evaluate related policies.
Component 5	Enhance Total Community Response through Building Community Resilience and Public Engagement.
Component 6	Conduct programme evaluation to inform the development, growth and sustainability of The Hong Kong Jockey Club Institute for Disaster Preparedness and Response.

1.9 Project progress and key accomplishments is provided in Annex A.³

2. Rationale, Objectives and Scope

2.1 HKJCDPRI has evolved over the past two years. It was envisaged that a systematic mid-term review would help in drawing lessons emerging from the project over the course of its implementation, so as to strengthen the design by tracking how the project was taking shape.

2.2 If any adjustment is necessary to help achieving the project outcomes, the mid-term review would offer evidence-based recommendations.

² Key authorities refer to the Government Departments and other concerned agencies as listed in the Emergency Response System of the Government of the HKSAR: <http://www.sb.gov.hk/eng/emergency/ers/ers.htm>

³ Annex B: Executive Summary of HKJCDPRI Annual Review (Year 2)

2.3 The review shall cover all activities undertaken by the project from November 2014 to October 2016, with a focus on the above-mentioned intermediate outcomes rather than longer-term impact.

2.4 Objectives of Mid-Term Review:

- i. To assess HKJCDPRI project implementation, successes and failures, lessons learnt, and to produce recommendations for any refinement.
- ii. To allow the partner-organizations and funding organisation (i.e. the Hong Kong Jockey Club Charities Trust) to make informed strategic decisions about project implementation during the remaining period, including the sustainability plan.
- iii. To support public accountability of HKJCDPRI vis-à-vis various related departments of the Government of HKSAR, supporting organizations, as well as the general public.

2.5 Scope of the Mid-Term Review:

- i. To assess the progress of delivery of various project outputs.
- ii. To evaluate the extent to which outputs are attributing to the achievement of specified outcome(s).
- iii. To identify gaps in project implementation and provide recommendation for improvement, if any.

3. Methodology

3.1. HKJCDPRI focuses on professional development, capacity building and knowledge sharing at different levels. Unlike in conventional projects which focus on *change in state* (e.g. reducing infant mortality from X per cent to Y per cent) as the objective, establishing a baseline for a capacity building project can be challenging. This is no exception with the HKJCDPRI project - no baseline data has been available for comparison.

3.2 A mixed-method approach will be used. The review team will undertake collection of primary quantitative and qualitative data, to complement the information and analysis available from secondary sources made available by the partner-organizations.

3.3 Specifically, the review team will conduct the below at a minimum:

- i. Desk review of all project related documents, including but not limited to project proposal, scoping study report, progress reports, web portal and other learning/training related materials.
- ii. Survey of training/course participants.
- iii. Semi-structured interviews and focus group discussions with key stakeholders from government departments, supporting organizations and partnering groups/communities.

4. Organization and Expected Deliverables

4.1 The mid-term review will be commissioned and managed by the Hong Kong Academy of Medicine. A steering group of 4-5 members, including representatives from all partner-

organizations, will be set up to provide guidance and oversight for the review implementation. Specifically, steering group members will be responsible to provide inputs on this Terms of Reference, selection of review team, and review of the inception, draft and final report.

4.2 The mid-term review will be carried out tentatively in March - October 2017 by an external review team, comprising of a team leader and 1-2 members, who have not been directly involved in implementing or overseeing the HKJCDPRI project.

4.3 The tasks and flow of work covered by the mid-term review is estimated to be the below:

1	Briefing and induction of review team
2	Review of key documents, and clarify key concepts of the project
3	Drafting and finalizing the MTR Inception Report
4	Conducting survey, interviews, stakeholder meetings, etc.
5	Data analysis and synthesis of preliminary findings
6	Presentation of preliminary findings and validation with HKJCDPRI partner-organizations
7	Preparation and submission of the draft mid-term review report
8	Circulating the draft report for clarification and feedbacks (if any)
9	Finalizing the mid-term review report

It is expected that the review will last no longer than 8 months, including the downtime and rest days.

4.4 Expected deliverables are as below:

	Deliverable	Description	Remarks
1	MTR Inception Report	Define methodology and tools of MTR, including interview/survey questions.	Review team to circulate to all partner-organization for feedbacks and endorsement
2	PowerPoint Presentation	Debrief and present the preliminary findings	--
3	Draft Report	Initial report on mid-term review, including all annexes	Not exceeding 20 pages (excluding annexes)
4	Final Report	Revised full report with clarification and feedbacks incorporated	Not exceeding 25 pages (including executive summary & excluding annexes)

5. Evaluation Criteria and Guiding Questions

The mid-term review exercise shall use four components of the standard OECD/DAC Evaluation Criteria for Evaluation of Development Assistance, namely: relevance, effectiveness, efficiency, and sustainability. At this stage, the criterion of impact is not envisaged, although any relevant findings that can serve as pointers to potential impact will be welcome.

While the review team will develop and refine detailed questions after an initial briefing at the inception stage, some of the guiding questions the team could take into account are as follows.

The review team should also determine the weighting of each evaluation criteria for the 4 outcomes. Depending on review team's analysis and judgment, each outcome could carry different set of criteria weightings.

5.1 Relevance

1. To what extent the intended outcomes and relevant outputs address the objective of HKJCDPRI as articulated in the project proposal?
2. To what extent the various activities implemented by different partner-organizations are contributing to the outcomes?
3. Is there a demand at the organizational/institutional level, for the kind of training, knowledge sharing and exchange platform provided by HKJCDPRI?
4. How has HKJCDPRI been able to position itself strategically in Hong Kong and within the region as a knowledge hub and resource centre, promoting professional development to strengthen the resilience of Hong Kong?

5.2 Effectiveness

5. To what extent the planned outputs/outcomes have been or are being achieved? Are there additional output/outcome(s) being achieved beyond the intended ones?
6. What are the factors contributing or hindering the achievement of the outputs/outcomes?

5.3 Efficiency

7. To what extent the resources made available for the HKJCDPRI initiative were being utilized for the outcomes achievement?
8. Is there any signs showing that external resources had been mobilized to facilitate the outcome achievements of HKJCDPRI?

5.4 Sustainability

9. How strong is the level of ownership do partner-organizations and other stakeholders hold towards the HKJCDPRI initiative and goals?
10. To what extent the training, education, research, tools, guidance and practices developed by HKJCDPRI render themselves to use, accept and replicate by the others within Hong Kong and in the region?

PART III – TECHNICAL PROPOSAL

Name of the Institute / Organization: _____

Supplement details of the below on separate sheet(s) if required.

A. Review Proposal:

1. Introduction of the institute / organization, including any track records conducting similar project reviews.
2. CV of Team Leader and members involved, and the management / institutional arrangement.
3. Description of proposed HKJCDPRI Project review methodology and approach.
4. Proposed timeline / schedule of review activities.
5. Any other relevant information deemed important for tender evaluation.

B. Conflict of Interest

Please state if there is any potential, perceived or actual conflict of interest which may arise if the Firm is appointed to act for the Academy or HKJCDPRI.

C. Focal Point

Name	
Position / Title	
Institute / Organization	
Contact Number	
Email Address	

PART IV – FEE PROPOSAL

Name of the Institute / Organization: _____

Supplement details of the below on separate sheet(s) if required.

A. Detailed breakdown of the cost of HKJCDPRI Project mid-term review:

B. Focal Point

Name	
Position / Title	
Institute / Organization	
Contact Number	
Email Address	

PART V - OFFER

1. This tender is submitted on behalf of _____
(the Organization).
2. I am duly authorized to represent and submit this tender on behalf of the Organization.
3. The Organization hereby agrees to its appointment by the Academy for conducting the Mid-Term Review of the "Establishment of a Disaster Preparedness and Response Institute" Project as specified in Part III, and the fees quoted in Part IV.
4. I confirm on behalf of the Organization that all the information submitted in the tender submission is true and accurate.
5. In the event of any queries relating to this tender submission, please contact:

Name: _____

Title: _____

Contact Number: _____

Email Address: _____

Signature with Organization Chop:

Name in Print:

For and on Behalf of:

Date: