

Invitation to be Partner in Hong Kong Ballet HR Review Project 2016

Prepared: 6 July 2016

Objectives

A flagship performing arts organisation in our city, Hong Kong Ballet (HKB) has become one of Asia's leading ballet companies since it turned professional in 1979.

HKB invites HR consultancy agencies to submit tenders for its 3-Phase HR Review Project which aims to articulate its new vision and mission by enhancing its people and organization capability.

Scope of Project

- Organizational structure : roles of key positions and reporting line
- Remuneration design : pay mix and system / professional and corporate staff
- HR organization design : approach and roles
- HR policies : HR governance, processes and system management
- Staff engagement : motivation, performance, recognition and development
- Staff morale, job satisfaction and communications

Project Deliverables

Phase 1

- SWOT analysis
- Organization chart and job descriptions
- Reward and recognition

Phase 2

- Employee relations issues
- Suggested HR policies, HR governance, processes and system management

Phase 3

- Talent acquisition, retention and development
- Staff performance and capability enhancement
- Short- mid-and long-term action plans

Your Proposal

- Overview of proposed approach in managing and delivering the project
- Detailed project plan outlining process, time frame and milestones based around the August 2016 implementation date
- Solid examples of previous experiences in similar project, experiences in the arts and culture industry will be a plus
- Client references
- Details and biographies of team lead and members that would work directly on the project
- A cost breakdown for each of the elements of the project, preferable with breakdown by estimated man-hours, including any additional charges and expenses
- Contractual/ payment terms and conditions

How we will evaluate the tender

We will look for the following in the evaluation of your response:

- Ability to fully understand and interpret our requirements
- An ability to demonstrate an understanding of our strategic priorities
- Track record in delivering similar projects to well established organizations
- Experience of working with clients in the arts and not for profit sector
- Demonstration of an understanding of the Hong Kong Ballet's culture and priorities
- References and credentials
- Attention to detail and ability to meet deadlines; project management
- Open and consultative approach and commitment to the success of the venture

All criteria will be weighted in the form of a matrix against company tendering will be score, please see below.

Criteria	Weighting
1. Financial	50%
<ul style="list-style-type: none"> • Cost and Man-hours/ days • Preparedness to offer their services at a special fee for NGO or for alternative forms of compensation 	
2. Ability to interpret and demonstrate an understanding of our requirements	20%
<ul style="list-style-type: none"> • An ability to demonstrate an understanding of our requirements and priorities • Ability to demonstrate strategic thinking • Demonstration of an understanding of our culture and priorities 	
3. Track record and credentials	10%
<ul style="list-style-type: none"> • Track record in delivering similar projects, including internal stakeholder engagement, demonstrated by samples/examples of previous work • Experience of working with clients in the arts and not for profit sector • References and credentials 	
4. Project approach, management and professionalism	20%
<ul style="list-style-type: none"> • Open and consultative approach, • Attention to detail and ability to meet deadlines; project management • Professionalism and commitment to the success of the venture 	

Proposal Submission

The Agency's proposal should reach the Hong Kong Ballet office by 6 pm, 22 July 2016 (Friday) via (1) email to Elaine Lo at elaine_lo@hkballet.com or (2) hardcopy to:

Elaine Lo
Hong Kong Ballet
Ground Floor, 60 Blue Pool Road
Happy Valley, Hong Kong.

Confidentiality

All information contained in this document is property of the Hong Kong Ballet and is confidential. No part of it may be reproduced, distributed beyond or discussed outside the invited agency.

Note:

HKB is not bound to accept the lowest tender of the tender with the highest overall mark and reserves the right to negotiate with any tenderer. HKB reserves the right to accept the tender which the tender which the Company at its sole discretion considers to be the most advantageous to the Company.

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