



## Request for Proposals

# Para Sport Technical Specialist

### Background

The International Paralympic Committee (IPC) is looking to contract a Service Provider as Sport Technical Specialist (STS) for the Sport Against Stigma project. Starting on **15 January 2021**, the contract period runs for 39 months, until **15 April 2024**. Individuals or companies interested in delivering the service should submit their proposals before **07 November 2020**.

### About the IPC

The IPC's vision is for an inclusive world through Para sport. We believe that change starts with sport, and that the work of the Paralympic Movement is a catalyst for driving social inclusions and advancing the UN Convention on the Rights of Persons with Disabilities and the 17 Sustainable Development Goals.

The IPC seeks to use the influential global position of the Paralympic Movement and the growing profile of Para athletes to challenge the stigma attached to disability and empower social transformation.

The IPC is the global governing body of the Paralympic Movement. We supervise the organisation of the Paralympic Games and Paralympic Winter Games and serve as international federation for 10 Para sports.

The IPC is a purpose-driven non-profit association. Our mission is to lead the Paralympic Movement, oversee the delivery of the Paralympic Games and support members to enable Para athletes to achieve sporting excellence. Since 1989, we have creating change through sport with the Paralympic Games and Paralympic athlete at our core.

### Sport Against Stigma Project

Over the next four years (2020 - 2024), the IPC will jointly deliver, with the University of Loughborough, a four-pillar project focused on education, Para athlete development in Para athletics and Para powerlifting and broadcasting of the Tokyo 2020 Paralympic Games to tackle stigma against people with

disabilities, and support diversity and inclusion within the African region. The project is part of the Assistive Technology 2030 programme led by the Global Disability Innovation Hub and funded by the UK Foreign, Commonwealth and Development Office.

This initiative is also aligned with the World Para sports (WPS) focus areas of sport for development and pathways and strategic objectives of giving every person with disability the opportunity to practice Para sport and support Para athletes, coaches and volunteers to transition from grassroots to high performance.

The three targeted countries are Ghana, Malawi, and Zambia. This group comprises a range of languages, scales of population and a mix of cultural/social situations, especially in relation to stigma toward people with disabilities and athlete development.

The service provider will be responsible for:

- Working as an IPC external service provider, the STS will guide the three targeted National Paralympic Committees (NPCs) and their respective National Federations (NFs) to build an action plan to strengthen their capacity.
- Providing a comprehensive athlete pathway to increase access to Para sport and opportunities to transition from grassroots to high performance in two different Para sports (Para athletics and Para powerlifting)
- Understanding the current situation, environment and needs of the NPCs/NFs to offer opportunities for Para athletes in the two sport disciplines and present three country assessment documents;
- Using qualitative data processes to gather information;
- Soliciting feedback from a variety of stakeholders (i.e. World Para Sports, IPC, National Federations, Para athletes, coaches, volunteers, etc.);
- Analysing qualitative data and working together with the NPCs, IPC, and World Para Sports to define the main goals and activities of the action plan. The NPCs will have a seed grant to implement these activities;
- Monitoring and evaluating of action plans and in-country support to ensure timely implementation of the plans; and
- Preparing quarterly reports for the project manager on the progress of the action plans.

## Project Requirements & Objectives

Timelines	Milestones	KPI	Budget / working days
07 November 2020	1. Deadline for EOIs	Proposals are received.	N/A
15 January 2021	2. Contracting	Service Provider is engaged.	N/A
By May 2021	3. Environmental assessment & consultation. Visit to the three countries required.	NPC/NFs in-country assessment, stakeholder calls, stakeholder surveys including IPC and WPS, & environmental scans are conducted.	€5,000 - 8,000  (Approximately 30 working days)
By July 2021	4. Qualitative analysis of information and presentations of findings for the IPC	Assessment document for the three countries presented.  The assessment should analyse the following fields of the Para sport national structure: context of the country, coaching, classification and competition structures and communication mechanism of the NPC.	€3,000 - 5,000  (Approximately 20 working days)
By November 2021	5. Construction of the action plans with NPCs/NFs during the Organisational Capacity Programme (OCP) workshop and previous participation in the OCP Mentor	Action plans are designed to facilitate athlete development, tackle stigma against people with disabilities and support diversity and inclusion through Para sport.	€2,000  (Approximately 6 working days)

	and Delegate training workshops. The duration of this activity will take six days in of the three countries.		
November 2021 – December 2023	6. Mentoring, monitoring and evaluation and in country support. Definition of new action plans until 2024.	Conduct one annual in-country support visit, monthly Skype meetings with NPCs and IPC project manager and quarterly reports on the progress of the action plans and final action plan for the next two years.	€5,000-11,000  (Approximately 50-60 working days)
31 March 2024	7. Contract end	Final report and new action plan completed	€2,000-4,000  (Approximately 12 working days)

Four return flight tickets, accommodation and incidentals for travelling to the targeted countries will be provided by the IPC to the consultant (one in 2021, one in 2022 and one in 2023); and one additional flight to the OCP workshop in November 2021. Note that combined visits to more than one country may be required (refer to proposal section, second paragraph).

## Proposals

Applicants should send their proposals explaining how they would achieve the milestones and KPIs described above along with their proposed budget and CV of the person delivering the services by email to [sas@paralympic.org](mailto:sas@paralympic.org) no later than 7 November 2020. Submissions after the due date will not be considered. Interviews will be scheduled from 15-30 November with top applicants.

Proposals should include detailed plans for the assessment and action plan process, consultation and facilitation stages, and a proposed budget. Note that the total project expenditure must not exceed €30,000. Therefore, all associated costs must be scoped, except the travel costs covered by the IPC (refer to project requirements & objectives section, last paragraph). When assessing proposals, the IPC will seek best value for money. The successful proposal should demonstrate a comprehensive, cost effective consultation process.

The service provider will work remotely from his/her country of residence with periodic travel to the targeted countries.

Additionally, the IPC requires prospective applicants to have demonstrable experience in the following areas:

- Consulting for Para sport organisations in the Para sport technical area.
- Promoting women participation in sport
- Design, delivery, and analysis of qualitative data research
- Strategic planning and capacity building activities, specifically in the African region.

Please provide a brief description of your experience in the above areas, along with your CV and proposal.