



The international platform on sport and development

**Hosting of the International Platform on
Sport and Development (sportanddev)**

Call for proposals

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1. Call for Proposals

1.1 Background

The International Platform on Sport and Development ([sportanddev](#)) is the leading global hub for those using sport to achieve social, environmental and economic development objectives. Sport and development is defined as the intentional use of sport and physical activity as a tool for development and peace. sportanddev provides the foremost global platform for sharing knowledge, building good practice and capacity, facilitating coordination, and fostering partnerships between and within different stakeholder groups.

sportanddev is hosted by the [Swiss Academy for Development](#) (SA4D), a centre of excellence for sport and development. SA4D was founded in 1991 as a not-for-profit foundation in Biel/Bienne, Switzerland. sportanddev has been hosted by SA4D since its inception in 2003, following the first high-level conference on sport and development in Magglingen, Switzerland in 2003. The first UN Special Adviser on Sport for Development and Peace (SDP), Mr. Adolf Ogi, and others called for a global database of actors in SDP, leading to the birth of sportanddev. SA4D was centrally involved in organising the first Magglingen Conference and was chosen as a suitable host for sportanddev at the time.

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](#)), website and branding.

See Appendix 1 for more information about sportanddev

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.

This has been mandated by the sportanddev Steering Board and discussed with the current host, SA4D, who are not excluded from the call for proposals. sportanddev has an international team with only one member of staff currently based at the SA4D offices and others in different countries on consultant contracts, with the desire to continue to expand and strengthen our team globally. It is our assumption that most or all sportanddev staff would continue to work remotely rather than from the offices of a new host though potential hosts may include supplying office space and infrastructure as part of their offers if they wish.

1.2 Timelines

ACTIVITY	DATES & TIMES
Publication of invitation to tender	1 September 2022
Clarification period closes (questions regarding tender)	18 September 2022
Deadline for publication of responses to tender clarification questions	23 September 2022
Deadline for submission of Tenders	2 October 2022
Shortlisting by evaluation team	3-15 October 2022
Shortlisted tenderers' presentations and final decision to be made by end October 2022	16-31 October 2022
Estimated contract start date	1 January 2023

1.3 Requirements

sportanddev requires the following of a host organisation.

Requirement	Essential / Desired
Administration support <ul style="list-style-type: none"> - Processing/signing of contracts, payments, financial management, support with human resources and other administrative functions - Willingness to contract an international team of consultants in different countries - Ability to manage different currencies - Willingness to fund infrastructure and overheads (desired) 	Essential

<p>Technical skills and expertise</p> <ul style="list-style-type: none"> - Strong understanding of sport for development or relevant topics to sportanddev such as the broader development landscape - Knowledge of sportanddev and its work (desired) 	<p>Essential</p>
<p>Legal and organisational support</p> <ul style="list-style-type: none"> - Act as the legal entity overseeing sportanddev - Assume legal responsibility for all existing and future contracts 	<p>Essential</p>
<p>Independence of sportanddev and Steering Board guaranteed</p> <ul style="list-style-type: none"> - Respect for the independent governance structure of sportanddev - Neutrality and autonomy/impartiality of sportanddev guaranteed 	<p>Essential</p>
<p>Strategic support</p> <ul style="list-style-type: none"> - Support in crafting the next long-term strategy of sportanddev 	<p>Desired</p>
<p>Business development support</p> <ul style="list-style-type: none"> - Support in fundraising, business development and revenue generation, in conjunction with the sportanddev operating team 	<p>Desired</p>
<p>Marketing and communications support</p> <ul style="list-style-type: none"> - Support promoting the sportanddev brand, including social media 	<p>Desired</p>
<p>Monitoring, evaluation and research support</p> <ul style="list-style-type: none"> - Support with assessing sportanddev work and projects 	<p>Desired</p>
<p>Shared values</p> <ul style="list-style-type: none"> - Alignment with the values and vision of sportanddev 	<p>Desired</p>

1.4 Benefits for host organisation

A host organisation will receive multiple benefits through a partnership with sportanddev. These include, but are not limited to, the following:

- **Access to sportanddev global network**

sportanddev has a vast global network. This includes 600,000 unique annual users and visitors from 232 countries and territories to the sportanddev website. Over 1,000 organisations and 10,000 individuals are registered on the website – and we anticipate these numbers increasing significantly with the launch of an upgraded website at the end of 2022, with increased functionality and content in the six UN official languages (English, French, Spanish, Arabic, Russian and Chinese). Currently the website is available in English and French and recognised as the leading platform in sport and development.

The host organisation will be able to access a range of audiences that sportanddev serves across all six continents – and again we expect these audiences to grow significantly, especially in regions that have been under-represented such as Latin America and the Middle East. These include:

- Policymakers / donors (bilateral, multilateral, governmental, non-governmental, including line ministries in developing countries);
- Sports sector / national and international sports federations / athletes;
- Practitioners / implementing organisations / coaches;
- Private sector, business and corporate social responsibility;
- Researchers and students;
- Youth and volunteers;
- Media.

- **Access to sportanddev Steering Board**

[The Steering Board](#) is made up of a select group of governments, NGOs, intergovernmental organisations, and sports federations, who are responsible for the governance of sportanddev, its strategy and overseeing its implementation. The board meets physically once a year to discuss matters of importance, with regular contact between meetings.

As part of hosting sportanddev, the host organisation may be allowed to join the Steering Board, subject to approval from current members who pay an annual fee for membership to ensure the sustainability of sportanddev. In return, they receive the following benefits:

- **International visibility:** sportanddev promotes board members through multiple channels, in speeches and in publications. Their logos are on every page of the website

- **Credibility:** Governing the most respected site for news and knowledge exchange in sport and development, Steering Board members are seen as leaders in the sector
- **Access:** The sportanddev Steering Board is a recognised strategic decision-making body. Members sit on various UN councils (e.g. CIGEPS) and access other key players/groups
- **Support and guidance:** sportanddev is a hub for the latest developments, key actors and important events. Membership enables members to stay informed on latest developments
- **Knowledge:** Steering Board members play a leading role in shaping the future of the sport and development sector by being involved in key projects

[Learn more about the Steering Board and the current members here](#)

- **Association with sportanddev brand**

The host organisation will be widely recognised on the sportanddev website (in multiple languages) and in marketing and communications. There are multiple benefits linked to being associated with a strong brand and impartial platform that has existed for almost 20 years.

- **Access to learning and networking opportunities**

The host organisation will gain access to unique learning and networking opportunities, with various stakeholders of sportanddev. This includes the ability to input into the [massive open online course](#) on Sport for Sustainable Development developed by sportanddev, in partnership with the Commonwealth Secretariat and the Australian government.

- **Strategic input and influence**

The host organisation will be able to input into key strategic processes for sportanddev, helping to shape the future direction of the platform, sport and development more broadly. This includes helping to reshape a more diverse, inclusive and equitable sport and development sector that better serves all stakeholders.

2. Instructions to Tenderers

4.1 Tenderers must submit the following documents via email to chair@sportanddev.org **no later than 2 October 2022:**

- The filled in application form, which can be [downloaded here](#)
- Your organisation's registration documents
- Any documents that show your organisation's management structure (e.g., a diagram showing the management/board)

4.2 The tenderer must ensure that they have all the information required for the preparation of the tender submission and that they are satisfied that they correctly understand this

documentation. The tenderer must also ensure that they understand the nature and extent of the obligations should the tender be accepted.

4.3 Tenders are to be valid for a minimum of 90 days from the closing date for the submission of the tenders.

4.4 sportanddev reserves the right to cancel the tender at any time during the process and not to award a contract as a result of this procurement process.

4.5 Tenders submitted will be evaluated fairly to assess the most qualified and economically competitive bids. sportanddev will use the evaluation criteria described below.

4.6 Tenderers shall bear all costs in completing a tender submission.

4.7 Tenderers are required to submit transparent pricing with no hidden costs or charges.

4.8 All clarification queries must be in writing submitted by **5pm Central European Summer Time (CEST) on 18 September 2022** via email to chair@sportanddev.org

4.9 By taking part in the tender process, tenderers certify that they have not canvassed or solicited any representative of sportanddev in connection with this tender submission.

3. Evaluation

A. Evaluation – Criteria Weightings

- 5.1 **Quality 70%**
 - Technical Questionnaire
- 5.2 **Resource Allocation 30%**

B. Evaluation Process

Part 1: Tenderer Details

The scoring methodology that will be applied is as follows:

5.3 **Information only** – the information provided will not be scored, but failure to provide it may result in the RFP submission being disqualified from the tender process.

5.4 **Pass/Fail** – as indicated in the invitation to tender

Part 2: Proposal Scored (70% quality, 30% resource allocation)

5.5 The following scoring mechanism will be used to score each question in this section:

Using a 0 – 5 scoring system:	
0	Unacceptable Response – No information provided, or response does not address the requirement.
1	Poor response – The response contains material omissions and / or is supported by limited evidence / examples. Concerns that the organisation does not have the potential to deliver / that they have failed to meet a reasonable standard.
2	Fair response – There is adequate detail / supporting examples giving a reasonable level of confidence in the Tenderer’s experience and ability. The Tenderer appears to have the potential to deliver as required / has met a reasonable standard and there are only minor concerns about the Tenderer’s experience
3	Good Response – The level of detail / supporting examples gives a high level of confidence in the Tenderer’s experience and ability. The Tenderer clearly has the potential to deliver and / or has clearly met an acceptable standard.
4	Excellent Response – A comprehensive well evidenced submission, clearly demonstrating expertise and knowledge incorporating some value-added benefits attributes & other points of innovation. The bid is deemed to offer little risk and fully captures the understanding of the steps involved to deliver aspects of the service which can be related to the question posed, giving a high level of confidence in the Tenderer’s experience and ability.
5	Exceptional Response – A comprehensive and exceptionally evidenced submission that substantially exceeds the expectations of the requirement and offers significant additional benefits. Submission clearly demonstrates exceptional expertise and knowledge incorporating value added benefits/ & other points of innovation. The bid is deemed to offer well identified risks and a mitigation of these put forward and fully captures the understanding of the steps involved to deliver all the aspects of the service and is directly relatable to the question posed, giving an exceptionally high level of confidence in the Tenderer’s experience and ability.

5.6 The following formula will be applied for each question:

- $Points\ Scored \div Points\ Available \times \% \text{ weighting}$

5.7 The scores for each of the questions will be added to give a total technical quality score.

5.8 Unanswered questions or sections that are left blank shall be awarded a 0.

5.9 No half marks will be awarded.

Part 3 – Presentations

The Price and Technical scores for each tender will be added to obtain a final score to determine the ranking for purposes of shortlisting of tenderers who will be invited to the presentation stage.

This presentation stage will be scored separately. The details of the presentation brief, evaluation criteria and weightings will be issued to successful shortlisted tenderers at the time of notification if successful/shortlisted and ahead of the presentation stage.

Decision to award

Following evaluation of tenders in accordance with the evaluation process set out in this RFP, the tenderer which offers the best value for money tender may be selected.

Should the tenderer ranked first decline to accept a Contract, then it will be offered to the next ranked tenderer until it has been accepted.

A Contract award is subject to formal signature by both parties (including the satisfaction of any conditions precedent) providing all pre-conditions are met e.g., certificates, statements and other means of proof where tenderers have up to this point relied on self-certification.

4. Appendices

Appendix 1: About sportanddev

The International Platform on Sport and Development ([sportanddev](#)) is the leading global hub for those using sport to achieve social, environmental and economic development objectives. sportanddev is the foremost global platform for sharing knowledge, building good practice and capacity, facilitating coordination, and fostering partnerships between stakeholders.

sportanddev has become the leading knowledge hub, learning resource and communications tool in the field. It boasts an annual reach of around 1.5 million page views and 600,000 unique visitors and has a network of around 1,000 organisations and 10,000 individuals registered on the platform, catering to the public, non-profit and private sectors.

It is a collaborative initiative supported and governed by a diverse set of stakeholders who are committed to the field of sport and development. [The Steering Board](#) is made up of a select group of governments, NGOs, intergovernmental organisations, and sports federations, who are responsible for the governance of sportanddev, its strategy and overseeing its implementation. [The Operating Team](#), made up of full-time staff and a team of remote consultants, manages the platform's content and implements the strategy.

sportanddev is hosted by the [Swiss Academy for Development](#) (SA4D), a centre of excellence for sport and development. SA4D was founded in 1991 as a not-for-profit foundation in Biel/Bienne, Switzerland. sportanddev has been hosted by SA4D since its inception in 2003. sportanddev is not established as a separate legal entity, though it has had a high level of autonomy with its own Steering Board, website and branding.

STRATEGIC FRAMEWORK

Vision:

A future where sport is seen as an essential tool in international development and its effectiveness is further enhanced by the cooperation of actors divided by geography but united by shared values.

Mission:

sportanddev is the leading hub for the sport and development community to share knowledge, build good practice, coordinate with others and create partnerships.

Overarching goals:

- Increase the visibility of sport's development potential
- Contribute to improving sport and development practice
- Encourage dialogue, promote partnership building and facilitate strategic alliances

Goal 1: Increase the visibility of sport's development potential

- ▶ Over 84% of users say sportanddev has been important in helping the sport and development sector grow
- ▶ Over 98% of users would like to see sportanddev play a greater advocacy role in sport and development
- ▶ Over 73% of users say that sportanddev has been important in helping the sport and development field gain credibility

Goal 2: Contribute to improving sport and development practice

- ▶ Over 78% of users believe sportanddev is the leading source of information on sport and development
- ▶ Over 76% of users say that sportanddev has helped them and/or their organisation in their own work
- ▶ Over 81% of users have used information from sportanddev.org in their own projects or programmes

Goal 3: Encourage dialogue, promote partnership building and facilitate strategic alliances

- ▶ Over 85% of users say that sportanddev can help bridge the gap between policy and practice
- ▶ Over 78% of users say that sportanddev is well placed to coordinate the diverse range of actors in sport and development
- ▶ Over 72% of users say that sportanddev has helped bring voices from the field into policy discussions

Audiences:

- Policymakers / Donors (bilateral, multilateral, governmental, non-governmental, including line ministries in developing countries);
- Sports sector / National and international sports federations / Athletes;
- Practitioners / Implementing organizations / Coaches;

- Private sector;
- Researchers and students;
- Youth and volunteers;
- Media.

sportanddev is an open access platform that operates under a Creative Commons License providing information, tools and resources free of charge to individuals and organisations across the globe using and/or interested in the use of sport for sustainable development.



Our values

Impartiality	No special preference is given to any member of the community above others, regardless of an organisation’s size, purpose or location. A diverse range of voices are included.
Community	“For the community, by the community” - registered users contribute the majority of the website’s content and regularly provide input on topics and the direction of discussions.
Collaboration	sportanddev is a multi-stakeholder initiative and is based upon partnerships.

OUR IMPACT

sportanddev has an online and offline impact, by connecting and building the capacity of actors using sport for development and peace. Individuals and organisations using sportanddev apply the information and resources in their policies and programmes. Our [survey results](#) consistently reveal that sportanddev plays a pivotal role in strengthening and advocating for the sector and helps to increase diversity, access and inclusion to reshape a more equitable, impactful and sustainable sport and development movement. We are involved in many initiatives, including a [massive open online course](#) on sport and development.



600,000 unique visitors per year



1,500,000 page views per year



1,000 registered organisations



10,000 registered individuals



ABC English and French platforms

Furthermore, we anticipate increasing our impact greatly as we launch a significantly upgraded website at the end of 2022, which will serve a number of objectives, including:

1. More comprehensive coverage of the role of sport in enabling development and peace, including contributions to the Sustainable Development Goals (SDGs) and other priorities. This will illustrate the value and viability of investments in sport.
2. Content in all six United Nations languages – to ensure that there is greater voice from under-represented actors and regions and bridge gaps between policy and practice.
3. Improved functionality and enhanced user experience, including more interactive/two-way communication and the ability to host communities of practice or forums (these could be as diverse as sport and refugees or sport for gender equity, for example).
4. Increased value for investors, sponsors, registered organisations and individuals.
5. A more comprehensive online mapping of the relevant networks, organisations and individuals in sport and development (filtered by outcome area/geography/sport type etc.).
6. Research and Learning Corner: A comprehensive synthesis of research (applied and academic) (filtered by outcome area/type of research/strength of evidence etc.), learning resources and online learning tools.
7. Improved alignment of content and features to global and other policy frameworks – to ensure that actors are working in unison and to improve coherence and coordination.

Foundation for Sport and Development and Peace (FSDP)

Professor Marion Keim, Executive Director

“sportanddev has long provided a unifying and central platform where all role players in sport for development and peace can take part in an equal and participatory manner without fear or favour.

“sportanddev has afforded us opportunities to develop partnerships, further our branding and visibility globally, and contribute to our strategic goals and objectives. As a Global South organisation, we gain access to an international platform where policies and programmes can be influenced and promoted, we contribute to strategy and advocacy efforts and are able to provide a voice from civil society from our region.”



Laureus Sport for Good Foundation

Adam Fraser, CEO Laureus Sport for Good

“We believe the collaboration that sportanddev helps to drive is crucial for the sport and development sector to remain resilient and sustain and scale its work during these challenging times. As Laureus we are glad to lend our support to this initiative as an investment in the future of sport and development.”



CAMPAIGN: RESHAPING SPORT AND DEVELOPMENT

This global campaign launched by sportanddev, with a range of [key partners](#), aims to champion, strengthen and sustain the sport and development sector. The campaign seeks to address inequities which have been exacerbated by the COVID pandemic, in order to drive change to a more inclusive, accessible, and equitable sport and development sector. The campaign will include the following activities and deliverables. This is relevant to the call for proposals as it will feed into the long-term strategy of sportanddev.

