Questions and Answers Raised During Call for Proposals Briefing

Submission of Proposals

1. **Can organisations submit their own marriage preparation programmes, or must organisations submit existing programmes only?**

   Organisations may submit either:

   - Programmes that are independently developed by their organisation; or
   - Licensed/proprietary programmes (e.g. PREPARE/ENRICH, PREP, Cinta Abadi Marriage Preparation Programme), provided they have certified trainers to deliver the programmes.

2. **Can an organisation submit more than one programme proposal?**

   There is no restriction on the number of programme proposals that an organisation may submit. The online application form allows organisations to submit up to five programme proposals directly through the application form. If you wish to submit more than five programmes, please contact MSF via marriage-familiesforlife@msf.gov.sg.

   For programmes where the trainer and content are identical but the modality (i.e., group, individual couple), format or duration are different, it can be submitted as one programme. Please clearly indicate the differences accordingly in the form.

3. **Is there a limit to the number of programmes that an organisation can be approved to run?**

   No. There is no limit to the number of programmes that may be approved for each organisation. Each programme will be assessed independently against the evaluation criteria.

4. **For programmes delivered in another language, must their materials also be submitted in English?**

   Yes. If a programme is delivered in another language, applicants should submit both the original materials in another language and the equivalent English version for the assessment.

5. **For programmes with religious content, does the religious content need to be submitted to MSF?**

   Yes. Organisations are expected to submit all materials for your proposed programme for review and indicate clearly on the programme structure and delivery. As a reminder, all religious content should be vetted by a recognised religious leader and delivered separately.

6. **Can Service Providers work with other training partners to deliver their programmes?**

   Yes, the Service Provider may collaborate with other training partners to deliver the programme. However, please note that the Funding Agreement will be signed directly with the main applicant. MSF will not liaise directly with the applicant's training partner.

7. **For remarrying couples (where at least one spouse is remarrying) without children, do they fall under the general couple's orientation?**

   To clarify, we are seeking for providers who can propose programmes that are suitable for at least one of these soon-to-wed and newlywed couples:

   - General couples
   - Remarrying couples (at least one spouse is remarrying)
   - Young couples (defined as bride and/or groom aged 21 to 24 years old)
   - Transnational couples (at least one spouse is a non-Singaporean)

   Remarrying couples (where at least one spouse is remarrying, regardless of whether they have children from past marriages) have the option to attend a marriage preparation programme for general couples or remarrying couples.

   However, only remarrying couples with at least one child from a previous marriage is eligible for the full fee subsidy.

<u>Programme Delivery and Format</u>

8. **Are programmes required to be conducted in groups, or can they be delivered to individual couples?**

   Both modalities of group session and individual couples' session can be accepted. Programmes may be:

   - Individual couple-based;
   - Group-based; or
   - Offered through both modalities.

9. **Can residential or overseas programme formats be proposed?**

   Yes. Residential or overseas programme components may be proposed. Organisations should provide sufficient details on the full programme for assessment.

10. **Can programmes be delivered online or through e-learning?**

    Yes. Programmes may be delivered:

- In person;
- Online;
- Hybrid; or
- Through e-learning/pre-recorded components.

Organisations should clearly describe the delivery model, duration and content of each component. For e-learning components delivered through pre-recorded videos, please provide the videos for MSF's assessment. Links to the content can be accepted for submission.

Programme Content and Requirements

11. For submitted programmes, must all 6 required topics be covered?

Yes. Every programme must cover all six required topics:

1) Roles and expectations
2) Communication and conflict management
3) Financial planning
4) Emotional connection and sexual intimacy
5) Family planning and fertility awareness
6) Family of origin and in-law relationships

12. For the 6 key topics, are there details or summary of the content to be delivered?

There are no prescribed detailed content requirements for each of the six key topics. However, the content covered should support couples' psychoeducational learning and/or equip them with practical relationship skills relevant to each topic area. Organisations may determine the specific content and delivery approach, taking into account the programme's objectives and target participants.

13. Can additional topics be included?

Yes. Organisations may include additional topics beyond the six required topics. Such additions should be explained in the proposal and aligned with the programme's objectives and target audience.

14. Does the programme have to be exactly six hours long?

No. Six hours is the minimum duration requirement for programmes. If the programme has religious components, six hours is the minimum duration requirement for secular content of the programme. While 6 hours is the minimum requirement, organisations may propose longer programmes.

15. Can providers make changes to Cinta Abadi Marriage Preparation programme?

No, Cinta Abadi marriage preparation programme is to be delivered based on the content and format provided.

16. Can providers submit content reused from another MSF-funded programme?

For the use or adaptation of MSF-owned programme content, applicants should seek permission from the relevant MSF division.

Applicants should submit evidence of the relevant permission or approval together with their proposal, where applicable.

17. How should religious content be incorporated into programmes?

The core six-hour programme covering the required topics must be secular. Any religious content:

- Must be delivered separately from the secular programme component; and
- Must be vetted and delivered by recognised religious leaders

18. Can recorded videos by religious leaders be used?

Yes. Recorded videos delivered by recognised religious leaders are acceptable. Applicants should explain how questions arising from the religious content will be addressed and clearly indicate the separation between secular and religious components. These videos need to be delivered separately from the secular programme content.

19. Is there a minimum or maximum duration for religious content?

No. MSF only requires a minimum of six hours for the secular content. There are no minimum or maximum duration requirements for any separately delivered religious content.

20. Who is responsible for vetting religious content?

Applicants are responsible for ensuring appropriate vetting within their religious community.

<u>Programme Management</u>

21. How will programme effectiveness be measured?

MSF will provide a standard post-programme participant feedback survey, which will assess:

- Knowledge of healthy relationships and marriages;
- Understanding of commitment; and
- Communication skills.

Additional outcome measures may also be introduced over time.

22. What happens if a programme does not meet the KPIs?

KPIs are monitored as part of programme oversight and service management discussions. There is currently no direct funding penalty linked to KPI performance. However, programme outcomes may be considered in future programme continuation or renewal decisions.

23. Are providers required to submit manual KPI reports?

No. MSF is moving towards automated registration and feedback collection processes. However, providers will still be required to complete certain reporting and monitoring processes.

24. How will programme audits be conducted?

Appointed providers may be subject to programme audits conducted by MSF or appointed officers, and the process will be shared with appointed providers when they are appointed.

Trainer Criteria

25. What qualifies as "structured training" under Trainer Qualification Pathway 1?

Structured training refers to counselling- or therapy-informed training that:

- Includes practical skill development and is not purely theoretical
- Has defined learning outcomes;
- Is delivered by recognised institutions or trainers with established credentials; and
- Meets the minimum requirement of 60 cumulative training hours.

Relevant certificates, diplomas, graduate diplomas, master's programmes and professional certifications may be considered, depending on the content and learning outcomes. MSF will assess each trainer based on the qualifications and supporting documents submitted. For assessment purposes, please do furnish comprehensive information about the structured training programme when submitting documents for assessment.

26. For licensed programmes such as PREPARE/ENRICH, what evidence of certification is required?

Applicants need only demonstrate that the trainer is certified to facilitate and deliver the programme. The facilitator certification for PREPARE/ENRICH is sufficient.

27. Do religious leaders need to meet the trainer qualification requirements?

No. The trainer qualification requirements apply to those delivering the secular marriage preparation programme. Religious leaders delivering separate religious content are not required to meet the family life educator qualification criteria.

28. Can trainers be added or changed after approval?

Yes, on a case-by-case basis; providers must provide justification and seek MSF's approval before making trainer changes. The proposed replacement trainer will be assessed against the required criteria.

29. Can the same trainer be involved in multiple programme proposals?

Yes. Trainers may be listed across multiple programme proposals.

30. For the religious leaders delivering the religious components of a programme, do their trainer details (e.g., name, qualification, certifications) have to be submitted?

Yes. Please submit the trainers' details for completeness of information in the application form. Please indicate their role as a trainer delivering religious content under their designation.

<u>Financial Information</u>

31. With regards to the information requested on programme costs breakdown, what does administrative cost refer to? Would this cover expenses to run the programme (i.e., Wi-Fi bills, phone bills, utility bills)?

Organisations may assess what constitutes as administrative cost to them and propose the total amount of administrative cost per programme run.

<u>$170 Rebate and Full Fee Subsidy</u>

32. Is $170 the recommended programme fee?

No. Organisations are free to propose their own programme fees, with it being minimally $170. The $170 is a rebate amount provided to eligible couples and is not a cap or recommended fee.

33. How does the $170 rebate work?

The $170 rebate is provided to couples who:

1) Meet the following criteria:
    a. Are soon-to-wed and newly-wed couples (defined as within 2 years of marriage)
    b. Are couples where either one of the spouses is a Singapore Citizen or Singapore Permanent Resident
    c. grooms and brides aged 21 years and above
2) Complete an approved Marriage Preparation Programme <u>together</u> as a couple.

Appointed service providers will provide the $170 rebate to the couple upon completion of the programme and MSF will reimburse appointed providers thereafter.

34. How would the rebate work if the couple does not complete the programme?

The rebate is only provided upon completion of the programme. Couples who register but do not attend, or who withdraw before completing the programme, will not be eligible for the rebate. As such, no reimbursement will be provided to providers for these cases, including for administrative work undertaken at the point of registration.

35. Does income matter for the full fee subsidy for remarrying couples with children?

No. Income level is not a criterion for remarrying couples to be eligible for full fee subsidy.

36. Is there any age criterion for the child of remarrying couples to qualify for the fee subsidy?

There is no age criterion for the child.

37. Is the full subsidy paid only after programme completion?

Yes. Full subsidy reimbursement will only be provided upon programme completion. Couples would not pay organisations any fee upfront.

38. How will providers verify eligibility for rebates and subsidies?

MSF will provide systems and processes for eligibility verification. Providers will generally not need to collect supporting documents from participants.

39. Can a couple receive the $170 Rebate more than once?

No. A couple may only receive the rebate once as a couple, regardless of which approved programme they attend.

They may attend other programmes subsequently but will not receive another rebate.

40. If one spouse previously attended a programme with a different partner, can the current couple still receive the rebate?

Yes. The rebate provision applies to the couple as a pair to attend the programme together. If the same husband-and-wife pair has never attended together before, they will be eligible.

41. What happens if a couple attends before marriage but delays marriage for several years?

They may attend the programme again later if they wish, but they will not be eligible for a second rebate.

42. Will providers receive direct programme funding from MSF?

No. MSF does not provide programme funding to providers under this scheme. Funding is provided to couples in the form of rebates and full fee subsidies, which are administered through providers.

43. Would providers be chosen to deliver marriage preparation programmes for transnational couples who are required to attend a programme as part of their Long-Term Visit Pass (LTVP) requirement?

No, marriage preparation programmes for transnational couples as LTVP requirement is not part of this call for proposals There are already established programmes for such couples, namely:

a) The Marriage Preparation and Support Programme conducted by Strengthening Families Programme (FAM) (Fei Yue / Care Corner)

b) The e-Module on “What is Marriage in Islam?” (https://familiesforlife.sg/pages/programme/e-learning-marriage-preparation-programme).