**Tender document for development and assessment of**

**Diversity Action Plans (DAPs)**

**Introduction**

Applications of Interest are invited from formally constituted organisations to produce a guidance document to support funded bodies to address the diversity requirements in “A Code for Sports Governance” (Code).

**Background**

Sport England and UK Sport have recently launched A Code for Sports Governance.

All organisations funded at ‘Tier 3’ level by Sport England and UK Sport must comply with the Code by 31 October 2017. A copy of the Code is available at <https://www.sportengland.org/news-and-features/news/2016/october/31/new-code-for-sports-governance/>

A major new element of the Code is the requirement for funded organisations to take appropriate actions to support greater diversity on their boards. Requirements 2.1 to 2.3 (see pages 42-43 of the Code) give further details.

In fulfilment of these requirements, UK Sport and Sport England are asking funded organisations to produce Diversity Action Plans setting out how they will increase (or maintain) board diversity in accordance with the requirements of the Code.

Our expectation is that these Diversity Action Plans will meaningfully drive greater diversity in the boards of funded organisations. They must be in place by 31 October 2017. UK Sport and Sport England wish to give support to funded organisations to meet these requirements. We need some expert resource to help us do this.

**Essential Deliverables:**

* Central practical guidance on writing a Diversity Action Plan which addresses the requirements of the Code. Content could include:
  + What are the key issues?
  + What are the challenges?
  + What resources does the organisation already have in place?
  + What actions does it need to take?
  + Who needs to be involved?
* Produce a template of a Diversity Action Plan that helps funded bodies to identify actions they need to take in respect of the diversity requirements of the Code. The design of the template needs to link, where appropriate, to the organisation’s Governance Action Plan (which sets out a full analysis of where it does and does not comply with the 58 Requirements of Tier 3 of the Code, and the actions it needs to take in order to achieve compliance).
* To provide the first element of moderation for all the Diversity Action Plans

Possible Further Deliverables:

* Provide a minimum of two hours personalised advice/guidance to each Tier 3 partner in the development of their Diversity Action Plans.

Note: Sport England and UK Sport do not yet know what the likely demand for this will be.

**Cost**

There is a maximum budget available of £30,000 from Lottery and Exchequer funding available starting Mid-June 2017.

**Timescales**

Interested parties are invited to apply to deliver the prospectus, template, personalised partner advice/guidance and moderation by 12 noon on the 19 June 2017. The following timescales and processes apply:

Production and submission of EOIs 19 June 2017 (by 12 noon)

Interviews 22 June 2017

Contract awarded 23 June 2017

Development of guidance document and template 17 July 2017

Launch of guidance document/DAP template 21 July 2017

Personalised advice/guidance to partners 24 July to 15 September 2017

First element of DAP moderation 4 September to 11 October 2017

**Evaluation of Expressions of Interest**

The following criteria and weighting will be used to assess the Expressions of Interest

Value for Money 15%

Quality of proposed approach, including the approach to engaging

with the subject matter and production of deliverables 60%

Relevant skills, experience and track record of delivery 15%

Suppliers understanding of the requirement 10%

Please send your applications to Cathy Hughes on [cathy.hughes@sportengland.org](mailto:cathy.hughes@sportengland.org) and Asantewaa Brenya on [asantewaa.brenya@uksport.gov.uk](mailto:asantewaa.brenya@uksport.gov.uk) by the date and time above.

If you have any questions, please contact Cathy or Asantewaa.