



The
HEAD
Foundation

Human Capital & Education for Asian Development

**The HEAD Foundation
Request for Proposals (RFP)**

1 Nov 2016

Foreword

The HEAD Foundation (THF) is pleased to announce its **2016 Request for Proposals (RFP)** for social and education projects. Through this RFP, THF is seeking to provide funding for projects that contribute to knowledge dissemination and societal development, thus allowing the Foundation to fulfil its mission of contributing to ***Human Capital & Education for Asian Development***. As a non-profit organization that enables positive social changes in Asia, we are keen to support projects that

- a) **produce scalable and sustainable positive social impact;**
- b) **raise public awareness for today's pressing issues in human society;**
- c) **help to disseminate knowledge and skills for human capital development;**
- d) **are relevant and applicable to multiple Asian societies, but with a focus on ASEAN nations.**

We welcome proposals for both research and non-research projects.

As guidance, here are some examples of projects we are likely to support:

- A region-wide comparative research to assess the level of gender inequality in education, which could lead to the understanding of the resulting social impacts.
- A comparative research to better understand the key factors behind declining enrolments in STEM education, so that solutions can be proposed to reverse the trend.
- A market research to provide evidence on how employability can improve by having a certain skillset, paving the way for a change in education policies.
- An initiative to promote the inclusion of sustainability contents in education curricula, to facilitate the holistic and cross-disciplinary teaching of sustainability on campuses.
- A social program that encourages retirees to remain in the workforce and contribute their knowledge and experiences in a meaningful way, addressing both skill shortage and ageing population issues.
- A campaign to mobilize local business communities to proactively address environmental sustainability in their commercial and production activities.

General Rules & Guidelines

1. The proposed project should align with THF's mission, that is, contributing to *“Human Capital & Education for Asian Development”*;
2. The execution of the project must not violate any local laws or regulations at the project venue(s), nor should it be religiously, racially and politically controversial;
3. The proposed project should have a set of clear objectives and clearly identified target beneficiaries.
4. We target to fund projects with a project budget of S\$50,000 to S\$80,000, and a project duration of one year or shorter. However, we are willing to consider impactful projects with good justifications for a higher budget and a longer duration.
5. The judging committee will consider projects with the following qualities favourably:

Relevant

- Related to education improvement, human capital development, leadership development and sustainable development in Asia, especially in the ASEAN region

Impactful

- Creating significant and measurable tangible or intangible impact
- Scalable and duplicable to create a larger impact
- Helping those who are genuinely in need
- Relevant and applicable to multiple countries and multiple cultures

Sustainable

- Having the potential to financially self-sustain after the initial funding
- Having the ability to attract co-funding from other institutions
- Having a passionate and committed execution team

Well-Managed

- Being executed and managed by qualified individuals with relevant track records
- Having a robust and realistic project management plan
- Having key project risks identified and addressed upfront

Submission Requirements

- Submission must be in English and in Microsoft Word-compatible format.
- Submission must be the project team's original work, must not infringe third-party rights, including trademark, patent, copyright and right to privacy and publicity, and must be suitable for publication, as determined solely by THF.
- Submissions will be disqualified, in THF's sole discretion, if they contain any inappropriate material or language.

Submission Process & Schedule

Proposals will be evaluated in a two-round process:

- For the pre-qualification round, an interested party is required to submit a two-page preliminary proposal to THF using the proposal template provided in the Appendix;
- Based on the evaluation outcome of the pre-qualification round, shortlisted parties will be invited to submit their detailed proposals in the Final Round;
- The submission schedule is as follows:

Nov 1, 2016	RFP Issuance
Nov 30, 2016	Deadline for Pre-qualification Round
Dec 1 - 15, 2016	Invitations to participate in the Final Round sent to qualified applicants
Jan 16, 2017	Submission Deadline for Detailed Proposals
Feb 20, 2017	Award Notification

Appendix – Proposal Submission Template

RFP #2016/2: Pre-Qualification Round

Basic Project Information	
Project Title	
Submission Date	
Estimated Budget	SGD
Estimated Duration	
Location	
Further Details	
Project Team	Team Leader: Key Team Members: <i>(Please attached a one-page résumé each of those listed above)</i>
Host Institution (if any)	
Objective(s)	
Description	

Description (cont.)	
Expected Impact & Impact Measurement	
Potential Project Risks	
Co-Funding & Partnerships	

Please do not attach additional pages, except for the team's résumés