Provision of Service for Development of Professional Recognition  
Scheme for Testing, Inspection and Certification Professionals  
Invitation for Proposal Submission

1. Background

1.1 As an industrial association formed by testing and certification bodies  
covering a wide range of testing and certification areas 30 years ago, the  
HKTIC considers that one of the major obstacles that has been dragging the  
development of the industry is the supply and retention of talented and  
skilful staff within the industry. Lacking the recognition of professional status  
of the experience and expertise such as engineers, doctors etc, the industry  
finds it hard to attract and retain young professionals to choose the career of  
testing and certification and thereby hindering the growth pace of the  
industry.

1.2 Keeping abreast of this issue, HKTIC has proactively formed a Task Force to  
review the situation and recommend the improvement measures. In June to  
Aug 2009, the Task Force commissioned an interview survey on eight testing  
laboratories to solicit their views on the need and structure of the  
professional recognition scheme. All the interviewed laboratories are  
supportive of developing a professional recognition scheme and that will be  
best started with testing area. The professional recognition scheme on the  
"Testing Personnel" should be split into two tiers, one for the “Professionals”  
and the other for the “Technicians”. Upon demonstrating the compliance  
with the agreed qualification assessment criteria, the Applicant will be  
awarded an appropriate professional title such as the “Certified Testing  
Professionals” or “Certificated Testing Technician”. The initiative qualification  
assessment criteria, subject to refinement and modification, will cover  
academic achievement, years of experience, proven competencies in various  
areas including technical, management skills, communication, safety  
awareness and professional ethics.

1.3 HKTIC has formed a working group to oversee the development of the  
Scheme. However, the operation of the proposed Professional Registrar will  
be totally independent of HKTIC in order to ensure its impartiality. In this  
regard, it is required to hire a competent contractor to carry out the  
preparatory works for the Scheme.
2. **Scope of Services**

Tasks of the contractor shall include but not limited to:

2.1 Work out the detailed mechanisms of the scheme covering the daily operation plan, the rules and regulations, the professional recognition criteria (including the possible recognition of past training and experience), the quality assurance system, the appeal procedures, and the financial plan;

2.2 Identify and align with similar overseas professional qualifications

2.3 Design and assist in the formation of Professional Assessment Board (PAB) and Appeal Board (AP)

2.4 Prepare all materials relating to the promotion and publicity of the scheme;

2.5 Liaise with the relevant training organizations to arrange appropriate training programmes with a view to assisting the prospective candidates to bridge over the possible knowledge and expertise gap over the professional recognition criteria.

2.6 Communicate with the relevant stakeholders for the promotion of and seeking support on the new scheme. The stakeholders will include but not limiting to the local T&C bodies, the universities, the Government departments and overseas T&C organizations

2.7 Attend working meetings with HKTIC, relevant trade associations and related parties as deemed appropriate

2.8 Prepare monthly progress report

3. **Deliverables**

The contractor shall include the following deliverables which shall be submitted upon contract completion on or before 30 June 2011.

3.1 A comprehensive manual detailing the mechanisms of the scheme including daily operation plan, rules and regulations, professional recognition criteria, quality assurance system, appeal procedures, and financial plan

3.2 Terms of Reference for Professional Assessment Board (PAB) and Appeal Board (AP)

3.3 Promotional literature of the Scheme

3.4 Proposed training outlines for bridging programmes and Continuing Professional Development (CPD)

3.5 Most of the write-up will be in English. However, write-up for technician level must be bilingual (English and Chinese).
4. **Format of the Proposal**

   The following information shall be included in the proposal submission:
   
   4.1 Contractor’s practical experience and understanding the manpower needs of Testing, Inspection and Certification Industry in Hong Kong
   
   4.2 Relevant job reference related to professional recognition scheme
   
   4.3 Proposed preliminary plan and work schedule for the Scheme
   
   4.4 Qualifications and relevant experience of key staff.
   
   4.5 A lump sum fee for provision of services as set out in Section 2 & Section 3

5. **Presentation**

   Prospective contractors may be invited to conduct a presentation to the key members of HKTIC. The presentation is scheduled to take place in the afternoon of 16 February 2011.

6. **Copyright**

   The copyright, and any similar rights in any part of the world, of any materials written or produced by the contractor under this assignment shall be rested with HKTIC.

7. **Termination of Contract**

   At any time after entering into agreement, the HKTIC may suspend the work or terminate the contractor by written notice to the contractor. The HKTIC’s liability shall be limited to the money payable in accordance with the schedule of rates for the amount of work completed to the agreed standard. If the contractor shall fail to satisfactorily carry out the work, without prejudice to any other remedy, all additional expenditure incurred by the HKTIC in having such work carried out shall be recoverable by the HKTIC from the contractor.

8. **Closing Date and Time for Proposal Submission**

   Proposal shall be sent to the following fax number or e-mail address with attention to Ms Amy Lai
   
   Fax No : 2541 8154
   
   E-mail address : amylai@cma.org.hk
   
   **Deadline for submission : 11 February 2011(Friday), on or before 5:00pm**

9. **Enquiries**

   For further enquiries on this assignment, please contact Ms Amy Lai at Tel : 2542 8664 or email: amylai@cma.org.hk