



**Invitation for Proposals (IFP)
for the Operation of
Four New Small Group Homes
at 18 Shing Fung Road, Kowloon**

**Family and Child Welfare Branch
Social Welfare Department**

7 November 2025



Scope of Service

- **Small Group Homes (SGHs)**
- **Emergency/ Short-term Care in SGHs (ESCSGH)**
- **Agency-based Enhancement of Professional Staff Support Services in Residential Care Homes (ABPSS)**

[paragraph 1 of the Service Specifications]



Introduction of Four New SGHs

Number of SGHs

- **Four** SGHs (three 8-place SGHs and one 6-place SGH)

Service Capacity

- **30** SGH places
- **4** ESCSGH places (one for each of the SGHs)

[paragraph 1 of the Service Specifications]



Introduction of SGHs and ESCSGH

Purpose and Objectives

SGHs

- A type of **residential child care services (RCCS)**;
- Providing **transitional care and protection**;
- In a safe and stable **home-like environment** for children who cannot be adequately cared for by their families.

ESCSGH

- **Short-term** out-of-home care for children in **urgent need** of care due to emergency or crisis situations

[paragraphs 4 and 8 of the Service Specifications]



Introduction of SGHs and ESCSGH (Cont'd)

Service Nature and Contents

- **Care and accommodation**
- **Services meeting individual needs**
- **Welfare planning and counselling**
- **Social and developmental activities**

[paragraph 10 of the Service Specifications]



Introduction of SGHs and ESCSGH (Cont'd)

Target Service Users

- **Children aged between 4 and 18 who cannot be adequately cared for by their families.**
- **They may include:**

Slow-learners

Children of limited intelligence

**Children with mild
behavioural or
emotional problems**

**Children who experience
minor health problems and
have been medically assessed
as fit for small group living**



Introduction of ABPSS

Purpose and Objectives

- Provides **additional social work services** and **clinical psychological support services** to **better meet the special needs of the children** receiving SGH service and to **identify** their problems promptly for **timely intervention**.

[paragraph 4 of the Service Specifications]



Introduction of ABPSS (Cont'd)

Service Nature and Contents

- **Clinical/intellectual assessments**
 - **Clinical consultations/treatments**
 - **Education for the parents/carers of the children and youth in care**
 - **Training for home staff**
 - **Group activities in addressing the special needs of children and youth in care and/or their parents/carers**
 - **Social and recreational activities in addressing the special needs of children and youth in care and/or their parents/carers**
- One-off/Short-term basis**

[paragraph 11 of the Service Specifications]



Introduction of ABPSS (Cont'd)

Target Service Users

- **Children under the care of SGHs with special needs, including children with:**

Learning difficulties

Attention deficit

Hyperactivity disorder

Autism spectrum disorder

Speech impairment

Developmental delay

- **Parents/Carers of the children in care**

[paragraph 13 of the Service Specifications]



Entry and Exit

SGHs

- Accept referrals **only** from the Central Referral System for Residential Child Care Services (CRSRC).

ESCSGH

- Receive referrals from the **referring workers (RWs)** direct.
- Referral forms copied to CRSRC by the RWs.

[paragraphs 25-27 of the Service Specifications]



Entry and Exit (Cont'd)

- The **Service Operator** is required to inform CRSRC promptly of admission, discharge and vacancy situation. To optimise the utilisation of limited resources and reduce the unnecessary waiting time, the Service Operator should **comply with the requirements of CRSRC**, including processing time of applications and requests for extension of stay, set out in **the Manual of Procedures for CRSRC in force** at any time.
- The **Service Operator** is required to **have a clear and updated operational manual and protocol for handling entry and exit of service users.**



Background of the IFP

- The SWD adopts a **“child-centred, family-focused and community-based”** approach in the provision of child welfare services.
- To **support children and young persons under the age of 21** who cannot be adequately cared for by their families because of various reasons, SWD has been subsidising non-governmental organisations (NGOs) under the Lump Sum Grant Subvention System to provide **various types of RCCS**.

[paragraph 3 of the Service Specifications]



Background of the IFP (Cont'd)

- It is anticipated that there would be a surge in the number of reports of child maltreatment cases and subsequent increase in demand for ordinary and emergency RCCS placements upon implementation of the mandatory reporting regime on 20 January 2026 for early identification and intervention into child maltreatment cases.
- The setting up of the four new SGHs is to meet the pressing service demand, and enhance protection and support for children and families in need.

[paragraph 3 of the Service Specifications]



Mandatory Requirements for Applicant Organisation

An applicant organisation must be -

- a) a bona-fide non-profit making organisation granted a tax-exemption status under section 88 of the Inland Revenue Ordinance (Cap. 112) as at the date of submission of proposal; and**

[paragraph 2 and Annexes 7-8 of the Service Specifications]



Mandatory Requirements for Applicant Organisation (Cont'd)

- b) if the applicant organisation is not receiving subvention from the SWD at the time of submitting the proposal, the applicant organisation shall demonstrate with documentary proof that it is managed with the objective of providing social welfare services and financial capability to deliver the welfare service as required, and should submit the following documents -**

[paragraph 2 and Annexes 7-8 of the Service Specifications]



Mandatory Requirements for Applicant Organisation (Cont'd)

- (i) certificate issued by Inland Revenue Department under section 88 of the Inland Revenue Ordinance (Cap. 112);**
- (ii) the Articles of Association/ Memorandum and Articles of Association/ constitution of the applicant organisation (if applicable);**
- (iii) registration certificates in respect of the organisational legal status, where applicable;**
- (iv) information on corporate governance and management structure, and management personnel involved in operating the applicant organisation;**

[paragraph 2 and Annexes 7-8 of the Service Specifications]



Mandatory Requirements for Applicant Organisation (Cont'd)

- (v) records of social welfare services provided by the applicant organisation;**
- (vi) originals or certified true copies of the audited financial statements of the applicant organisation for the past three years. The latest audited financial statements to be submitted must be prepared for a period ending no more than 18 months before the closing date of this application submission; and**
- (vii) any other documentary proofs as requested by the SWD.**

[paragraph 2 and Annexes 7-8 of the Service Specifications]



Location Map

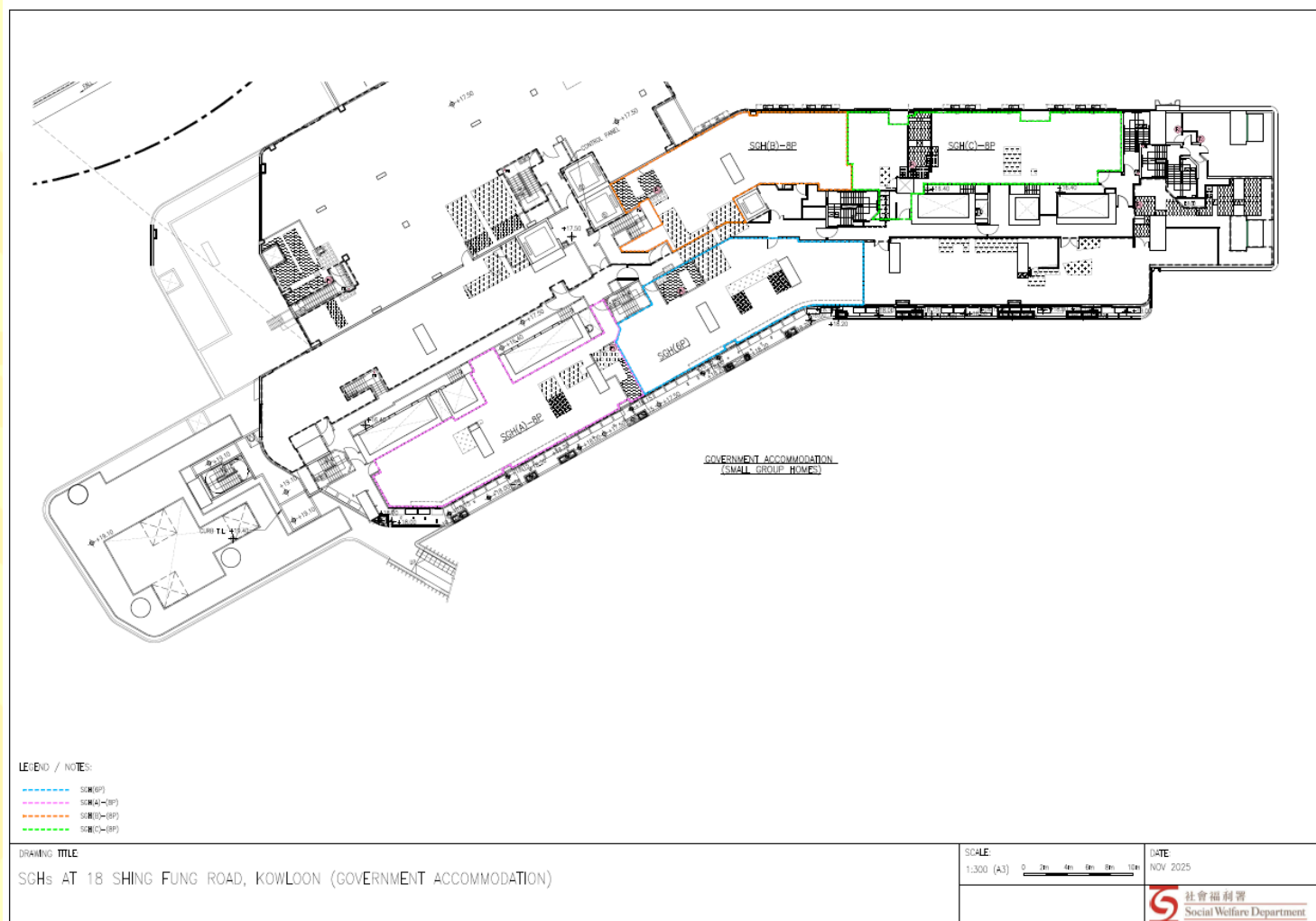
Address: 18 Shing Fung Road, Kowloon (Government Accommodation)





Layout Plan

(three 8-p SGHs & one 6-p SGH) (3/F)

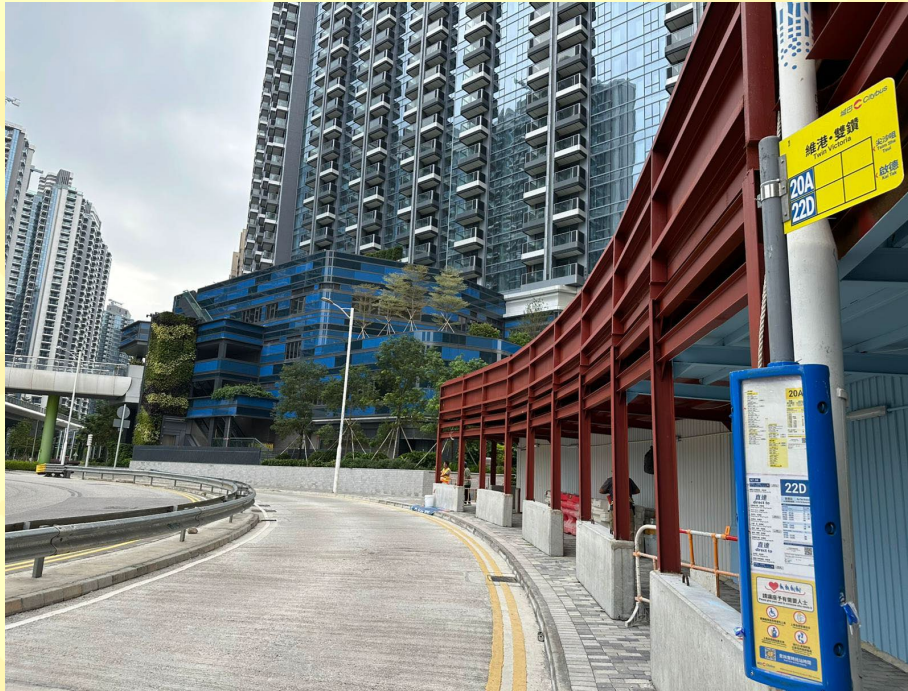


The AutoCAD file of the layout plan has been uploaded onto the SWD Homepage.



Site Photos

Building Appearance





Site Photos

Surrounding Environment





Site Photos (Cont'd)

Ground Floor





Site Photos (Cont'd)

Third Floor





Site Photos (Cont'd)

Dormitory





Site Photos (Cont'd)

Sitting/ Dining Area





Site Photos (Cont'd)

Kitchen





Site Photos (Cont'd)

Houseparent's Bedroom





Site Photos (Cont'd)

Relief Houseparent/ Houseparent Children's Bedroom





Site Photos (Cont'd)

Multi-purpose Room





Site Photos (Cont'd)

Sick Bay/ Isolation Room





Site Photos (Cont'd)

Store Room





Site Photos (Cont'd)

Bathrooms/ Toilets





Key Features

<i>Floor</i>	One (3/F)
<i>Total Internal Floor Area</i>	682.4 m² for four individual SGHs
<i>Tenancy</i>	Government Property
<i>Capacity</i>	30
<i>Duration</i>	Time-defined period of 5 years



Funding Allocation

Item	Annual Subventions
Personal Emoluments (PE)	Around \$8.524 Mn
Other Charges (OC)	Around \$1.506 Mn
Central Administration	Around \$0.501 Mn
Accommodation Expenses ^{Note} Management & Maintenance Expenses	To be reimbursed on an actual cost basis
Total	Around \$10.531 Mn

Note: Accommodation Expenses include rent, rates, Government rent, and management fee in respect of premises recognised by the SWD for delivery of the subvented activities.



Preparatory Cost

- A separate sum for the provision of staff **(0.25 Social Work Officer, 1.25 Assistant Social Work Officers and 4 Welfare Workers)** will be granted for the two-month preparatory period.

[paragraph 7 of the Service Specifications]



Lotteries Fund

Fitting-out	Not exceeding \$14.123 Mn [including professional fee of Authorised Person (AP), lithography and contingencies]
Furniture and Equipment	Not exceeding \$1.698 Mn



Service Performance Standards

Essential Service Requirements

SGHs and ESCSGH

- Children receiving RCCS are **free from abuse**, and that the SGH should arrange relevant professionals (including social workers, psychologists, etc.) to formulate **individual care and development plans** according to the circumstances and developmental needs of individual child;
- **Registered social worker** is the essential staff of SGH service;
- **Full-time domestic help**;

[paragraphs 40-41 of the Service Specifications]



Service Performance Standards (Cont'd)

- Round-the-clock care, with **at least one staff member** present in each SGH at all times^{Note} ;
- At least three meals a day with sufficient and varied food appropriate to the age and needs of children;
- Arrangement of appropriate and basic clothing items and daily necessity items;

Note: The ESR of “with at least one staff member present in each SGH at all times” is exempted when all the children residents have participation in activity(ies) held out of the SGH and cared by the SGH staff.



Service Performance Standards (Cont'd)

- **Boys and girls in the SGHs should be accommodated in separate bedrooms;**
- **Toys, books and other equipment appropriate to the children's age; and**
- **All service operations have to comply with the Manual of Procedures of CRSRC.**

ABPSS

- **Qualified clinical psychologist and registered social worker are the essential staff of the service.**

[paragraphs 40-41 of the Service Specifications]



New Clauses in Service Specifications

Safeguarding National Security in Hong Kong

Mediation

[paragraphs 52 and 59 of the Service Specifications]



Implementation Schedule

Date	Task
31 October 2025	Invitation for proposals
1 December 2025 (5:00 p.m.)	Closing of submission of proposal
December 2025 to January 2026	Vetting of proposals
January 2026	Announcement of result and award of the Service
December 2026	Commencement of service

SWD reserves the right to adjust the schedule to accommodate necessary changes.



Assessment Areas and Weightings

Quality Aspects		Weightings (%)
1.	Operation of Service	38%
2.	Collaboration and Interfacing Strategies	9%
3.	Management Support and Service Quality Management	20%
4.	Implementation and Monitoring of the Project, and Design of Layout Plan	11%

[paragraphs 67-68 and Annex 7 of the Service Specifications]



Assessment Areas and Weightings (Cont'd)

Quality Aspects		Weightings (%)
5.	Relevant Operation Experience	9%
6.	Records of Organising Activities/ Programmes in Support of the Government's Policies	9%
7.	Proposal on Value-added Items	4%
	Total	100%

- The passing score of the quality aspect on “Operation of Service” should have attained 50% of the maximum marks. Proposal which fails to attain the passing score on “Operation of Service” will not be considered further.
- The overall passing score is 50% of the maximum marks.

[paragraph 67-68 and Annex 7 of the Service Specifications]



Prescribed Format Requirements

- Each applicant organisation shall only submit **ONE PROPOSAL** using the **Prescribed Form for Proposal (PFP)** (Annex 8 of the Service Specifications)
- **Joint application** from two or more organisations is **not allowed**
- Applicant organisation must **meet ALL the mandatory requirements**
- Part III of the PFP, excluding the layout drawing and the Schedule of Accommodation comparison table, shall **NOT be more than 30 pages in total**. The pages should include all textual content, tables, diagrams, and/or charts in a readable format and in whatever forms of presentation such as attachments, annexes and appendices (excluding layout drawing).



Prescribed Format Requirements (Cont'd)

- Typed or printed on A4 size paper **in English or in Chinese**
 - English: font size at least 12 in Times New Roman, normal character spacing, at least 1.0 line spacing and 2.2 cm margins, or
 - Chinese: font size at least 13 in 新細明體, expanded character spacing, at least 1.5 line spacing and 2.2 cm margins
 - Text in table/ diagram/ charts, etc. inclusive, if any
- The information provided in the box under the specified quality aspects in Part III of the PFP will only be assessed in that respective aspect.



Prescribed Format Requirements (Cont'd)

- The SWD reserves the right NOT to assess any information **beyond the specified number of pages**, or any information contained in pages which **deviates from the prescribed format of the PFP**.
- Completed PFP should be **properly indexed and page-numbered**
- Put in a **binder** according to the **headings** listed in Annex 8 with corresponding **reference/ indexed number** marked at the **top right corner** of the attached documents



Layout Drawings Requirements

- Layout **per SGH** in a scale of **1:100** on only **1 page in A3 size**
- A brief comparison of the “SWD recommended provision” and “NGO proposed provision” of Schedule of Accommodation (SoA) is required to be provided through comparison table for **each SGH** of the project on **a separate page in A4 size**



Number of Copies Required

- **the original plus 9 hard copies** of the completed prescribed form; and
- **one soft copy** (in MS Word 2021 for Windows in a USB flash drive).

[Annex 8 of the Service Specifications]



Submission of Proposals

- Submission **by HAND** to

**Child Welfare Section
Family and Child Welfare Branch
Social Welfare Department
Room 2404, 24/F, Southorn Centre,
130 Hennessy Road, Wan Chai, Hong Kong
[Attn: Senior Social Work Officer (Child Welfare)1]**

[paragraphs 69-70 of the Service Specifications]



Deadline for Submission of Proposals

1 December 2025 (Monday)

5:00 p.m.

**Late submission or submission not by hand
will NOT be accepted.**

[paragraphs 69-70 of the Service Specifications]



Enquiries

Please visit SWD Homepage for information on the Invitation for Proposals at below links -

- English Webpage:
https://www.swd.gov.hk/en/whatsnew/ifpeoi/detail_sgh_2025/
- Traditional Chinese Webpage:
https://www.swd.gov.hk/tc/whatsnew/ifpeoi/detail_sgh_2025/
- Simplified Chinese Webpage:
https://www.swd.gov.hk/sc/whatsnew/ifpeoi/detail_sgh_2025/



Q & A Session



Information and Q & A of the Briefing Session

To be uploaded to the “What’s New” of
SWD Homepage

Website:

https://www.swd.gov.hk/en/whatsnew/ifpeoi/detail_sgh_2025/



Thank you