

點子創新 BEYOND
..... INNOVATION

「食物援助旗艦項目」
招募協創機構簡介會
Briefing Session on
the Invitation of Proposals for
Building Capacity in Food Support Service

15 June 2015

社會創新及創業發展基金
Social Innovation and Entrepreneurship Development Fund

Rundown

- Opening Remarks
- Briefing on the Invitation for Proposals on Building Capacity in Food Support Service
- Q&A
- Networking

Background

About SIE Fund

Commission on Poverty and its Task Forces



Social Innovation and Entrepreneurship Development Fund Task Force (TF)

(The SIE Fund Task Force is supported by the **Efficiency Unit** as the Secretariat)

SIE Fund – What is it?

- A HK\$500 million Trust Fund intended to tackle poverty (防貧, 扶貧) and prevent social exclusion (防止社會孤立) through social innovation and entrepreneurship.

Objectives of the Fund



“To establish and support processes, schemes and experiments that **attract, inspire and nurture social entrepreneurship** to introduce and develop **innovations** that create **social impact** and build **social capital** to support **poverty relief** in Hong Kong.”

SIE Fund – How it works?



SIE Fund – Who are the intermediaries?



The Hong Kong Council of Social Service (HKCSS)
香港社會服務聯會



PolyU Technology and Consultancy Company Limited (PolyU)
理大科技及顧問有限公司



SOW (Asia) Foundation Ltd. (SOW Asia)
心苗(亞洲)慈善基金有限公司



The Yeh Family Philanthropy (YFP)
葉氏家族慈善機構



Expected Outcome



2,700
participants



700
ideas



100
projects funded

Background

Flagship

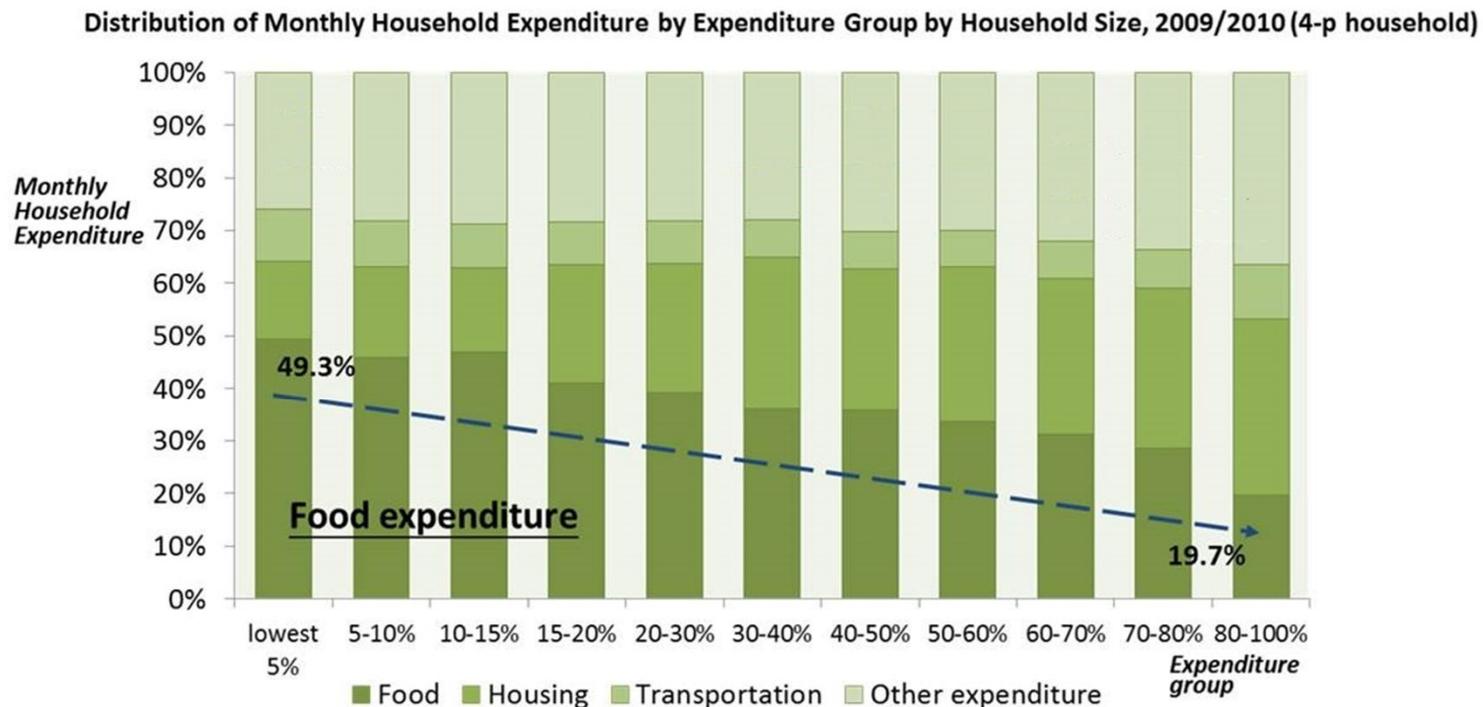
Flagship Project

- Apart from developing the infrastructure through engaging 4 intermediaries that will strengthen the ecosystem of social innovation, the Task Force also identifies poverty-related issues that are of major public concern and have long-term significance.
- Through flagship projects, the Task Force aims to shape initiatives that can address the issues more directly and effectively and bring about greater benefits.
- 1st Flagship Project – **Food Support**



Why Food Support

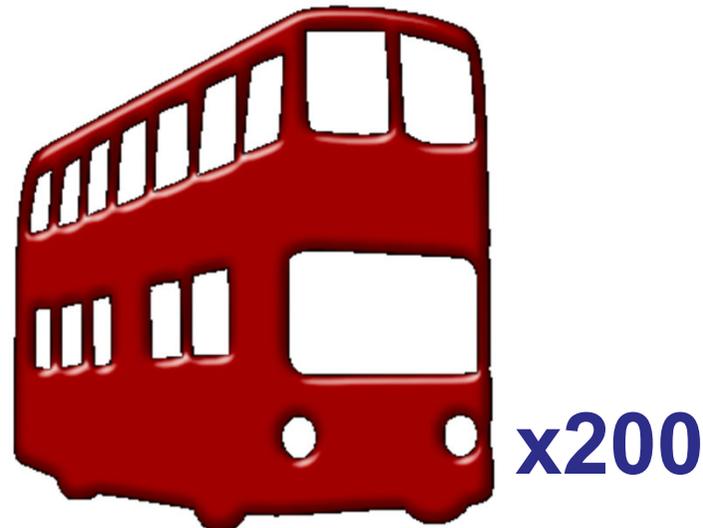
- High demand : According to a survey conducted in 2009/10, the spending on food for the 20% of families with the lowest expenditure accounts for about 47% of their total household expenditure.



Source : Census and Statistics Department, HKSAR government Analysis : HKCSS

Why Food Support

- Food waste : In 2013, we dumped about 3 600 tonnes of food in landfills every day, which amounted to about 40% of municipal solid waste. About 40% of the food dumped was suitable for consumption.



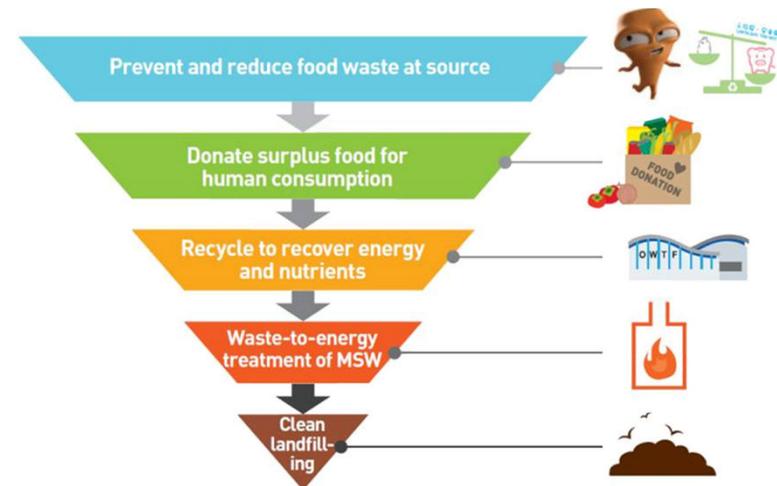
x200

≈3600 tonnes food waste daily
as recorded by EPD in 2013
(equivalent to 200 double-deck bus,
each weight 18 tonnes)

Reference: https://www.wastereduction.gov.hk/sites/default/files/msw2013tc_ataglance.pdf

Government Efforts

- Short-Term Food Assistance Services Projects 「短期食物援助服務計劃」 since 2009
- Partnership Fund for the Disadvantaged 「攜手扶弱基金」
- “A Food Waste and Yard Waste Plan for Hong Kong 2014-2022” 《香港廚餘及園林廢物計劃 2014-2022》 setting the target to reduce food waste in landfills by 40% in 2022
- Food Wise Hong Kong Campaign 「惜食香港」運動 started in 2012
- Environment and Conservation Fund (ECF) 「環境及自然保育基金」 giving priority to those projects in collecting surplus food.



Food Support Service Sector

Based on a mapping exercise conducted by an NGO in 2013 as well as findings of the Secretariat through interviewing stakeholders, it is noted that -

➤ Most players in the sector are charitable organisations, NGOs and community groups

➤ Services mainly in four operational models

- Hot meal (Providing meal boxes to the needy free or at discounted rate)
- Food bank (Food banks to providing staples and other food items)
- Discounted price market (Selling food and others at discounted rates)
- Bulk purchase (Consolidate the purchasing power of the poor families)



<http://www.poverty.org.hk/foodmap/index.html>

➤ Growing number of hot meal operations resulting in -

- Saving in beneficiaries' efforts and resources
- Offering more opportunities for the service providers to reach out the target beneficiaries.

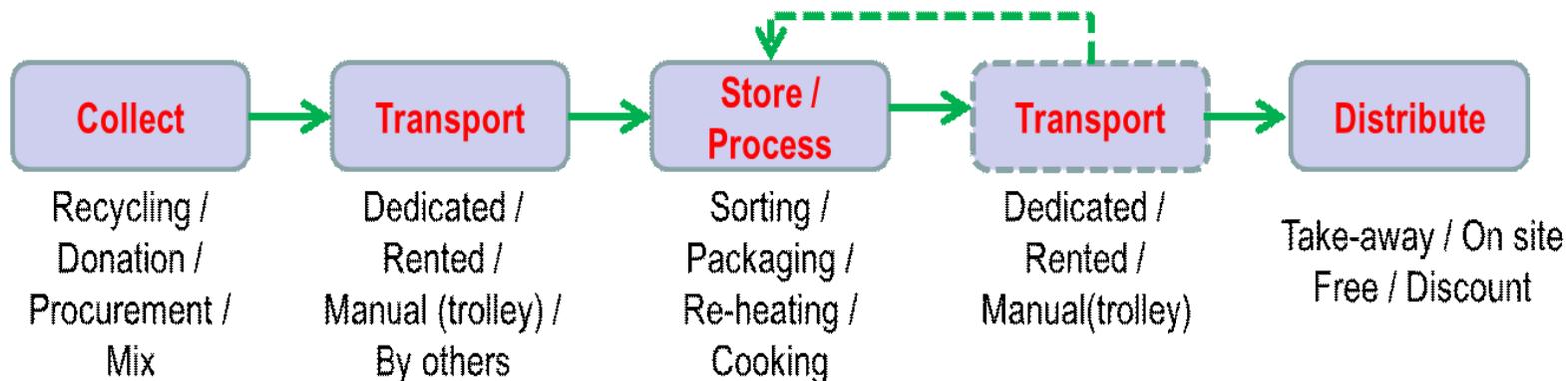
Challenges of Food Support Service

- Growing number of food support operators in Hong Kong, with varying sizes, types, availability and purposes. Coordination is however slim.
- Uneven distribution of service points (e.g. highly insufficient in New Territories while overlapping in certain urban districts). Mis-match in demand and supply.
- Business sector has the goodwill to participate, but large corporations tend to confine their donations to a few large operators due to diverse reasons (e.g. food safety). Much food is wasted.
- High operating cost (e.g. the need for cross-district transport incurs huge cost which can account for nearly half of the total operating expenditure).



Challenges of Food Support Service

- Lack of overall picture and information on demand and supply.
- Some operators are specialising in certain process along the “supply chain” (e.g. depend on other organisations to reach out the ultimate beneficiaries). Better coordination among different organisations is therefore essential in improving efficiency.



Engagement Exercise in 2014

- Last year, the Task Force invited stakeholders from various sectors (including food support operators, logistics, business, information technology, design and government departments) to a sharing session and an idea generation workshop to better understand the food support service in Hong Kong and to come up with ideas for improving the situation.



Insights from Engagement Exercise

- Better coordination and development of an infrastructure will enhance the collaboration among stakeholders and bring about greater impact to the entire food support service.
- Through the food support flagship project, it is hoped to shape an initiative on food support service which will enhance the efficiency and effectiveness of the overall service by –
 - complementing existing set-ups
 - balancing and utilising community and business resources
 - establishing wider cross-sector participation and collaboration.



Food Support Flagship Project

- Through engaging an intermediary, the Task Force aims at building an information sharing platform which helps improve the overall operations of the food support service sector.
- SIE Fund to provide a one-off funding grant to set up the infrastructure and fund the operating cost during initial stage.
- The model should be financially sustainable.
- Can support day-to-day operational requirements at both district and territory-wide levels.



Food Support Flagship Project

- The scope should initially focus on hot meal service as a start and eventually cover all other forms of food support service.
- Depending on the business plan of the proposal, the engagement period for intermediary shall typically be within the range of 2-5 years.



Requirements

Outcome Objectives

- The engaged Intermediary shall design, develop and deliver the solutions meeting the following outcome objectives
 - Increasing the no. of meals provided
 - Expanding the geographical coverage
 - Enhancing the efficiency of existing players
 - Reducing the food waste



Information Sharing System (食物援助服務資訊系統)

- Design, develop, operate and maintain an information and communication technology system which -
 - Allow players to share information on demand and supply
 - Capture information on donors, operators, recipient organisations and ultimate beneficiaries at district level
 - Serve as a collaborative workspace for communication, collaboration and knowledge sharing.

- Additional features may include -
 - Spatial map (「空間圖標示位置」功能)
 - Track and trace (「追蹤捐贈食物」功能)
 - Rating system (持份者評分系統)
 - Mobile application
(智能手機/平板電腦的應用程式)



Advocacy and Promotion

- The Intermediary shall -
 - Conduct regular programmes and events to raise the awareness and understanding of food support in Hong Kong.
 - Pitch to various sectors (such as the food industry, logistics sector) to broaden participation and support.
- Additional features may include -
 - Award scheme to recognise donors.
 - Scheme(s) to encourage and motivate corporates and individuals to participate food support service.



Best Practices Sharing

- The Intermediary shall formulate and deliver -
 - Best practices (最佳實務指引) for food support operators with particular emphasis on food safety assurance and food waste reduction
 - Standard agreement template for food donation (捐贈協議範本)
 - Guidelines in applying relevant licences (牌照申請指引)
 - A set of aligned terminology for common understanding within the sector.



Social Impact Measurements

- Engage an external body to conduct surveys to measure performance as well as social impact. Timeline as follows -
 - Before the commencement of its operation as baseline
 - After the pilot stage which should have no less than six months operation (i.e. in 3 districts)
 - After completion of the scale-up stage (i.e. extended to all 18 districts) and then on regular basis (at least annually) for three years thereafter.

- Social impact measurements should include -
 - No. of meals provided
 - Geographical coverage
 - Measurement of operational efficiency
 - Volume of food waste recovered.



Other Requirements

- Set up a Steering Committee including Task Force member(s) and other stakeholders.
- Protect personal data and conduct privacy impact assessments (私隱影響評估).
- Engage an independent consulting firm to conduct IT security risk assessment & audit (保安風險評估及審計) and prepare contingency plan or disaster recovery plan to ensure business reliability and continuity.
- Roll out the information sharing system in stages:
 - Pilot Stage in at least 3 districts which should have no less than 6 months operation
 - Review on the effectiveness, obtain Task Force's agreement to proceed to next stage
 - Scale-up Stage to cover all other districts (to be commenced no later than one year before the engagement period expires).



Eligibility, Submission & Assessment

Who can Submit Proposal?

- Any organisation duly formed, registered, established or constituted in Hong Kong (must not be a natural person only or sole proprietor only).
 - e.g. charitable institution of public character exempted from tax under s88 of the Inland Revenue Ordinance, company formed under the Companies Ordinance, co-operative society registered under the Co-operative Societies Ordinance, society registered under the Societies Ordinance and statutory body
- If there is more than one contractual party (e.g. applicants in a team), one applicant should be authorised by others to take up the coordination role.

Reminder: one applicant can submit only one proposal, no matter on its own or as one of shareholders/contractual parties.



How to Submit Proposal?

- Each applicant may submit only one proposal. If an interested party has submitted two or more proposals, all these proposals will not be considered further.
- A valid proposal must consist of a Business Plan Proposal and a Grant Proposal, to be submitted by depositing in the collection box marked with “Engagement of an Intermediary for Building Capacity in Food Support Service” located at the Efficiency Unit, 41/F, Revenue Tower, not later than 12:00 noon on ~~24 July 2015~~. 11 August 2015
- **Late submission will not be considered.**
- Additional documents shall be provided for the purpose of financial vetting after the proposal submission.



Assessment Body

SIE Fund Task Force (TF)



Proposal Assessment Committee (PAC)

(composed of TF members)

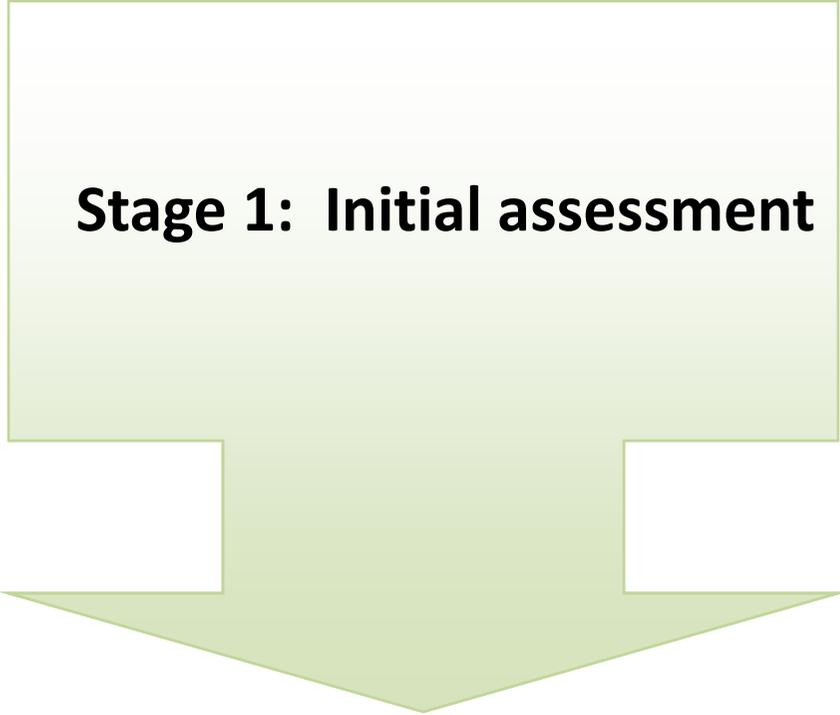
Assessment Criteria

Criteria	Maximum Score
Quality of the business plan	
1. Vision and strategic direction	10 marks
2. Implementation / Execution	35 marks*
3. Social Impacts	15 marks
Capability of the applicant/team	
4. Capability	20 marks
Cost effectiveness of the proposal	
5. Cost effectiveness	20 marks*
Total	100 marks

* A total of 5 marks, including 3 marks under implementation/execution and 2 marks under cost effectiveness are allocated for evaluation of deliverables provided under 10.1(b) and 10.2(b). For those proposals with no provision under 10.1(b) and 10.2(b), the maximum score of the proposals will be 95 out of a full score of 100.

Assessment Process

Stage 1: Initial assessment



- ☑ Meet mandatory requirements
 - Each applicant to submit only one proposal
 - Consists of a Business Plan Proposal and a Grant Proposal
 - Proposal received not later than 12:00nn on ~~21 July 2015~~
11 August 2015
- ☑ Proposals with the highest scores to be shortlisted for interview

Assessment Process

Stage 2: Detailed assessment



Stage 3: Endorsement

- ☑ Interview
- ☑ PAC to finalise its assessment and recommend the appointment of Intermediary based on quality of proposal, clarifications and discussion in the interview
- ☑ Task Force to endorse the recommendation of the PAC

Key Engagement Terms

Key Engagement Terms

Engagement Terms	Key Highlights
Engagement period	<ul style="list-style-type: none">• Within the range of 2 to 5 years• Depending on the design and business plan
Payment of grant	<ul style="list-style-type: none">• All-inclusive• By instalments upon achieving milestones• Last instalment: 10% upon satisfactory performance
Performance monitoring	<ul style="list-style-type: none">• Submit annual implementation plans• Conduct annual performance assessment by third party (to be engaged by the Intermediary)
Corporate governance	<ul style="list-style-type: none">• Provide its own Corporate Governance Plan with reference to the guides provided

Key Engagement Terms

Engagement Terms	Key Highlights
Accounting and financial requirements	<ul style="list-style-type: none">• Maintain separate books of accounts and records• Comply with financial control requirements applicable to engagement period and 3 years thereafter, including those on distributable profits, management of assets, etc.
Extension of the service scope	<ul style="list-style-type: none">• Upon mutual agreement
Conflict of interests	<ul style="list-style-type: none">• Shall not do anything which may be seen to conflict or compete with its duties to the Task Force• Remain impartial, without giving favour to any particular product, service or equipment in which it has or may have any interests

Reminder

Mandatory Requirements

- Proposals must be deposited in the designated **collection box** at Efficiency Unit on 41/F, Revenue Tower, Wanchai by **12:00 noon, ~~24 July 2015~~**. 11 August 2015
- Proposals must consist of a **Business Plan Proposal** and a **Grant Proposal**.
- An Intermediary must have been duly formed, registered, established or constituted in Hong Kong on the date that it enters into contract with the Trustee. It must not be **a natural person only or sole proprietor only**.
- Each interested party must submit **only one proposal**, either on its own, or as one of the shareholders in an incorporated joint venture or one of the contractual parties.

For Further Enquiry

FLAGSHIP (旗艦項目)



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謝謝你的參與!
Thank You for Your Participation!