

**Hong Kong Harmonica Association
International Composition Competition for Chromatic Harmonica
Request for Proposal (“RFP”) for Project Realization**

The Hong Kong Harmonica Association (“**HKHA**”) invites capable Project Manager (“**PM**”) (Cum Team) to join to realize a Composition Competition project (“**CC**”) along September 2020 to Q3-4 of 2021. This document (Together with the attachments) specifies the status of the subject project together with the boundary and expectation on the invitation.

The selected **PM** (Cum Management and Execution Team) will be remunerated competitively in accordance with the agreed Budget by the Fund Grantor.

(A) HKHA

A company limited by guarantee without a share capital, incorporated in Jan 2002 under the Hong Kong Companies Ordinance (Laws of Hong Kong, Chapter 622), granted with an Approved Charitable Institution (Hong Kong Inland Revenue Ordinance, Laws of Hong Kong, Chapter 112, Section 88). For details, please refer to www.hkharmonica.org.

(B) CC

A Preparatory Committee (“**PC**”) started work since mid 2019. Consisting of officials from HKHA (Mostly Directors and various Functional Committee Chairs & Reps), the **PC** is ran by group and sectional Meetings (Physical and Virtual), Emails and Social Media Network Platforms. The **PC** had accomplished the following :

- a. Secured all the Judges (Overseas and local).
- b. Defined and approved by ADCMFS the indicative skeleton of the CC.
- c. Secured an agreement in principle on Funding from Arts Development Council Matching Fund Scheme (“**ADCMFS**”), which the **PC** considered adequate for the running and realization of a descent **CC**.

(C) Governance Structure

HKHA is ran by a Board (“**Board**”) of Directors (Re-elected on an annual basis at AGM) and various ad hoc and functional Sub Committees, headed by President, VP, Secretary and Treasurer as Office Bearers. So far since 2002, there had been 4 terms of Presidency under the good hands of 3.

The Board specifically authorized a Steering Committee ("**SC**") (To take effect upon the Signing of the Undertakings with **ADCMFS** and as defined in the Proposal as approved), expected in late Aug 2020. While the **Board retains** the engagement of the **PM** (Cum Management and Execution Team) as well as critical decision(s) as put forward by the **SC** from time to time, though expected limited.

Onto the Financial matters, the **Chair and Vice of the SC** Finance Section retain such and scrutinize with the **PM** along the approval and payment. As such, payment is administered by **HKHA** directly. The related audit as required will be handled by **HKHA** directly.

SC (Consisting most of PPs and P and /or key functional reps as authorized by **HKHA**) shall meet with **PM** (And /or key functional reps) on a regular basis (Interval to be agreed), going through the following :

- 1) Matters happened /accomplished **since last** meet up.
- 2) Reasons **why** NOT and **remedial** actions.
- 3) Agree expected happening /accomplishment **before the next** meet up.
- 4) **HKHA / SC** expects some **15-20** sessions from Q3 2020 to Q2 2022 (Roughly 20 months).
- 5) 2 **1-page** documents ONLY are needed. 1 landscape revised **time-line chart** and 1 onto 1-3 above in bullet points.
- 6) Meet up could be **Face to face** or over a preferred **Social Media Network**.
- 7) Expect **all emails** are to be **CC to a common email address** on top of the needed recipient(s) as Central Archive for the retention **HKHA**. Need to make the Subject Line(s) sensible.

(D) Expected work of PM

The following enlists the likely **Task Scope**, while not necessary comprehensive, these serve well as a guidance:

- a. **Internalize** the **Time Line Chart** first drafted by **HKHA / SC**.
- b. **Agree** with **SC** from time to time ((C) above).
- c. On-going **update** on Time Chat (a and (C) 5) above), with GREEN, YELLOW and RED **color code** to draw attention of readers.
- d. **Recruit** the right level(s) of key positions in accordance with the Proposal to **ADCMFS**, or an equivalent to that effect, capable of being explained towards realization within the **Budget ranges** of the approval.

- e. Maintain **Time Work DONE Sheet** (Same **interval** as (C) above) on a “Since last Meet Up” cumulative since Kick Start basis. Purpose is to enable “The last is ALL” documentations. This is applicable to position holders who are remunerated on dollars basis instead of on work done billed under invoice and / or debit notes basis.
- f. **Supervise** the Team for the **realization**.
- g. Handle all matters on **Adjudicators** and **Artists** ... formal invitation, reception, lodging, traveling, from overseas back to overseas, local to local.
- h. Handle all invited **Guests** to the same extent as Artists.
- i. Handle all matters on the appropriate level of **reception** and care for the competition contestants, including both local and overseas.
- j. Handle all **external** parties, and any matters from kick off towards the ultimate realization.
- k. Handle the matters with connected **Volunteer Network**, supervise the necessary **training** for PAs along the week of **Invitee care taking** from morning till end of day.
- l. Design, running a suitable **portal** for the global application on the Competition, collection of information, media etc.
- m. Administer all promotion and publicity matters related to the Competition, both at local and global level.
- n. Running of the **technical** side of the **submission** of Media, **Judging** as well as the **protection** of proprietary-ness of all media.
- o. Issuing the guidelines on Chromatic Harmonica to prospective composer participating in competition.
- p. Running the whole of the shooting, recording, compilation, editing as well as the final production of the output CD Media for distribution.
- q. Administer all documentation ... **poster, leaflet, handbill, brochure** along with the **new media** over the **social platforms**.
- r. Administer all necessary **copy right** related matters.
- s. Embrace the **overall Image** and Artistic packaging of the whole project (In this regard HKHA may insert a layer of **Artistic alignment** across this and the parallel project mentioned herewith..
- t. Have the project working side by side with a parallel one on **International Harmonica Competition** which is more dynamic. The 2 form a **mega whole** aiming at pushing the upper limit of harmonica music making to an untouched height.

- u. Arrange all **quotations** etc for **SC** vetting, and **invoice** and / **debit notes** for **payment** by **HKHA** ... while maintain a **cumulative PAID and TO PAY list**. Please include necessary action for **Insurance** (Celebrities and Site as well as Events).

(E) **Key Time Line of this RFP**

JUL 24	Invitation Starts
AUG 7 EOD	Deadline for Showing of Interest together with easy Q&A (Upon identification, HKHA shall share additional INFO)
AUG 12	Completion of Sharing of Info cum Selection
Before OCT 10	Application of CC launch to the World (Could be a lot earlier to SEP 2020)

Expect interactive mode of selection, given such being non repetitive and special and unique in nature.

Drafted, HKHA JUL 2020