Appendix 2

Provision of Services for Project Officer and Project Coordinator for Environmental Campaign Committee

SPECIFICATIONS OF SERVICES

In this Specifications of Services, unless the context otherwise specified –

"Bidder"	means the company/ organisation, and/ or its representative/ person authorised to act on his behalf, that is invited to make a proposal for the services set out in this Specifications of Services;
"Contract"	means the contract to be signed between the ECC and an authorised representative of the Bidder referred to in this Specifications of Services whose proposal is accepted;
"Contractor"	means the Bidder referred to in this Specifications of Services whose proposal is accepted;
"Hong Kong"	means the Hong Kong Special Administrative Region of the People's Republic of China;
"ECC"	means the Environmental Campaign Committee;
"ECC Representative"	means the Chairman, members of the ECC and its working groups and sub-committees or any officer authorised to act on his behalf;
"EEB"	means the Environment and Ecology Bureau;
"Services"	means the personnel services to be provided by the Contractor as set out in this Specifications of Services.

Words importing the singular includes the plural and vice versa and words importing a gender include any gender; and

The headings to the Clauses and/or Sub-clauses of this Specifications of Services are for ease of reference only and shall not limit or extend the interpretation of this Specifications of Services.

1. Services Requirement

The Contractor shall provide the personnel of 18 Project Officer (Publicity) / Project Officer (Funding) / Project Officer (Information Technology) and 4 Project Coordinators to the Environmental Campaign Committee (ECC) for a period of 12 months during the two-year contract period as specified in **Clauses 1 and 2** of the Special Conditions of Contract.

The quantity of personnel specified above is quoted only for **budgetary and price assessment purpose** and for the Bidder's reference which is not figure that the ECC binds itself to adhere. The ECC may vary the quantity of personnel or duration of Services provided by each personnel or may choose not to order at all, subject to the operational needs of the ECC.

2. Scope of Services

The Project Officer (Publicity) / Project Officer (Funding) shall provide administration and executive support services on, but not limited to, the award and certification schemes, including data verification and liaison with contractors on publicity and promotion matters, funding management, and Project Officer (Information Technology) shall provide information technology (IT) support services for the projects. The Project Coordinator shall provide administration and executive support services on, but not limited to, the award and certification schemes, including data verification and liaison with contractors on publicity and promotion matters, funding management. Specifically, the duties of each personnel shall include the following:

(a) Duties of Project Officer (Publicity)

i) To plan and execute ECC's online and offline publicity and promotional initiatives;

ii) To plan, organise and coordinate events and activities including seminars, ceremonies, visits and outreach activities;

iii) To monitor the performance of service providers to ensure smooth operation of ECC's schemes and campaigns;

iv) To monitor the integrity and accuracy of databases and websites, and prepare statistical reports and return;

v) To provide logistics support to the operations of the ECC and its sub-committees; and

vi) To handle procurement, payment and administrative matters.

(b) Duties of Project Officer (Funding)

i) To vet funding applications;

ii) To monitor progress of approved projects and conduct site inspections;

iii) To process progress and completion reports of approved projects and arrange disbursement to recipient organisations; and

iv) To provide administrative and logistics support for vetting subcommittee meetings and perform any other duties as assigned by supervisors.

(c) Duties of Project Officer (Information Technology)

i) To provide dashboards and reports using business intelligence tools for ECF applications and projects;

ii) To provide mobile apps and GIS apps to monitor ECF projects;

iii) To conduct unit test and system test, and assist in user acceptance test for the provided items; and

iv) Any other duties as assigned by the supervisor.

(d) Duties of each Project Coordinator

i) To assist in planning and implementation of environmental activities;

ii) To assist in organising events and activities, such as seminars, ceremonies and visits;

iii) To handle duties related to publicity and promotion;

iv) To liaise with ECC's partner organisations and stakeholders groups;

v) To coordinate with contractors for event management; and

vi) To vet, process and monitor applications for funding and payments;

3. Number of personnel to be provided by the Contractor

The Contractor shall provide one person to take up the duty of each personnel as specified in **Clause 2** above during the contract period.

4. Working Hours and Working Locations

(a) Working Hours

The working hours for the personnel engaged under this Contract are forty-four (44) hours gross per week normally from 9:00 a.m. to 5:48 p.m., including one-hour lunch break, from Monday to Friday, except public holidays. However, the exact working time may vary depending upon the operational needs of the ECC, provided that the total working hours remain 44 hours gross per week.

The personnel engaged under this Contract shall report for duty on time on every duty day. In the event of absence from duty by the personnel concerned, the Contractor shall be liable to deductions of payment as provided under this Contract.

The personnel engaged under this Contract may be required to work beyond normal working hours and/or on Saturday, Sunday and Public Holidays if

needed. The overtime work involved will be compensated by time off as arranged by the ECC.

The personnel engaged under this Contract is / are not required to work when Black Rainstorm Warning Signal or Tropical Cyclone Warning Signal no. 8 or above is hoisted at 9:00 a.m. They would need to resume duty within two hours after the Tropical Cyclone Warning Signal No. 8 or the Black Rainstorm Warning Signal is cancelled.

If Tropical Cyclone Warning Signal No. 8 or above is issued during working hours and weather conditions are so adverse that it is unsafe for staff to leave the workplace, the personnel engaged under this Contract can stay in the workplace until weather conditions improve subject to ECC Representative's approval. Provision of services is not required in such case.

If the Black Rainstorm Warning Signal is issued or Tropical Cyclone Warning Signal No. 3 or lower is issued during working hours, the personnel engaged under this Contract already on duty should continue with their work until their off-duty time.

(b) Working Location

The personnel will be required to work at offices of Environmental Campaign Committee Secretariat/Environment and Ecology Bureau located but not limited to the locations in :

i) Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong; or

ii) 5/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong

The personnel may also be required to work at other locations for outreach events.

5. Qualification, Experience and Other Requirements

(a) The personnel must be permanent resident of Hong Kong with qualification and experience requirements as follows:-

Project Officer (Publicity)

(1) A bachelor's degree from a university in Hong Kong, or equivalent;

(2) attained Level 3 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination or in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent [Note 1];

(3) at least 1 year relevant post-qualification experience, preferably in the field of publicity, communications, public relations, administrative or environmental education;

(4) proficiency in common business applications (e.g. Microsoft Word, Excel and PowerPoint); and

(5) strong organisational and analytical power, with excellent command of English and Chinese.

Project Officer (Funding)

(1) A bachelor's degree from a university in Hong Kong, or equivalent;

(2) attained Level 3 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination or in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent [Note 1];

(3) at least 1 year relevant post-qualification experience, preferably in the field of funding management, administrative or environmental education;

(4) proficiency in common business applications (e.g. Microsoft Word, Excel and PowerPoint); and

(5) strong organisational and analytical power, with excellent command of English and Chinese.

Project Officer (Information Technology)

(1) A bachelor's degree in Information Engineering, Computer Science, Computer Engineering or related Information Technology discipline from a university in Hong Kong, or equivalent;

(2) attained Level 3 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination or in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent [Note 1];

(3) meeting any one of the following requirements on experience:

i) Minimum 2 years of post-qualification IT experience;

ii) Minimum 1 year of IT experience in Analyst programmer role in delivering IT projects to the HKSAR Government;

iii) Minimum 1 year of IT experience on development of mobile apps and GIS apps;

iv) Minimum 1 year of IT experience on implementation of dashboards and reports using business intelligence tools.

(4) strong organisational and analytical power, with excellent command of English and Chinese.

Project Coordinator

(1) A bachelor's degree from a university in Hong Kong, or equivalent;

(2) attained Level 3 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination or in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent [Note 1];

(3) preferably with at least 1 year relevant post-qualification experience in the field of publicity, communications, public relations, funding management, administrative or environmental education;

(4) sound computer knowledge in word processing (e.g. Microsoft Word), spreadsheet (e.g. Microsoft Excel), presentation (e.g. Microsoft PowerPoint), video editing (e.g. Windows Live Movie Maker) and promotional material design (e.g. Adobe PhotoShop); and

(5) strong organisational and analytical power, with excellent command of English and Chinese.

Note:

1. "Grade C" in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 is accepted administratively as comparable to "Level 3" in Chinese Language and English Language in the 2007 HKCEE and henceforth).

(b) The Contractor shall verify and provide documents to support whether the qualifications and working experience of the proposed personnel meet the requirements in 5(a) above. The proposed personnel may be required to attend interview(s) and/or test(s) conducted by the ECC to assess the suitability of the personnel for the provision of the Services. The format of selection assessment will be determined by the ECC. The Contractor shall provide any necessary administrative support as and when required by the ECC to convene the selection assessment.

(c) The Contractor shall submit to the ECC the resumes of no less than three proposed personnel for each vacancy at least THREE working days before the selection assessment. The Contractor shall provide a summary of proposed candidates in format as specified by the ECC.

(d) The Contractor shall provide sufficient personnel to man all the positions at all times as required by the ECC to avoid any interruption of Services.

(e) When the service of any of the personnel is no longer required, the ECC reserves the right to terminate the service of the personnel by giving seven days' notice to the personnel and the Contractor.