

Request for Proposals (RFP) – Mental Well-Being for Children and Youth in Hong Kong: Frequently Asked Questions

Project scope and target audience

Q1: In the RFP, you state that the targeted audience for the project should be the most vulnerable children and families in Hong Kong. What is the age range of children? Do you mean children from low income families have higher priority?

A1: The projects should focus on supporting children under the age of 18. Yes, low income families are one of the indicators of vulnerable children, but we also consider other indicators which require your elaboration and justification. For example, other indicators might include but not be limited to disabilities, special education needs and ethnic minorities.

Q2: Can we target adult population in the proposal?

A2: While children and youth are the primary focus of this RFP, creating an enabling environment at home and in schools and communities are also important, to ensure that appropriate support services are provided. So family members, teachers, community workers, etc. can be included as secondary audience of a proposal.

Q3: Do you have any preferred districts for the proposal?

A3: We do not have preferred districts for the purpose of this RFP. Please elaborate on the justification for the geographical scope based on needs, and how you would reach the vulnerable population in selected districts/areas.

Q4: What does Save the Children Hong Kong (SCHK) mean by digital wellbeing?

A4: SCHK observed that more children are starting to use the Internet and electronic screen products at a much younger age, and with easier accessibility. Children and adolescents are spending more time online. However, there are concerns that the heavy use of the internet by young children might have negative impacts on their mental health. Digital wellbeing can promote the healthy use of technology and proactively promote a healthy lifestyle of the children and youth, supporting their mental health.

Q5: Can we incorporate advocacy into the proposal?

A5: Yes, you can incorporate advocacy into the proposal, but it should not be the only element in your proposal.

Budget proposal and payment structure

Q6: In the concept note template, do you have suggested allocations for the budget line? Do you set any maximum amount of administration cost?

A6: In the concept note template, we have indicated that the staff cost should not exceed 50% of the total budget. Based on other approved projects, the administrative cost is typically less than 10% of the total budget.



- Q7: **In the RFP, the amount of grant for each project can be up to HK \$1 million. Is there any minimum limit for the grant application?**
A7: No, we have not set any minimum amount for applications. The total budget request will be based on the time frame of the project and scope of the interventions proposed.
- Q8: **Would SCHK consider partially supporting projects if the total budget is more than 1 million?**
A8: Yes, but please explain clearly how the rest of costs will be covered by other sources.
- Q9: **Could an external assessment cost of the project evaluation be covered in this funding? Are there any limits on the budget?**
A9: Typically, maximum 3-5% of the total budget can go to Monitoring and Evaluation (research) costs. In some cases, the allocation can go to 10% if the research has a high value to Save the Children and the partner. All publications as a result of this project funding should be under a co-publishing arrangement with SCHK.

Submission requirements

- Q10: **How many pages do you expect from the concept note?**
A10: Please do not exceed to 10 pages. Refer to the suggested length in each section of the template. Any supporting documents should be submitted as Annexes to the application.
- Q11: **My organization has many centres at different districts in Hong Kong. Can we submit more than two applications? Can we submit the application just on behalf of one centre?**
A11: One organization can only submit two applications. Your organization can decide which two service units are prioritized for applying for this funding. Please ensure that the applications are focused on different interventions.
- Q12: **Would sending all the required documents to hk.program@savethechildren.org be best? Is there any acknowledgement on receiving the application?**
A12: All proposal documents should be submitted by email to hk.program@savethechildren.org. We will send an email of acknowledgement to the applicant within two working days upon receiving the application.
- Q13: **One of the required documents is “Proven records of successful implementation of similar projects”. What does this mean? Does it mean a letter of confirmation from donors is needed? Or can we just submit the annual report which includes corresponding records?**
A13: Please share any information on relevant projects, including the scope and results, as evidence of the organisation’s track record in providing similar services. Any supporting documents can be submitted as Annexes to the application. If annual reports are submitted as a supporting document, please highlight relevant sections in the report for reference.
- Q14: **Will you consider late submissions if we cannot submit on/before 14 April at 18:00?**
A14: If any application is submitted after the deadline, it will not be considered for this round of the RFP. Please express interest in submission via email at hk.program@savethechildren.org and indicate any constraint in meeting the submission deadline. We are assessing the interests and will inform you about future opportunities.
- Q15: **Do we need to present our project in stage 2?**
A15: The shortlisted applicant(s) will be further notified accordingly.



Q16: How many proposals will be granted allocations?

A16: SCHK does not have a fixed number of proposals to accept. The number of proposals and the total amount of funds to be approved will depend on the number of shortlisted and qualified proposals.

Q17: Is there any telephone number for enquiry for the application of the funding?

A17: The best way to reach us is by e-mail at hk.program@savethechildren.org.

Reporting, funding and SCHK engagement expectations

Q18: Is there any specific requirement on reporting?

A18: The selected applicant(s) will be required to submit financial and narrative reports at regular intervals and a final report. The frequency of reporting will be discussed as part of the grant agreement phase. Report templates will be provided to facilitate your preparation and submission.

Q19: What is the payment structure, once a project is approved?

A19: This is dependent on the terms and conditions on the signed agreement. Normally the funding would be paid in instalments. The first instalment will be paid after the signing of agreement and the rest of instalments will be issued after reports submissions in accordance with the agreed timeline.

Q20: What will SCHK's role be in the design of the project?

A20: SCHK has a range of expertise globally on psychosocial well-being. Depending on the nature of this project, we may have different levels of engagement in the design of the project. This will be discussed further if we ask for the detailed project proposal and budget in stage 2.

Q21: What will be the involvement of Save the Children Hong Kong (SCHK) in the project?

A21: SCHK expects to cultivate strong relationships with our partners. The level of engagement can vary from passive involvement such as event visiting and joining some of your activities; and proactive involvement such as joint branding/creation/promotion of the project content. Potential for promotion of the participation of SCHK's stakeholders (e.g. corporate employee volunteering and engagement) is also highly valued. This will be discussed further in Phase 2 of the project.