Child Rights Education Research
REQUEST FOR PROPOSAL (RFP)

Introduction

The Hong Kong Committee for UNICEF (HKCU) is currently seeking proposals from qualified individuals or tertiary institutions (hereinafter to be referred to as Provider) interested in conducting research on child rights education in Hong Kong. Our goal is to collect useful and reliable data to draw strategic plans to promote the inclusion of child rights education in mainstream education settings.

Background

United Nations Children’s Fund (UNICEF) is the world's leading UN organization working specifically for children. Since our establishment in 1946, we have been working with other UN agencies, governments and NGOs to ensure children’s rights to survival, development, protection and participation. We are now working in over 150 countries, areas and territories to provide emergency relief and run long-term development programmes in the areas of health, education and child protection.

HKCU was founded in 1986. As one of the 36 national committees for UNICEF, we organize fundraising and advocacy activities to provide financial support for UNICEF’s programmes across over 150 developing countries and promote and advocate for children’s rights. We aim to arouse public awareness of the plight of children in developing countries and champion children’s rights.

According to Article 42 of the Convention on the Rights of the Child (CRC) ‘State parties undertake to make the principles and provision of the Convention widely known, by appropriate and active means, to adults and children alike.’ HKCU is one of the key agencies in Hong Kong to disseminate the message on children’s rights to general public, especially children and their duty bearers. We believe proper education of child rights in mainstream education is instrumental to widespread dissemination of CRC. Therefore, we would like to conduct a research study on child rights education to gain a holistic view of the current situation, so that we can make well-informed decisions in order to develop strategies and methods to improve education on child rights in Hong Kong.
Research Objectives
1. To examine how education on child rights is currently implemented in preschools, primary and/or secondary schools in Hong Kong through surveys of school teachers/principals/government officials;
2. To examine students’ awareness of their own rights;

Expected Research Output
1. Data on all aspects of current practice on children’s rights education in Hong Kong;
2. Data reflecting the awareness of children’s rights among school students;
3. Data on current trainings on children’s rights received by teachers-to-be;
4. Identification of the gaps in disseminating the message of children’s rights in mainstream school setting and recommendations for actions to be taken by HKCU/Government to improve child rights education.

Research Methodology
The proposal should contain a full description of the proposed methodology. We expect to have a statistically sound sampling method to generalize valid conclusions. We welcome all types of methodology (questionnaire, focus group interview, classroom observation, etc). Statistical tests should be run to ensure the validity and reliability of data.

Publication of Research Results
We seek to have the first stage of the research completed and preliminary data be released by the end of 2011. Therefore, the proposal should reflect methodologies that can be conducted during spring and summer 2011 to ensure on-time delivery.

Required Documents for Proposal
The proposal should include Technical Proposal and Financial Proposal as a minimum as described below. The Provider may wish to include brochures and other documentation.
PART 1: TECHNICAL PROPOSAL

The Technical Proposal MUST include the following but is not limited to:

a. Relevant background theory and prior empirical research related to the research objectives;
b. Proposed research methodology that will be used to attain the objectives;
c. Data collection plan, including sampling method;
d. Discussion of how the research will address the research objectives;
e. Timetable with various milestones to indicate reasonable timing to complete the different stages of research;
f. Provider’s background: Information about the Provider’s background (year of establishment, organization structure, etc.), CVs of the experts proposed for implementing the required work, i.e. details of relevant research experience, academic qualifications, name of affiliated institution and job title;
g. Signed Declaration Form with official seal affixed.

PART 2: FINANCIAL PROPOSAL

The financial proposal must provide a fixed price, lump sum fee for the research study, inclusive of all expenses. HKCU reserves the right not to accept the proposal with the lowest fee but price will be considered in determining the proposal with the best overall value.
Evaluation of the Proposal

The proposals will be evaluated against the following criteria and weightings:

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<th>Criteria</th>
<th>Weighting</th>
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<td>a) Experience of the Provider and experts to be assigned to the project: years of relevant research experience, academic attainment, institution’s profile, etc.</td>
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<td>b) Proposal with specifically stated goals and anticipated results and explains how the work will significantly contribute to the promotion of children’s rights and its education in Hong Kong.</td>
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<td>c) Proposal with clearly stated, feasible and reliable research methodology.</td>
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<td>d) The proposal shows realistic timeline that ensures delivery of research output.</td>
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<td>e) Proposal with clear explanation on how the research outcome will help HKCU to draw strategic plans to promote inclusion of children’s rights education in mainstream education setting.</td>
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<td>f) Proposal with cost-effective budget plan.</td>
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<td>g) Proposal documentation.</td>
<td>5</td>
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<td><strong>Total score:</strong></td>
<td><strong>100</strong></td>
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The proposal with the best overall value, composed of technical merit and price, will be recommended for approval by the Advocacy and Public Relations Committee of HKCU and UNICEF child rights education experts.
Timeline of Proposal Submission and Selection

1. The proposal should reach the following address or email (adv@unicef.org.hk) by 1:00 pm, 30 April 2011:

   Hong Kong Committee for UNICEF
   3/F, 60 Blue Pool Road
   Happy Valley, Hong Kong

   (Please state clearly the following on the envelope or in the subject line of the email: ‘Child Rights Education Research Proposal Submission’.)

2. Successful Provider will be contacted by email before 15 May 2011.

Changes from original scope of work

Wherever items offered which are not exactly in compliance with specifications indicated by the HKCU, or wherever alternatives are offered, it is the Provider’s responsibility to clearly state in the Proposal full specifications offered and how these differ from the specifications requested by the HKCU.

Validity of Proposals

Proposals should be valid for a period of not less than 90 days after the submission deadline. HKCU may request the validity period to be extended.

Payment

1. Payment will be made only upon HKCU’s acceptance of the work specified in the mutually agreed contract with the successful Provider. The terms of payment are Net 30 days, after receipt of invoice and acceptance of work.

2. The payment to the successful Provider by HKCU will be made in cheque payable or a bank transfer in the name of the institution.
Terms and Conditions

1. HKCU strictly enforces a policy of zero tolerance concerning unethical, unprofessional or fraudulent acts of Providers. Accordingly, any Provider that is found to have undertaken unethical, unprofessional or fraudulent activities will be suspended or forbidden from continuing business relations with HKCU.

2. Providers shall not offer gifts or hospitality to HKCU staff members. Recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners are also prohibited.

3. This RFP, along with any inquiries and responses there to, and the proposals shall be considered the property of HKCU and the proposals will not be returned to their originators.

4. In submitting this proposal the Provider agrees that s/he will accept the decision of HKCU as to whether his/her proposal meets the requirements stated in this RFP.

5. HKCU reserves the right to invalidate any late proposal, proposals that contain insufficient information as requested above, or proposals received from Providers who, in the opinion of HKCU is not in a position to perform the contract.

6. HKCU reserves the right to suspend or terminate the funding support, and claim back all or part of the funding that have been expended for a project if there is a breach of agreed terms and conditions.

7. HKCU shall not be held responsible for any cost incurred by the Provider in preparing the response to this RFP.

8. HKCU reserves the right to:
   a) Request additional supporting or supplementary data from the Provider;
   b) Arrange interviews with the proposed Provider;
   c) Reject any or all proposals submitted;
   d) Accept any proposals in whole or in part;
   e) Negotiate with the most favorable Providers.

9. Proposals must be signed by an authorized representative of the Provider in question.

10. HKCU reserves the right to amend any terms and conditions stated in this document without further notice.

11. Information provided by Providers will only be used for the purpose of application for the funding of the proposal only.
Information and Enquiries

Kitty Chan, Advocacy and Public Relations Manager
Hong Kong Committee for UNICEF
3/F, 60 Blue Pool Road
Happy Valley, Hong Kong
Tel: 852 2833 6139
Fax: 852 2834 0996
Email: adv@unicef.org.hk
Appendix

DECLARATION FORM

To be read and signed by Head/Authorized Representative of the Provider.

We hereby certify that we have read and understood the Request For Proposal and accept all the terms and conditions listed in the Request For Proposal.

We hereby certify that the information provided with this proposal is correct and truthful. The Undersigned hereby offers to supply the services specified in the proposal at the price quoted, in accordance with any specification stated and subject to the terms and conditions set out or specified in the Request for Proposal.

Name of Institution: __________________________

Title: __________________________

Name of Provider: __________________________

Postal Address: __________________________

Email: __________________________

Tel. No.: __________________________

Signature: __________________________

Date: __________________________

Official Chop of the Institution: __________________________