**Application Form –** **hosting sportanddev**

**Background
\*indicates a required field.**

**Introduction**

The International Platform on Sport and Development ([sportanddev](https://www.sportanddev.org/en)) is the leading global hub for those using sport to achieve social, environmental and economic development objectives. sportanddev has been hosted by the [Swiss Academy for Development](https://sa4d.org/) (SA4D), since the inception of sportanddev in 2003, following the first high-level conference on sport and development in Magglingen, Switzerland in 2003.

sportanddev has not been established as a separate legal entity, though it has had a high level of autonomy. This includes its own governance ([Steering Board](https://www.sportanddev.org/en/about-platform/governance/steering-board-0)), website and branding.

Given the global nature of its work and the need to better reflect the global diversity of the sport and development community and address existing inequities within the sector, as well as the high-cost structure of being legally based in Switzerland, sportanddev is for the first time releasing **an open call for proposals** for organisations to host the platform. See the call for proposals for more detail on the specifications.

**Applications will close on 2 October 2022 at 11:59pm Central European Summer Time (CEST).**

**Please note:** One application per organisation.

**Requirements checklist**

Please tick the boxes that apply \*Response required

1. Requirements - the applicant has read and understands the hosting requirements.

2. Alignment - there is demonstrated alignment between the proposed host and sportanddev.

3. Legal entity - the proposed host organisation is a legal entity that can host sportanddev and meet the various requirements as outlined in the call for proposals.

4. Financial viability – the proposed host organisation demonstrates financial viability with a
demonstrated financial record and financial management system in place.

5. Insurance - the proposed host organisation has appropriate insurance.

6. Integrity – the proposed host organisation demonstrates evidence of the current policy environment including fraud prevention/detection, procurement, child protection, anti-terrorism financing and inclusion.

7. Application – this application conforms with page and word limits.

8. Commitment – the proposed host organisation has signed the application and agrees to any contributions listed.

9. Governance – the proposed host organisation has a functional board.

10. Sanction list – the proposed host organisation must not be listed on the [World Bank Listing of Ineligible Firms and Individuals](https://projects.worldbank.org/en/projects-operations/procurement/debarred-firms) or any other internationally approved lists of ineligible organisations.

**Conflict of interest declaration**

Do you have any conflict of interest, actual or perceived?



Conflicts of interest are situations where a person’s private interests or an organisation’s interests could, or could be seen to, conflict with their public or official duties. Conflicts of interest are either real or apparent.

If yes, please provide more details:

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**Part A – Organisation Details**

**Applicant Details**

Organisation name

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Type of organisation: select from the drop-down list below

Choose an item.

Other (please specify)

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Legal Structure: select from the drop-down list below

Choose an item.

Other (please specify)

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Vision and Mission Statements

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Must be no more than 150 words.

Primary Address \*Required

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Email

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Primary Phone Number

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Website

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In which country is your organisation primarily registered?

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If also registered in other countries, please list them here

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Organisation registration number

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\*Please attach a file of your organisation registration documents to application submission via email, along with this form.

**Applicant contact person**

Full name

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Job title

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Phone Number

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Email address

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Why is your organisation interested in hosting sportanddev?

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Must be no more than 500 words.

**Part B - Governance and Capability Statement (20%)**

**\*indicates a required field.**

**Governance and management arrangements (10%)**

Show the governance structure of the proposed host

\*Please attach a file that shows your governance structure to your application submission via email, along with this form (e.g., a diagram of your board/management structure)

Describe the management structure of the proposed host organisation.

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Must be no more than 500 words.

Describe how the partnership with sportanddev will be managed.

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Must be no more than 500 words.

**Capability statement (10%)**

Demonstrate the proposed host organisation’s experience in managing multi-stakeholder partnerships, including managing grants and contracts, and fulfilling legal and administrative functions.

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Must be no more than 500 words.

**Risks, Sustainability and Monitoring and Evaluation**

**What are the main risks to successful implementation and sustainability?**

Provide project risk information and challenges that the project may encounter. The summary of the project risks should consider the following:

* Legal and administrative risks
* Organisational risks
* Fraud/fiduciary risk
* Reputational
* Work, health and safety
* Partnership failure

In addition to identifying relevant risks, treatments that mitigate each risk must be detailed. Please feel free to expand the table to add as many risks as necessary.

| **Risk** | **Treatment** |  |
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**Sustainability**

Sustainability strategy – how will the partnership be sustained?
Can you describe what you see as medium and long-term objectives for the partnership?

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Must be no more than 500 words

**Monitoring and Evaluation**

How will success be measured? What are the key performance indicators?
How will you ensure accountability for use of funds?
How will you monitor the partnership performance and results?
How will you capture innovations and learning?

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Must be no more than 500 words

**Government involvement (if applicable)**

Is your local or national government aware of your proposal to host sportanddev, and do they endorse the bid? Please describe, including whether there are any benefits to your government’s endorsement. Government involvement is not a requirement for hosting sportanddev, but the evaluation team would be interested to know if it does exist.

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Must be no more than 500 words

**Part C – Hosting Requirements (50%)
\*all fields are required below.**

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| **Area** | **Requirement** | **Essential / Desired** | **Can fulfil (Yes/No) \*** | **Describe your capacity to fulfil this requirement \* (word limit per row – 150)** |
| **Administration** | **Processing/signing of contracts, payments, financial management, support with human resources and other administrative functions**  | **Essential** |  |  |
| **Willingness to contract an international team of consultants in different countries** | **Essential** |  |  |
| **Ability to manage different currencies**  | **Essential** |  |  |
| **Willingness to fund infrastructure and overheads (desired)** | **Desired** |  |  |
| **Technical skills and expertise** | **Strong understanding of sport for development or relevant topics to sportanddev such as the broader development landscape** | **Essential** |  |  |
| **Knowledge of sportanddev and its work** | **Desired** |  |  |
| **Legal and organisational support** | **Act as the legal entity overseeing sportanddev** | **Essential** |  |  |
| **Assume legal responsibility for all existing and future contracts** | **Essential** |  |  |
| **Independence of sportanddev guaranteed** | **Respect for the independent governance structure of sportanddev** | **Essential** |  |  |
| **Neutrality and autonomy/impartiality of sportanddev guaranteed** | **Essential** |  |  |
| **Strategic support** | **Support in crafting the next long-term strategy of sportanddev** | **Desired** |  |  |
| **Business development support** | **Support in fundraising, business development and revenue generation, in conjunction with the sportanddev operating team** | **Desired** |  |  |
| **Marketing and communications**  | **Support promoting the sportanddev brand, including social media** | **Desired** |  |  |
| **Monitoring, evaluation and research support**  | **Support with assessing sportanddev work and projects** | **Desired** |  |  |
| **Shared values** | **Alignment with the values and vision of sportanddev** | **Desired** |  |  |

**Hosting Requirements and Benefits (continued)**

Please provide any further detail as how you meet the hosting requirements.

You may also provide further detail on other benefits that you may bring to sportanddev.

Please indicate why your proposal represents the best way forward for sportanddev to achieve its aims and objectives.

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Must be no more than 1,000 words.

**Part D – Resource and Cost Allocation (30%)**

**Value for Money**

The proposed host organisation must demonstrate the following:

* Achieving value for money, taking into account the effectiveness and cost analysis of the proposal
	+ Recognising that to achieve value for money:
		- the design and development approaches in a proposal must be effective
		- the resource allocations and costs (if any) are justified
* All amounts to be entered in United States Dollars (USD)
	+ Enter any relevant amounts per year

**Resource Allocation**

The proposed host organisation must indicate the resources (financial, administrative, and human) that it will allocate to this partnership.
If applicable, please indicate/estimate the financial value of resources to be allocated.

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| **Resource** | **Description** | **Financial value (if applicable)** |
| e.g. Administrative support | Support with administration from host organisation staff member(s) | 0.4 FTE = x USD/year |
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**Costs (if applicable)**

The proposed host organisation must indicate the costs that it will require to be covered by sportanddev (if any) within this partnership.
Please note that organisations can choose to cover any/all costs themselves (e.g., in the resource allocation section above) – if so please do not fill in any costs in the table below. Further it is noted that sportanddev has limited budget to cover such costs – and that a proposed host ideally covers many (if not all) of the core costs.

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| **Cost** | **Description** | **Financial value (if applicable)** |
| e.g. Administrative support | Support with administration from host organisation staff member(s) | 0.4 FTE = x USD/year |
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Please describe why your proposal provides value for money and will benefit sportanddev?

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Must be no more than 500 words.

**Part E - Requirements and Certification**

[ ]  I agree to a due diligence process

Please indicate by ticking the below boxes which of the following policies your organisation currently has. Please tick the box if these elements are covered within another policy.

Fraud prevention and detection policy

Procurement policy

Child protection policy

Anti-terrorism financing policy

Inclusion policy

**Privacy and Freedom of Information**

sportanddev and the current legal entity hosting the platform, the Swiss Academy for Development, must comply with the European Union (EU) General Data Protection Regulation (GDPR).

The information you provide in your submission will be used by the sportanddev Steering Board to assess your application. This information, including personal information and any documents supplied, will be disclosed to organisations on the sportanddev Steering Board.

**I certify that:**

• I have declared all (if any) conflicts of interest, actual or perceived.
• I have read the relevant information provided for the call for proposals, and confirm that our submission meets the eligibility criteria.
• The statements in this application are true to the best of my knowledge and any supporting material is my own work or the work of the persons named in this application.
• I accept that sportanddev reserves the right to use the assessment processes and selection criteria as published to evaluate this and other applications for funding.
• I acknowledge that this application will be assessed on its merits, and compared to other applications, and that it may not be successful, or may require amendment.
• If my application is successful, I consent to third parties being given information about the partnership and agree I may be contacted directly by them using the contact information under the Organisation Details.
• If my application is successful, I will provide reporting in accordance with the requirements, which will include all related information and supporting documentation required to report on the partnership.
• I understand that any information given to applicants should be seen as information only, and that I should not alter my circumstances or act upon expectations arising from such information.

[ ]  I have read and agree to the above conditions

Date

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Name

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Position

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