



Scottish Fencing
Caledonia House
1 Redheughs Rigg
Edinburgh
EH12 9DQ

Dear Sir/Madam,

INVITATION TO TENDER FOR: Scottish Fencing Performance Consultant
Tender Ref: 2022/01/PERF

You are invited by Scottish Fencing to quote for the provision of services detailed in the attached brief documentation. Your tender must be returned to clare.queen@scottish-fencing.com by 17.00 hours on 3rd February 2022. It is the responsibility of all suppliers to ensure that their tender response is received no later than the appointed time. Scottish Fencing will not consider tenders received after that time.

Scottish Fencing is not bound to accept any tender and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately, and the VAT registration number given.

The tender will be evaluated using the following criteria and weightings:

Evaluation Criteria	Weighting
Evidence of influencing Culture & Performance behaviours in an individual or team setting towards a fixed event/goal	15%
Evidence of utilising Individual/Team Performance Plans to improve performance towards a fixed event/goal	30%
Evidence of System building for elite/emerging athletes	20%
Evidence of continual improvement and a "Growth Mindset"	15%
Mentoring & Support of a coaching group to improve team performance	10%
The quality of the CV(s) provided.	10%

By providing us with a tender you agree to be bound by Scottish Fencing's Terms and Conditions for Services which will apply to any contract awarded to you after you have provided us with the tender.

All material and Intellectual Property produced during the lifetime of the project will remain the sole property of Scottish Fencing when the project is concluded.

Enquiries regarding this Invitation to Tender should be addressed to Clare Queen
clare.queen@scottish-fencing.com

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Clare Queen', written in a cursive style.

Clare Queen
Head of Pathways and Community Change

Brief Document

INVITATION TO Tender FOR “Design and delivery of a Commonwealth Championship Training Programme, contributing to the development of the future Scottish Fencing Performance and Emerging Athlete Programme”

Tender Ref: 2022/01/PERF

Introduction

Design and build of the Scottish Fencing Commonwealth Fencing Championship Training Programme taking place in London from the 9 – 20th August 2022. At the end of the event conduct a lessons learnt activity and use the information to inform the development of a future Performance & Emerging Athlete Programme.

Working with Scottish Fencing CEO, Performance Director, Head of Pathways and Community Change (HOPCC) and Operations Manager (OM) as stipulated.

Background

The Commonwealth Championships 2022, encompasses, Open, Veteran, Wheelchair, Junior and Cadet championships.

We anticipate taking between 75 and 100 competitors to the event and wish to create a strong, well-prepared team with shared vision and values able to deliver to their potential.

We expect to recruit a team of volunteer lead weapon coaches to support the team events and would expect them to be part of the pre-event training sessions, learning and developing their capability across the training programme and event. Along with Team Managers and Welfare Officer.

We see the Commonwealth Training programme providing a launch pad for a future Performance & Emerging Athlete Programme, thus a lessons learnt activity after the Commonwealth Championships is a key part of this consultancy project.

We have a budget of £10,000 (£9000 plus £1000 for expenses) inclusive of VAT for this project and anticipate the project taking 45-55 days to deliver.

Objectives

b. Scope of Requirement

1. Design a Training programme to run over 3 months in May/June /July 2022, to support the preparation for Cadet, Junior, Senior, Veteran, Wheelchair athletes and Weapon Coaches to achieve individual and team success for Scottish Fencing
2. Work with Athletes and Coaches to ensure that each athlete who requires it has a comprehensive plan for their development based around appropriate performance behaviours
3. Provide a document that details the training programme across the three weekends, detailing the key themes to be covered, how it builds to previous sessions and the expected benefits to the team
4. Contribute to the recruitment of Volunteer Lead Weapon Coaches
5. Support the team of Lead Weapon Coaches, enhancing their skills as team coaches
6. Attend 4 days of the Commonwealth Fencing Championships, to assess the outcome of the training programme, support the Lead Weapon Coaches and athletes
7. Track and monitor the preparation and performance of the athletes within the teams/squad, reporting to SF three times across the training plan
8. Provide information/advice to selection committee when required
9. Run a lessons learnt session after the Commonwealths to review the training programme
10. Prepare and provide documentation for a Performance and Emerging Athlete Programme based on the Commonwealth training programme.
11. Provide an indication of where you see the days being spent within the project
12. Report progress, concerns, changes to plan to HOPPC and Performance, at an agreed interval of at least once per month across the project
13. Include the SF Pathway programme values within the training programme embedding these values within the performance system alongside the Scottish Fencing Codes of Conduct
14. Comply with all legislative requirements and SF policies including but not limited to Child Protection, Health & Safety, Equality and confidentiality. Raising any issues with the SF Safeguarding Officer

b. Outputs and Milestones

- Deliver a draft design for the training programme, including concept, training modules for levels of athletes and ways of working with volunteer Lead Weapon Coaches within six weeks of the start of the contract
- Have agreed the training programme and announced dates to squad/team within 8 weeks of start of contract (Scottish Fencing will support with the logistics planning for sessions)
- Communicate relevant information and expectations to all participants two weeks prior to first training weekend
- Run three positive training events, gathering athlete and coach feedback for each session
- Report progress, concerns and changes to plan to HOPPC and Performance Director, at an agreed interval of at least once per month across the project, giving an indication of days used against forecast at each meeting
- Lessons Learnt exercise completed and report submitted by 30 September 2022

- Draft Performance and Emerging Athlete Programme document that explains the training programme detailing the reasons for the various training activities, how it builds to previous sessions and the expected benefits by mid-October
- Attendance at 4 days of the event to assess the effectiveness of the training programme and to provide advice and guidance to athletes and coaches

Selection Criteria

- High performance coach, or another role, within a national squad/team environment
- Worked with a sport governing body in a coaching or performance development role
- Managed/coached teams either at a Scottish or UK Level, to achieve high performance
- Worked with a variety of sport performance partners to improve athlete performance
- Knowledge of high-level fencing competition as athlete or coach
- Good IT skills, especially use of MS Office suite and other project management tools (e.g., Asana)
- Organised with attention to detail
- Outstanding people skills
- Achievement focus
- Commitment to collaborative working
- Effective decision making
- Leadership
- Strong communication skills

TENDER COMPLETION INFORMATION

To submit a tender for the role. Please provide the following information:

- a) A CV for each individual who will be involved in delivering the tender
- b) A written document detailing how you will deliver the tender against each item listed in the 'Scope of the Requirement' section. Using a maximum of 200 words per section.

All submissions should be sent to Scottish Fencing – clare.queen@scottish-fencing.com no later than the deadline of 17.00 hours on 3rd February 2022. Late submissions will not be accepted.

Tender Queries

If Tenderers require to ask a question which is confidential in its nature, please contact the Scottish Fencing named contact Clare Queen clare.queen@scottish-fencing.com

In the event that any Tenderer reasonably requests further information relating to the Invitation to Tender documents, such information will be sent out to all Tenderers not later than two days before the last date for receipt of Tenders.

CONTACTS

Tenderers Company details and person whom reference may be made regarding this Tender: -

Name: _____

Address: _____

Phone: _____

Email: _____

Tenderers Company details and nominated person who would manage this contract on a day to day basis: -

Name: _____

Phone: _____

Email: _____

Dated This Day: _____ **Month:** _____ **Year:** _____

Position: _____

The Scottish Fencing contact for this Tender, and to whom you should ONLY direct any confidential queries is: - Clare Queen, Email – clare.queen@scottish-fencing.com