

The Government of the Hong Kong Special Administrative Region

DEVELOPMENT BUREAU

Invitation for Proposal for Delivery of Continuing Education in Arboriculture (“CEA”) Course(s) under the Registration Scheme for Tree Management Personnel (“RSTMP”) For Recognition Period from 1.4.2024 to 31.3.2027

POINTS TO NOTE

1. The recognition period of this round of proposal invitation is three (3) years, from 1 April 2024 to 31 March 2027.
2. To facilitate the registered tree management personnel to obtain the required hours of CEA in time for renewal of their registration, the first class of the Course(s) shall be delivered no later than 30 September 2024.
3. The Course Provider shall deliver at least one (1) class of the proposed Course(s) during each of the following period: from 1 April 2024 to 31 March 2025, from 1 April 2025 to 31 March 2026, and from 1 April 2026 to 31 March 2027.
4. The Course(s) shall be delivered (i) outside normal working hours (9:00 am to 6:00 pm); or (ii) during Saturday / public holidays.
5. The content of each Course shall cover at least one (1) of the Units of Competency under a single Component for one or more registered tree management personnel type(s).
6. The medium of Course instruction shall be English or Cantonese (or supplemented by Cantonese/English for technical terms and industry jargons), with the consideration of maximising the learning effectiveness of the participants. For the Course(s) designed for Registered Arborists and Tree Risk Assessors, all teaching and assessment materials shall be in English. For the Course(s) designed for Registered Tree Work Supervisors, Tree Climbers and Chainsaw Operators, the teaching and assessment materials can be in Traditional Chinese or English. Special arrangement shall be made to accommodate

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different needs of the course participants, particularly non-Chinese speaking registered tree management personnel or practitioners with limited language proficiency.

7. In case of low enrolment, the Course Provider shall inform the Government in writing at least 1 weeks in advance of the commencement of the class should it wish to cancel the class with less than a prescribed minimum number of participants enrolled.
8. The maximum number of course participants is 30 per face-to-face class and 50 per online class.
9. The Course Provider should be familiar in conducting vocational development courses or academic/training courses in the A&H industry, and have at least five (5) years of relevant experience.
10. The Course Provider shall appoint a Course Director who should be familiar with the design and operation of vocational development courses or academic / training courses and have at least eight (8) years of relevant work experience at managerial level. The Course Director shall be responsible for course planning, co-ordination, training, quality control and other support services within the service period as defined in clause 2 of Part II in the Conditions Documents.
11. The Course Provider shall deploy at least one Service Team Member to oversee the Course operation and quality for each Course. One Service Team Member can be responsible for more than one Course. Requirements on Service Team Member are:
 - (a) (i) Bachelor Degree or equivalent to the standards of Level 5 or above in the Hong Kong Qualifications Framework in arboriculture or a related field such as biology, botany, forestry, horticulture, environmental science, landscape architecture, landscape management and urban forestry from a Hong Kong university or equivalent; or ii) recognised professional qualifications (refer to clause 10.4(a)(ii));
 - (b) Being familiar with the job nature and requirements of the five types of registered tree management personnel; and
 - (c) With continuous training experience in delivery of theory lectures, seminars, talks or workshops in arboriculture or related discipline, such as biology, botany, forestry, horticulture, environmental science, landscape architecture, landscape management

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and urban forestry in past five (5) years.

12. For Course(s) in the form of theory lectures, the trainer(s), who is responsible for class delivery, should meet the minimum qualification requirements of the Service Team Member. For Course(s) in the form of seminars or talks, experienced practitioners or renowned specialists/experts in related fields/disciplines would also be considered as trainer(s). Each course, regardless the delivery form, should be responsible by at least one qualified Service Team Member.
13. Part III Technical Proposal shall be completed and submitted by hand delivery before 12:00 noon (Hong Kong time) on 12 January 2024 to:

Tree Management Officer 3, Tree Management Office,
Greening, Landscape and Tree Management Section,
Development Bureau,
16/F, West Wing,
Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong

Please contact our staff at 3509 8317 (Monday to Friday, 8:45 am-1:00 pm and 2:00 pm-6:00 pm) upon arrival to arrange for collection. Late Proposal will not be accepted, and submission not delivered by hand may not be considered.