

TERMS OF REFERENCE

Production of on-line sport for development, fitness and physical activity resources in response to COVID - 19

Project Location: Remote

Amount: Maximum of GBP 5000.00 per resource package

Overview

The Commonwealth Secretariat is seeking to commission the development of online and web-based resources to support remote delivery of sport for development and physical activity programming in response to the novel coronavirus (COVID-19) pandemic. Up to five (5) providers will be contracted to develop resource packages.

Resources developed through this initiative should enhance and add value to current web-based offerings, in particular so they better reflect the cultural and language diversity of the Commonwealth. The methodology and programme logic used as the basis for resources should be evidence-based and deliver against identified SDG targets. Any resources produced should be relevant for government agencies and national-level organisations to disseminate in support of national policy priorities. Resources produced must adequately consider online safeguarding and child protection issues, be open source, meet web accessibility requirements and include an adapted version for contexts with low Wi-Fi bandwidths.

Background

The Commonwealth is a voluntary association of 54 independent sovereign states, which cooperate in the common interests of their citizens, to further international understanding, development and democracy. The Commonwealth's membership has great diversity of economic strength, geography and ethnicity, combined with a common heritage of values, language, institutions and democratic traditions. The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for progressing and achieving the shared goals of the association's member governments in advancing democracy, development and respect for diversity.

The Commonwealth Secretariat has been mandated to assist member countries to enhance the positive contribution that sport can make to sustainable development, health and building peaceful and just societies (Commonwealth Secretariat Strategic Plan 2017/18 - 2020/21). The Commonwealth's work in this area focuses on strengthening national and international policies, including their alignment to the 2030 Agenda for Sustainable Development and SDGs, building the capacity of national institutions, policy stakeholders and officials and improving monitoring and evaluation of the contribution of sport to non-sport development objectives. To do this the Commonwealth Secretariat delivers targeted technical assistance projects, produces guidelines, toolkits and other technical resources for member countries, and, organises related capacity, training, events and high-level meetings.

The Commonwealth Secretariat's SDP work directly contributes to the organisation's objective to ensure people

of the Commonwealth fulfil their potential with dignity and equality in a healthy environment. The work has a strong focus on engaging and empowering young people to meaningfully participate in political and development processes. Young people constitute more than 60% of the population of the Commonwealth, and the wellbeing and development of this 1.2 billion youth cohort is essential to the success of the Commonwealth and its 54 member states.

Sport and Physical Activity and the Coronavirus (COVID-19) Pandemic

The coronavirus (COVID-19) pandemic is a global health and societal emergency that requires a coordinated response from all areas of society, including the sport and physical activity sector.

Sport programming and activity often involves close contact between participants, coaches and activity leaders and spectators. This risks spreading COVID-19. To avoid this and support the critical public health response, affected countries are putting restrictions on professional and community sports and fitness activities, including sport for development programming, and temporally shutting down or repurposing sporting facilities.

Many high profile sport organisations and athletes have been mobilised to help communicate key public health message and promote social distancing measures required to contain the spread of COVID-19 and reduce the pressures on health systems. A number of sport and fitness organisations are also promoting the importance of exercising during this period due to the health and wellbeing benefits of staying physically active. Many organisations have developed or promoted home exercise programmes.

The necessary decision to suspend sporting activities has also threatened the sustainability and financial viability of many sport organisations, sport for development programmes and sport and fitness businesses. Many people working in the field have had their livelihoods affected, including athletes and community sport volunteers dependent on stipends and allowances.

In many communities the impact of sport and physical activity extends beyond preventative health and income generation. Community sport clubs and sport for development programmes provide social support structures and mentoring opportunities, help people develop important life skills and promote community interaction, including for individuals from vulnerable or marginalised groups. Most of these clubs and programmes rely on face-to-face and group activities that are unable to continue while social distancing measures are in place. Meaning in many communities the support structures and social development outcomes provided through community sport and sport for development programmes are not being delivered.

Commonwealth Coronavirus Response Centre

The Commonwealth Secretariat has established an online Coronavirus Response Centre to provide information to assist in combating the pandemic. As part of the Commonwealth Secretariat's Commonwealth Moves initiative a dedicated section on sport, exercise and physical activity has been included in the Response Centre. This section is to help the sport and physical activity sector respond to the pandemic, support the rebuild process and strengthen capacity to respond to future pandemics and emergencies.

The sport and physical activity section of the Response Centre primarily draws on existing resources and guidance from across Commonwealth member countries. The majority of these resources focus on exercise and physical activity and have been developed in, and target, a small number of countries and cultural contexts.

While a number of 'online' sport for development resources are currently available, they are primarily based on methodology that is not suitable to be delivered while social distancing measures are in place. Typically, they rely on group delivery or in person social interaction.

Purpose of the Assignment

The primary purpose of the assignment is to develop an online and web based resource to support the remote and virtual delivery of sport for development and/or physical activity programming in response to the coronavirus (COVID-19) pandemic.

It is not envisaged that resources developed will encompass new programming or methodology; instead it should focus on the adaption of existing good practice to enable online and remote delivery. It is envisaged the production of these resources will help transition best in class sport for development programmes or physical activity providers to remote or online delivery modes. Up to six providers will be commissioned. If any specific sport or fitness equipment or IT software / hardware is required to use the resource produced this should be clearly outlined in the proposal.

Resources produced should be open source, accessible and include an adapted version for contexts with low Wi-Fi bandwidths. The resource should be able to be utilised without additional or ongoing human resource inputs. The main devices that will be used to access the resources will be desktop, laptops, tablets and smart mobile phones so we require excellent adaptive and responsive design delivery. It is also important that the resource is relevant in contexts with low bandwidths.

The content of each resource developed should address the following requirements.

- **Diversify online resources**

The Commonwealth's membership has great diversity of economic strength, geography and ethnicity, combined with a common heritage of values, language, institutions and democratic traditions. Resources developed through this initiative should contribute to extending the body of online sport for development and physical activity resources to better reflect the cultural diversity of the Commonwealth. Outlining how the proposed resources will help diversify this online offering should be clearly outlined in the proposal.

- **Promote evidence-based approaches**

The methodology and activities used as the basis for resources should be evidence-based and draw on existing good practice. Proposal should provide detail of the evidence base for the methodology proposed, underpinning theories of change and programme logic as well as evidence of impact or results achieved. In describing the theory of change and outcomes delivered, attention should be paid to describing the impact that has been (or is envisaged will be) delivered in implementing the underpinning methodology in relation to:

- *Behaviour or attitude change*: Has the delivery of the underpinning methodology helped people make behavioural changes that can improve the person's life or life choices OR has it challenged negative attitudes or preconceptions, enabling them to make wider, different or more informed choices?
- *Skills or personal effectiveness*: Has the delivery of the underpinning methodology helped people develop new, or improve existing, skills to enable them to develop academically, in the work place and socially?

- *Quality of life or well-being:* Has the delivery of the underpinning methodology helped people be healthier, happier or more comfortable (e.g. through improved emotional, social or physical well-being, or enhanced employment opportunities)?

- **Enhance accessibility and inclusion**

All resources developed through this initiative should promote equality and inclusion. Proposals should clearly outline how these values and fundamental rights will be addressed in the final products. The resources developed should meet international web accessibility guidelines or equivalent (e.g. Web Content Accessibility Guidelines 2.0).

- **Safeguard and protect users**

The online environment can be a positive space for users, including children and vulnerable groups. However, there are also specific risks and opportunities for harm that need to be considered in developing online. Proposals should address how online safeguarding and child protection considerations will be addressed.

- **Scale contributions to the SDGs and national development priorities**

A key focus for the Commonwealth Secretariat's work is to enhance and scale the contribution of sport to national development priorities and targeted SDGs. As such resources developed should help deliver on national or regional policy priorities and specific SDG targets. This alignment should be clearly articulated in proposals. Resources developed should also be relevant for government agencies and national-level organisations to disseminate to enable scaled uptake and impact.

Scope of services and deliverables

To fulfil this assignment, the provider will be required to deliver the following:

1. Online multimedia resource

Online resource package that supports remote and virtual delivery of sport for development or physical activity programming. The resource package should either:

- Support organisations and activity providers to deliver remote and online programming; and/or,
- Enable people or small groups to take part programme or activity directly.

The minimum duration of the 'activity' the resource supports should be a minimum of six (6) hours. The duration of specific sessions will depend on the programme methodology. Please note it is envisaged that resource packages will combine text, visuals, animations and existing or new videos (i.e. proposals that focus solely on six hours of video content will not be considered). Filming any new video content should strictly follow government advice.

The final deliverable should be in a format that enables direct uploading to the sport and physical activity section of the Commonwealth Coronavirus Response Centre. The format that files will be delivered in must be specified in the experience of interest.

2. Summary and overview of the resource

Summary text introducing the resource in a format suitable for online platforms and resource libraries.

At least 3 x 1 minute preview videos and/or visual overviews to support social media promotion.

Detailed overview of the resource, detail on the underpinning theory of change/programme logic and outline of the evidence base for the core and methodology.

Timeframe

Date	Task/Deliverable
22 May 2020	<ul style="list-style-type: none"> Closing date for submission of proposals
29 May 2020	<ul style="list-style-type: none"> Awarding of contracts
19 June 2020	<ul style="list-style-type: none"> Draft version of resource delivered
30 June 2020	<ul style="list-style-type: none"> Final version of resource delivered

Terms and Conditions and Implementation Arrangements

The Terms and Conditions for this assignment are included as an annex to this document.

The total fee quoted in proposals should include any tax payable by the consultant. The Commonwealth Secretariat will not be responsible for any tax payable by its consultants.

Qualification and Skill Requirements

Expertise and experience:

- Applied experience in the delivery of Sport for Development and Peace and/or fitness and physical activity programmes across multiple sites and to diverse user groups.
- Production of engaging and accessible multi-media education resources.
- Aligning programme design to national policy priorities and the global Sustainable Development Goals
- Working as delivery partner or in an advisory capacity with governments and public authorities.

Applicants should be able to demonstrate:

- A successful track record delivering impactful Sport for Development and Peace programmes and/or inclusive physical activity programmes in diverse communities.
- Specific knowledge, experience and applied understanding of:
 - effective curriculum and pedagogy for sport and physical activity programme delivery.
 - inclusive programme design and delivery;
 - modifying programme delivery to engage diverse user groups;
 - online safeguarding and protection guidelines; and,
 - applying monitoring and evaluation data in curriculum design and programme delivery.
- Capability to develop engaging multimedia resources suitable for web-based and online dissemination.
- Strong design and publication skills.

- High level written communication; and,
- Substantial applied experience delivering programmes in Commonwealth developing countries.

Expressions of Interest

Expression of interest to undertake this assignment should include the following information:

Part 1 - Resource Design

The resource design section should provide the following information (a maximum of 1250 words)

- Name of the proposed resource that will be produced
- Information of the programme / activity methodology that will be converted into an online delivery format.
- Describe how you would go about the development of the resource and ensure its successful delivery.
- Detail on how the proposed resource will:
 - i. Diversify online sport for development and physical activity resources
 - ii. Promote evidence-based approaches
 - iii. Enhance accessibility and inclusion
 - iv. Meet online safeguarding and protection guidelines
 - v. Help scale the contribution of sport for development and physical activity to the SDGs and national development priorities

Part 2 - Budget

The total fee quoted in proposals should include all design, production and publishing costs as well as any tax payable. The day rate for all personnel involved in delivering the assignment should be stated.

Budgets should not exceed GBP £5000. The Commonwealth Secretariat will not be responsible for any tax payable by service providers.

Part 3 - Suitability

Suitability statements should provide the following information on the applying organisation (a maximum of 750 words)

- 3.1 Experience delivering sport for development or physical activity programming
- 3.2 Example(s) of previous work that demonstrates capability to complete the assignment (Detailed response by inserting URLs.).
- 3.3 For individuals: a detailed CV outlining their educational qualifications and professional achievements as well as a list of relevant publications and reports produced (including links)

For organisations and institutions: a prospectus outlining their relevant experience and achievements, relevant publications (including links) together with the CVs of experts who would work on the assignment.

Selection Criteria

The following selection criteria will be used to assess proposals:

- Demonstrated experience and expertise.
- Effectiveness of proposed resource development methodology
- Level to which the proposal demonstrates capability to develop resources that will:
 - ❖ Diversify online sport for development and physical activity resources
 - ❖ Promote evidence-based approaches
 - ❖ Enhance accessibility and inclusion
 - ❖ Meet online safeguarding and protection guidelines
 - ❖ Help scale the contribution of sport for development and physical activity to the SDGs and national development priorities
- Demonstrated impact delivering sport for development or physical activity programming in Commonwealth developing countries aligned to government policy priorities and/or the SDGs.
- Evidence of capability to produce the final product/resource that meets the technical requirements of the assignment