



香港賽馬會災難防護應變教研中心
Hong Kong Jockey Club
Disaster Preparedness and Response Institute

HONG KONG ACADEMY OF MEDICINE

THE HONG KONG JOCKEY CLUB
DISASTER PREPAREDNESS AND RESPONSE INSTITUTE

Tender Document for the
Research and Model Development on Community Disaster Resilience
based on
“Community-based Capacity Building in Disaster Preparedness Programme (Sai Kung)”

INSTRUCTIONS TO TENDERERS

Room 901, 9/F, Hong Kong Academy of Medicine Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong

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INVITATION TO TENDER

1. Invitation

- 1.1. Housed in the Hong Kong 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.
- 1.2. Tenders are invited for the “Research and Model Development on Community Disaster Resilience based on HKJCDPRI’s “Community-based Capacity Building in Disaster Preparedness Programme (Sai Kung)”” (hereafter referred to as “**The Research Project**”). Related activities will be held within the duration from January to September 2022.

2. Lodging of Tender

- 2.1. To be acceptable as a tender, Part III, Part IV and Part V of this document shall be properly completed.
- 2.2. Three sets of the **Part III** shall be submitted in a sealed envelope marked “**Envelope 1 [RESTRICTED (TENDER)]**”, and three sets of **Part IV and Part V** shall be submitted in another sealed envelope marked “**Envelope 2 [RESTRICTED (TENDER)]**”. Both envelopes shall be put into a third sealed envelope and marked “Research and Model Development on Community Disaster Resilience (Sai Kung)” [RESTRICTED (TENDER)]”.
- 2.3. The sealed envelopes should be deposited in the Tender Box of Hong Kong Academy of Medicine (the Academy), located on the 10th Floor, Hong Kong Academy of Medicine Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong **at or before noon 12:00 on 6 January 2022 (Thu)** (the “Tender Closing Time”). Late tenders will not be considered.

3. Enquiries

For enquiries, please contact:

Ms. Renee LAW, Manager (Community Engagement)

Hong Kong Jockey Club Disaster Preparedness and Response Institute

Tel: 2871-8855

Fax: 2296-4628

Email: renee@hkam.org.hk

4. Tender Issue Date: 29 December 2021 (Wed)



PART I

TERMS OF TENDER

1. Tender Documents

This tender document comprises the following:

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

2. Receipt of Tender

2.1 The Tender Closing Time (as defined under “Lodging of Tender” in the Invitation to Tender) will automatically be deferred to noon on the next working day not affected by a No. 8 Signal or a Black Rainstorm warning (excluding Saturday) in the following circumstances:-

- (i) if Tropical Cyclone Warning Signal No. 8 or above is hoisted between 10 am and the Tender Closing Time and remains hoisted at the Tender Closing Time; or
- (ii) if a “Black” Rainstorm Warning is issued between 10 am and the Tender Closing Time and remains in force at the Tender Closing Time;

2.2 The Tender Closing Time will remain unchanged if Tropical Cyclone Warning Signal No. 8 or above or the “Black” Rainstorm Warning is lowered or withdrawn before 10 am on the Tender Closing date.

3. 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.

4. 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 with additional information. The concerned tenderer shall submit such information requested within the time as required or specified by the Academy.

5. Accuracy of Tender Information

The tenderers are required to declare the truthfulness and accuracy of the tender information. If



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

6. 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.

7. Tenderers' Enquiries

Any enquiries concerning this tender document may be made in writing via e-mail renee@hkam.org.hk not less than 72 hours prior to the Tender Closing Time.

8. Assessment of Tender

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

9. 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.

10. 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.

11. 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.

12. Negotiation

The Academy reserves the right to negotiate with any tenderer about any terms, conditions,



clauses, paragraphs or parts of its tender.

13. Appointment

Subject to Clause 15 of these Terms of Tender, 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/ product and whose tender has been determined by the Academy to be the most advantageous to it.

14. 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).

15. Probity/ Anti-collusion Clauses/ Conflict of Interest

Tenderers are required to stipulate respective probity/ anti-collusion clauses, covering declaration and management of 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.

16. Confidentiality

- 16.1 Tenderers shall keep all information provided by the Academy under the tender strictly confidential and for internal use only.
- 16.2 Tenderers shall not divulge or communicate to any third party without the prior written consent of the Academy any information provided by the Academy.

17. Personal Data Provided

- 17.1 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.
- 17.2 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

BRIEF

The Academy intends to make an appointment for the “**Research and Model Development on Community Disaster Resilience based on HKJCDPRI’s “Community-based Capacity Building in Disaster Preparedness Programme (Sai Kung)”**” (hereafter referred to as “The Research Project”). The specifications and requirements are detailed as below:

1. Background

- 1.1. Hong Kong Jockey Club Disaster Preparedness and Response Institute (hereafter referred to as “HKJCDPRI”) was launched in 2014, 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. The International Federation of Red Cross and Red Crescent Societies (IFRC) defines community resilience as “The ability of communities exposed to disasters, crises and underlying vulnerabilities to anticipate, prepare for, reduce the impact of, cope with and recover from the effects of shock and stresses without compromising their long term prospects”¹. Capacity building initiatives can facilitate individuals and communities to develop abilities, resources, networks and confidence, which empower them to become changing agents to proactively identify, mitigate and cope with local disaster risks more efficiently. This **community participatory approach** has proven to be effective worldwide, compare with the traditional top-down “respond and rescue” structure.
- 1.3. Hong Kong is a dynamic city, with robust disaster response mechanism mainly developed and led by the government. Contingency plans and disaster drills have been carefully considered and rehearsed. However, a significant gap remains in awareness, knowledge and engagement in disaster risks management and response planning at the community level. Based on one of the findings of Scoping Study conducted by Harvard University under HKJCDPRI’s commission, there is a broad recognition among agency leaders and the community of the need to improve community engagement in all aspects of disaster management.²
- 1.4. Sai Kung (excluding Tseung Kwan O area) is identified as the one of the most vulnerable districts in

¹ International Federation of Red Cross and Red Crescent Societies (2014), [Community Preparedness](#)

² Harvard University (2015): [Policy Brief – Community Engagement in Disaster Planning and Response: Recommendations for Hong Kong](#)



Hong Kong. Due to its geographical location, most of the residential areas are located at coastal or mountainous areas, which are frequently stricken by typhoon, extreme rain and storm surge in recent years. With its geographical features (e.g. curved and narrow roadway with slopes which are difficult to be reached by emergency vehicles such as fire appliances and ambulances), the risks of critical health issues and property damages are relatively high. Given the vulnerability to floods and landslide and difficulty or delay in being accessed by rescue and emergency pre-hospital care.

- 1.5. A “Community-based Capacity Building in Disaster Preparedness Programme (Sai Kung)” has therefore been developed by the HKJCDPRI, aiming to enhance awareness, knowledge and engagement in disaster risks management and response planning of Sai Kung (excluding Tseung Kwan O area) community members. For detailed programme design and activities, please refer to **Annex 1**.
- 1.6. Currently, there is no community resilience model in local context being developed in Hong Kong. Therefore, it is considered valuable to conduct **a programme-based research**, in order to develop a community resilience framework or model based on the evidence and lessons derived from the design, delivery and outputs of HKJCDPRI’s “Community-based Capacity Building in Disaster Preparedness Programme (Sai Kung)”. All research deliverables could hopefully be able to serve as a “blueprint” for future effective development of strategy, approach(es), measure(s) and tool(s) of community disaster resilience.
- 1.7. While this Research Project will derive data and findings from, and recommendation for selected programme areas in Sai Kung, we envisage that the recommendation(s) and model(s) developed can also benefit communities in other areas and/or districts with similar setting.
- 1.8. Research findings and recommendations will also be published and disseminated to relevant parties, to facilitate understanding and dialogues among relevant stakeholders for continuous enhancement of the disaster resilience in Hong Kong.

2. **Goal and Objectives**

- 2.1 The goal of this Research Project is to establish a “blueprint” for future development of strategy, approach(es), measure(s) and tool(s) that bring about effective development of community disaster resilience.
- 2.2 In order to achieve the stated goal, there are four objectives of the Research Project:
 - (a) To acquire a full understanding on any **changes resulted from interventions** of HKJCDPRI’s



“Community-based Capacity Building in Disaster Preparedness Programme (Sai Kung)”, in aspects including but not limited to: (1) awareness and initiations in response to anticipate, mitigate and respond to disaster risks, (2) empowerment of individuals, (3) partnerships enhancement and (4) capability of making uses of local networks and resources.

- (b) To acquire a full understanding on what and how the parties engaged in the programme mentioned in (a) contributed to the knowledge, skills, well-being practices, micro-collaboration and network connection to the Sai Kung community covered. The “parties” include but not limited to on-ground NGOs, relevant professionals, social innovators and/or designers engaged, who had applied means in professions, practical transfer and/or creativity during the programme implementation.
- (c) Based on (a) and (b), to identify key enabling and disabling factors for building community disaster resilience in similar setting (in terms of vulnerabilities and capacities) in Hong Kong, and recommend the way forward of such at individual, community and policy levels.
- (d) Based on (a) and (b), to propose a service development framework/model (with a set of customized social indicators), to be adapted by related players/stakeholders as the basis and/or impact assessment tool for developing effective community-based capacity building programme towards disaster resilience in the future.

3. **Research Duration:** January – September 2022

4. **Project Scopes and Deliverables**

Stage/ Proposed Timeline	Scopes and Point to Note	Deliverables
1. Research Project Inception By 20 Feb 2022	<ul style="list-style-type: none">▪ Kick-start meeting with HKJCDPRI by 14 Feb 2022.▪ Detailed study of rationales and assumptions of HKJCDPRI’s “Community-based Capacity Building in Disaster Preparedness Programme (Sai Kung)”.▪ Detailed study of community and player profile of Sai Kung.▪ Formation of detailed research design and timeline.	An Inception report that covers full details of research design and implementation plan, including but not limited to: <ul style="list-style-type: none">▪ objectives and scope of the research▪ conceptual framework▪ recommended community perspectives and/or social indicators to be investigated▪ research methodology, sampling populations, individual engagement strategies and instruments for data collection and analysis▪ references and/or basis of research design▪ detailed timeline

Stage/ Proposed Timeline	Scopes and Point to Note	Deliverables
2. Programme-based Research Implementation By July 2022	<ul style="list-style-type: none"> To conduct all research activities stated in the Inception Report, during the implementation of HKJCDPRI's "Community-based Capacity Building in Disaster Preparedness Programme (Sai Kung)". To reveal the key enabling and disabling factors, as well as any other relevant aspects for building community resilience. 	<ul style="list-style-type: none"> In-depth understanding on the below (at a minimum), as the basis of the research project report and community resilience development model/framework: <ul style="list-style-type: none"> Community profile and dynamics in Sai Kung Any knowledge, skillsets, well-being practices, collaboration and network enhancement and how Engagement and dynamics among stakeholders/players at different tiers Local and overseas practices on community disaster resilience building An interim report that covers an update on data collection and analysis processes of the Research Project
3. Report finalization and knowledge dissemination By Sept 2022	<ul style="list-style-type: none"> To publish a research report and community resilience model(s)/framework(s), that serve as a "blueprint" for future development of strategy, approach(es), measure(s) and tool(s) for effective development of community disaster resilience. To join HKJCDPRI in any knowledge dissemination platform and occasions, resulting from the Research Project. Any costs arising from the potential events will be borne by HKJCDPRI. 	<ul style="list-style-type: none"> A draft report by Aug 2022, and a final report by Sept 2022 that covers all research processes and findings, including but not limited to: <ul style="list-style-type: none"> Executive Summary (in both Chinese and English) Research questions and methodology Overall summary of HKJCDPRI's "Community-based Capacity Building in Disaster Preparedness Programme (Sai Kung)" Research data, analysis and concrete findings with elaboration Recommendations on way forward to build community resilience, at individual, community and policy levels Glossary of terms Full set of cleansed raw data set Community Resilience Framework(s)/Model(s) with detailed rationales and assumptions, developed based on the programme-based research findings To join HKJCDPRI in dissemination of any research findings, recommendation and model/framework via any possible means, e.g. <ul style="list-style-type: none"> To produce a PowerPoint for dissemination To attend media interviews to announce/elaborate on the research results To promote related knowledge via publications, correspondences, emails or other channels



5. Tender Schedule

Date	Task
29 December 2021 (Wednesday)	Tender invitation
12:00 noon, 6 January 2022 (Thursday)	Deadline for submission of Technical and Fee Proposal (with detailed breakdown)
Late-January 2022	Award Tender

6. Organization and Qualification Requirements

- 6.1. The Programme will be commissioned and managed by the Hong Kong Academy of Medicine, through its HKJCDPRI. A designated coordinator from HKJCDPRI will provide overall guidance and oversight during the process, with support from other team members when necessary.
- 6.2. To fulfill the level of technical expertise required for this Research Project, the tenderer should possess the qualifications as below:
- Recognized post-graduate degree obtained by the core team member(s) on social sciences, humanities, anthropology, civil society development or any other related disciplines.
 - Research team leader should have at least 8 years' experience in conducting community-based programme research (both qualitative and quantitative). Within which, experiences in (1) conducting participatory research, (2) serving as a principal investigator in research(es) on any social service issue(s) in Hong Kong are required.
 - Research team leader should have at least 5 years' experience in developing and/or managing community-based development and/or educational programme. Preferably, team members should also possess experience in social innovation related programmes.
 - Previous track records being commissioned by the government, public sector or non-governmental organizations in Hong Kong with satisfactory outputs and/or outcomes.
 - Basic understanding and appreciation of disaster preparedness and risks reduction in Hong Kong.
 - All research team members should be stationed in Hong Kong, and be able to communicate effectively in both English and Chinese/Cantonese, in written and verbally.
- 6.3. The tenderer shall closely communicate with HKJCDPRI throughout the entire service period (i.e. January - September 2022), to discuss the Research Project timeline, action items, progress updates, contingency plan, the standard approval procedures, and other requirements deemed necessary.
- 6.4. Approval should be sought from HKJCDPRI on Research Project milestones, before the implementation of each research task.
- 6.5. The tenderer shall provide services in compliance to all auditing and publicity related policies and guidelines laid down by the donor (i.e. the Hong Kong Jockey Club Charities Trust), The Hong Kong Academy of Medicine and HKJCDPRI.



- 6.6. If deemed appropriate and necessary, HKJCDPRI will provide technical inputs in emergency/disaster risks management concepts and knowledge during the research process.
- 6.7. The tenderer shall observe all the prevailing government arrangements related to COVID-19 precautions.

7. Tender Assessment Criteria

- 7.1. Tenderers will be assessed based on the proposals submitted in Part III and Part IV. The technical score in Part III will carry a weight of **80%**; while fee score in Part IV will carry a weight of **20%**.
- 7.2. Tenderers who have obtained an overall passing mark in Part III technical assessment will be considered further. Criteria in technical assessment includes:
- Originality
 - Relevance to the research objectives and questions
 - Credibility and feasibility of research design and methodologies
 - Credentials and resources of the research team
 - Feasibility in achieving requested project objective and deliverables, with reasonable time and resources allocated
 - Potential application of lesson(s), framework(s) and/or model(s) derived to other areas or districts in similar setting
- 7.3. Fees offered in Part IV will be scored after the technical assessment. Tenderer with the highest total score will be recommended for acceptance.

8. Control of the Research Services:

- 8.1. The HKJCDPRI representative and the Researcher shall hold meetings at regular intervals (i.e. every two months) to discuss the status of the Research Services and any problems. Researcher must be readily contactable throughout the Research by ordinary means of communication including telephone, meeting in person and via email. The Researcher will be required to consult and attend meetings in Hong Kong with HKJCDPRI.
- 8.2. The Researcher shall provide professional advice and responses to any questions or requests made by the HKJCDPRI in connection with the Research Services.
- 8.3. The HKJCDPRI shall have the right to require the Researcher to provide information and/or give verbal briefings on the progress of the Research Services. If required by the HKJCDPRI, formal presentation(s) shall be conducted by the Researcher after the acceptance in writing by the HKJCDPRI of the Final Report.



PART III

TECHNICAL PROPOSAL

Name of the Organization/Institution: _____

The technical proposal should include the following items:

A. Presentation of the Technical Proposal

1. Composition and qualifications of the project team, including but not limited to:
 - Curriculum Vitae of all team members [Please list out relevant experience as stated in Part 6.2]
 - Previous community programmes and/or research projects engaged.
2. Development and implementation proposal for the Research Project, including but not limited to:
 - Executive summary of the technical proposal
 - Introduction on interest in this tender exercise
 - Context and statement of problem(s)
 - Research question(s), aim and objectives
 - Research design and tools (including study population and sampling, study design, data collection methods and instruments, data processing and analysis methods)
 - Expected research output(s), and potential application to areas/districts outside the research scope
 - Detailed projected research timeline
 - Data security & privacy management
 - (If any) Potential risk(s) and mitigation measures
3. Any other relevant information deemed important for tender evaluation.



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B. Conflict of Interest

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

Contact details:

Name of the Organization/Institution: _____

Contact Person: _____ Position/ Title: _____

Telephone: _____ Fax: _____

Email Address: _____ Date: _____



PART IV

Fee Proposal

(for 'Envelope 2' where applicable)

Name of the Organization/Institution: _____

The Fee Proposal shall include detailed breakdown of the cost for the "Research and Model Development on Community Disaster Resilience based on HKJCDPRI's "Community-based Capacity Building in Disaster Preparedness Programme (Sai Kung)". Please take note of the following requirements:

- (a) The research fee in Hong Kong dollars.
- (b) The proposed fee shall be inclusive of all costs, charges and disbursements incurred to carry out the Research Project.
- (c) A breakdown of the following items, if applicable, should be stated clearing in a manning schedule:
 - professional fees in an hourly rate, shown against any advisor(s), researcher(s) and other helper(s)
 - costs incidental to the attendance of meetings, presentations and briefings
 - license fees and/or royalties payable by the researcher in connection with the permitted use of any third-party intellectual property rights
 - out-of-pocket expenses such as postage, international telephone calls, facsimile and internet connection expenses, secretarial support, copying and printing charges and computer facilities
 - overhead charged by organisation or institution

Contact details:

Contact Person: _____ Position/ Title: _____

Telephone: _____ Fax: _____

Email Address: _____ Date: _____



PART V

OFFER

1. This tender is submitted on behalf of _____ (“the Organization/Institution”).
2. I am duly authorized to submit this tender on behalf of the Organization/Institution.
3. The Organization/Institution hereby agrees to its appointment by the Academy for “Research and Model Development on Community Disaster Resilience based on HKJCDPRI’s “Community-based Capacity Building in Disaster Preparedness Programme (Sai Kung)””, as specified in Part III at the fees quoted in Part IV.
4. I confirm on behalf of the Organization/Institution that all the information submitted in the tender submission is accurate.
5. In the event of any queries relating to this tender submission, please contact:

Name: _____

Title: _____

Contact Number: _____

Email Address: _____

Signature with (if any) Organization/Institution Chop:

Name in Print:

For and on Behalf of:

Date: _____