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| sportengland |  |

**ATHLETE VOLUNTEER APPEARANCE SUPPORT PROGRAMME delivery Agent**

**- call for expressions of interest**

**Introduction**

1. This call for expressions of interest has been issued by Sport England, in partnership with UK Sport, to gauge interest from organisations interested in developing and implementing the Athlete Volunteer Appearance support programme (AVA). This document sets out the information which is required to allow Sport England to assess the suitability of potential deliverers. Responses will be accepted from individuals or groups of organisations working in partnership. However, each response should identify one lead organisation.
2. Sport England will then decide how best to put in place a Lottery grant award to develop and implement the AVA support programme from November 2016 and manage it for a period of four years. Our current preference is for a single Lottery award for the full four year period and that this will be put in place via a solicited funding application from the organisation(s) which best meet our published criteria (see paragraph 19).
3. The successful organisation(s) will be identified through a two stage process (also see table at paragraph 14):

**Stage 1**

Organisation(s) are invited to submit an expression of interest. Submissions will be assessed against the published criteria (see paragraph 19). Organisation(s) may be invited to present their proposals to an assessment panel. The panel will make a further assessment against the published criteria.

**Stage 2**

The organisation(s) moving to this stage will be invited by Sport England to work up and submit a solicited Lottery funding application. The application will be determined by Sport England and will be subject to a strict assessment of value for money and the demonstration of need.

1. No information contained in this document, or in any communication made between Sport England and any potential deliverer in connection with this call for expressions of interest, shall be relied upon as constituting a grant award, agreement or representation that any grant award shall be offered in accordance with this document. Sport England reserves the right to change or terminate the process at any time. Under no circumstances shall Sport England incur any liability in respect of this call for expressions of interest or any supporting documentation.
2. Direct or indirect canvassing of any Sport England personnel by any potential deliverer concerning this call for expressions of interest, or any attempt to procure information from any Sport England employee concerning this call for expressions of interest, may result in the disqualification of the potential deliverer from consideration.
3. Sport England will not reimburse any costs incurred by potential deliverers in connection with preparation and submission of their responses.

**Background Information on AVA support programme**

1. Since 2012, athletes receiving Lottery funding via UK Sport have been required to commit to volunteering up to five days a year. This has been successful with good numbers of athlete completing their volunteer appearances successfully. **We want to maximise the quality and quantity of athlete volunteer appearances which includes Olympic and Paralympic Athletes.**
2. While many athletes will complete their volunteering commitment with no additional support, we know that many require support. Specifically this is to tackle two key **challenges**:
   1. Many athletes are not experienced in completing volunteering and lack confidence; and
   2. Athletes have very busy and demanding schedules and can find it difficult to find appropriate opportunities and accommodate these efficiently in their life.
3. In order to **solve these challenges**, the support programme will need to:
   1. Develop and implement a training programme to equip athletes with confidence and competence to complete quality volunteer appearances;
   2. Introducing a mentoring scheme for those new to volunteering; and
   3. Provide sign-posting to volunteer opportunities and logistical support for athletes.
4. The following high level information provides additional context on the three areas. It is intended to be indicative detail to provide organisation(s) with understanding of the requirements. Specific details (i.e. number of training sessions delivered) will be developed and agreed with organisation(s) in solicitation to apply for Lottery award (stage two).

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| **Develop and implement a training programme to equip athletes with confidence and competence to complete quality volunteer appearances** |
| Many athletes have little or no experience of volunteering. We anticipate a programme of accessible training modules be developed that begin with a basic introduction to the programme and expectations of them. It would then extend to provide training on specific areas of interest, with athletes selecting the modules most appropriate to them. While there may be some simple generic introductory training content, it is anticipated that the majority will be specific training to meet the needs of different athletes. This training will support them to meaningfully engage with specific audience/s (for example, children in schools, disengaged young people, inactive adults, etc).  We know that in order for training to work it needs to be taken to the athletes. Their schedules are pressurised and many are unable to fit in enough time to travel to regional/national venues to attend training. It is anticipated that training provision will be demand based and delivered to small groups at appropriate local venues to ensure athletes can fit this in to their training and competition commitments. |
| **Introducing a mentoring scheme for those new to volunteering** |
| We know that mentoring is a valuable support element that will provide athletes with confidence and informal coaching for their volunteering. We anticipate a small team of experienced athlete volunteers (likely retired from competition), to be available to mentor where this is needed. |
| **Provide sign-posting to volunteer opportunities and logistical support for athletes** |
| It is clear that, while it is not always required, athletes welcome sign-posting to deployment opportunities and logistical support for deployment.  It is anticipated that a range of Sport England programmes and partners will be the core of the deployment opportunities presented to athletes, with a focus on those which meet the skills and interests of individual athletes, and those that are local and convenient. |

1. The programme will also need to include structured **monitoring and evaluation**, across the four years. This will need to do two things:
   1. Assess how effective the programme is at solving the challenges (ref: para 8-9); and
   2. Understand how the athlete volunteer appearances contribute to the five outcomes for sport set out in the Government strategy[[1]](#footnote-1) (physical wellbeing, mental wellbeing, individual development, social and community development, and economic development).
2. It is anticipated that organisation(s) may need to collaborate in order to deliver both the three support elements *and* the monitoring and evaluation. For example, a separate organisation may be included to conduct the monitoring and evaluation.

**Budget Guide**

1. The value of the Lottery award will be subject to a strict assessment of value for money and the demonstration of need. To help organisation(s) formulate their proposals, we envisage that the cost of delivering AVA support programme will be a maximum of £1,000,000 for the four years (c£250k PA). This cost would be the anticipated *total cost* of the programme. The delivery agent(s) costs would need to be within this total cost and not separate.
2. It is anticipated that the monitoring and evaluation element of the programme will need in the region of 20% of total budget in order to be completed to the level required.

**Timeline/Completion Instructions**

1. The following tables set out the timeline for the decision making process.

**Stage 1**

|  |  |
| --- | --- |
| W/c Monday 19 September | **Expressions of Interest Prospectus Published** |
| Tuesday 18 October (3pm) | **Deadline for submitting Expressions of Interest**   * Organisations will have four weeks to complete their submissions. |
| Friday 4 November | **Presentations to Assessment Panel**   * Where required, organisation(s) *may* be invited to an assessment panel. * If required to present, organisation(s) will be informed by 17:00 on Thursday 27 October. * It is envisaged that organisation(s) will make a 20 minute presentation on their proposals followed by up to 40 minutes discussion. |
| Monday 7 November | **Notification of Stage One Results**   * Unsuccessful organisation(s) notified * Invitation to submit a solicited Lottery application issued to successful organisation(s) |

**Stage 2**

|  |  |
| --- | --- |
| Monday 7 – Friday 25 November | **The organisation(s) work up Solicited Lottery Application**   * The organisation(s) will have three weeks to work up their detailed Lottery application(s) * Sport England can provide support during this period, but there will be a separation of functions between those advising the organisation(s) and those assessing the application. |
| Friday 25 November | **Deadline for submitting Solicited Lottery Application to Sport England** |
| Friday 16 December 2016 | **Notification of Outcome** |

1. Expressions of interest must be submitted on the response form attached at **appendix 1**. The form must be submitted by email to Will Parker by no later than 15:00 (3 pm) on Tuesday 18 October 2016. Will’s email address is [will.parker@sportengland.org](mailto:will.parker@sportengland.org) . Any submission made after this time will not be considered.
2. Failure to: provide the required information; make a satisfactory response to any question; or supply documentation referred to in responses within the specified timescale, may mean that potential organisation(s) are disqualified from the assessment process.
3. In the event that none of the responses are deemed satisfactory, Sport England reserves the right to re-advertise.
4. Potential deliverers must be explicit and comprehensive in their responses to this call for expressions of interest as this will be the single source of information on which responses will be assessed. Potential deliverers are advised neither to make any assumptions about their past relationships with Sport England nor to assume that such prior business relationships will be taken into account in the evaluation procedure.

**Assessment Criteria**

1. Sport England intends to judge the expressions of interest against the following criteria:
   1. the organisation(s) track record in developing positive partnerships with elite athletes and their support structures (i.e. coaches, team managers, etc);
   2. the organisation(s) track record in developing and implementing training programme(s);
   3. the organisation(s) track record in developing and implementing mentoring scheme(s);
   4. the organisation(s) track record in providing thorough and robust logistical support for deployment(s);
   5. the organisation(s) ability to demonstrate robust budgetary procedures, exceptional value for money and experience in managing programmes with high levels of public funding;
   6. the organisation(s) experience in completing successful monitoring and evaluation of programmes, to include outcome focussed research; and

**Additional Information**

1. Sport England expressly reserves the right to require potential delivers to provide additional information supplementing or clarifying any of the information provided in their response to this call for expressions of interest. Sport England may seek independent financial and market advice to validate information declared, or to assist in the evaluation.

**Sport England contact point**

1. Sport England’s named contact point is Will Parker who should only be contacted via email ([will.parker@sportengland.org](mailto:will.parker@sportengland.org)).

**Queries about this call for expressions of interest**

1. All requests for clarification or further information should be addressed to Sport England’s named contact point (Will Parker) via the above email address, to be received no later than Tuesday 11 October, to allow time for appropriate response ahead of the submission deadline. No approach of any kind in connection with this call for expressions of interest should be made to any other person within, or associated with, Sport England or via any other medium than the above email contact address.

**Single point of contact**

1. Organisation(s) are asked to include a single point of contact for their response. Sport England will not be responsible for contacting the potential deliverers through any route other than the nominated contact. Organisation(s) must therefore undertake to notify any changes relating to the contact promptly.

**Freedom of Information**

1. In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the ‘FoIA’), all information submitted to Sport England may be disclosed in response to a request made pursuant to the FoIA. In respect of any information submitted by a potential deliverer that it considers being commercially sensitive the potential deliverer should:
   1. clearly identify such information as commercially sensitive;
   2. explain the potential implications of disclosure of such information; and
   3. provide an estimate of the period of time during which the potential deliverer believes that such information will remain commercially sensitive.
2. Where a potential deliverer identifies information as commercially sensitive, Sport England will endeavour to maintain confidentiality. Potential deliverers should note, however, that, even where information is identified as commercially sensitive, Sport England might be required to disclose such information in accordance with the FoIA. Accordingly, Sport England cannot guarantee that any information marked ‘commercially sensitive’ will not be disclosed.

**Sport England**

16 September 2016

**Appendix 1 – Response Form**

**ATHLETE VOLUNTEER APPEARANCE SUPPORT PROGRAMME delivery Agent**

This call for expressions of interest has been issued by Sport England to gage interest from organisations interested in developing and implementing The Athlete Volunteer Appearance support programme (AVA).

Please answer every question then return this form by email to Will Parker ([will.parker@sportengland.org](mailto:will.parker@sportengland.org)) by no later than 15:00 (3 pm) on Tuesday 18 October 2016.

When completing the table below please only complete the clear cells and not those shaded. Please completed as fully as possible, where an answer is not applicable please state this clearly.

## Part A: Organisation and Contact Details

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| **Organisation Details** | | | |
| Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted) | |  | |
| Registered office address (complete box below) | | Company or charity registration number |  |
|  | | VAT registration number |  |
| Name of immediate parent company |  |
| Name of ultimate parent company |  |
| Type of organisation | | i) A public limited co.  ii) A limited company  iii) A limited liability partnership  iii) Other partnership  iv) Sole trader  v) Other (please specify) | Yes / No |
| Yes / No |
| Yes / No |
| Yes / No |
| Yes / No |
| Yes / No |
| **Contact details** | | | | | |
| Contact details for enquiries about this expression of interest | | | | | |
| Name | |  | | | |
| Address | |  | | | |
| Post Code | |  | | | |
| Country | |  | | | |
| Phone | |  | | | |
| Mobile | |  | | | |
| Email | |  | | | |

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| Consortia and Sub-Contracting | 1. Your organisation is bidding to provide the services required itself 2. Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services 3. The Potential Provider is a consortium | Yes / No |
| Yes / No |
| Yes / No |
| If your answer is (b) or (c) please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement. | | |

## Part B - Economic and Financial Standing

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|  | **FINANCIAL INFORMATION** | | | | |
|  | Please indicate which of the following you would be willing to provide:-  **(Please indicate which one by placing an ’X’ the relevant box below)** | | | | |
| A copy of your audited accounts for the most recent two years | | |  | |
| A statement of your turnover, profit & loss account and cash flow for the most recent year of trading | | |  | |
| A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position | | |  | |
| Alternative means of demonstrating financial status if trading for less than a year | | |  | |
|  |  |  |  |  | |
|  | **INSURANCE** | | | | |
| 2.1 | Employer’s liability insurance is a legal requirement (except for businesses employing only the owner / close family members) and this should be at least £5 million. Please confirm that you have this in place. | | | | Yes/No |

## Part C - Questions

Please answer all of the questions below as completely as possible. Clear cells have been left for you to add you answer, please extend these boxes as much as required. You may wish to complete these on a separate document and attached that to your application.

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|  | **CRITERIA / QUESTIONS** |
| 3.1 | Tell us about the team (organisation(s) and lead/key individuals) you propose will work on the AVA support programme |
|  |  |
|  | Explain your experience working with elite athletes and their support structures (i.e. coaches, team managers, etc) |
|  |  |
|  | Explain your experience developing and implementing training programme(s) |
|  |  |
|  | Explain your experience developing and implementing mentoring scheme(s) |
|  |
| Explain your experience in providing logistical support for deployment(s) |
|  |  |
|  | Explain your experience managing high levels of public funding *and* how you work to ensure best value for money |
|  |  |
|  | Explain your experience of monitoring and evaluating programmes *and* your experience conducting outcome focussed research |
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## Part D – Declaration and Signature

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|  | I declare that to the best of my knowledge the answers submitted in this response form are correct. I understand that the information will be used in the process to assess my organisation’s suitability and I am signing on behalf of my organisation. I understand that Sport England may reject this response if there is a failure to answer all relevant questions fully or if I provide false/misleading information. | |
| **DECLARATION FORM COMPLETED BY** | |
| 4.1 | Name and Position: |  |
| 4.2 | Date: |  |
| 4.3 | Signature: |  |

1. https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/486622/Sporting\_Future\_ACCESSIBLE.pdf [↑](#footnote-ref-1)