

# INVITATION TO TENDER

British Judo Association Elite Performance Review Tender Document 2016



## Independent Review of British Judo's Olympic & Paralympic Rio Cycle (2012-2016)

### I. INTRODUCTION

- i) The British Judo Association (BJA) is seeking to appoint a consultant to undertake an independent review (The Review) of its Olympic & Paralympic (podium & podium potential) programme, including the systems, processes, culture and achievements over the last four-year cycle.
- ii) The Review will culminate in a report to include content & outcomes set out in paragraph 2.
- iii) The Review process will commence in August 2016 and culminate in October 2016.
- iv) The contract will be managed by the Independent Non-Executive Directors of the BJA's Board of Directors.
- v) The successful contractor will be expected to attend a project initiation meeting and periodic progress meetings, the schedule of which will be agreed between the successful contractor and the Independent Directors from the outset of the project.

### 2. OUTCOME

- i) The report will review and evaluate the following elements:
  - The clarity of the World Class Performance Programme's vision, mission, strategies and action plans, together with how effectively these translate into effective operational implementation
  - The effectiveness of current performance systems and operations
  - The effectiveness of the programme's leadership & management
  - The culture of the department, programme, teams and athletes
  - Clarity of roles, responsibilities and performance management
  - The effectiveness of people development/review processes and systems and how they impact upon athlete performance
  - The effectiveness of the performance pathway and talent development processes, systems and management together with alignment and integration with talent and participation programmes
  - The effectiveness of Home Country contributions towards achievement of GB programme success
  - The levels of athlete commitment to the programme
  - The quality of athlete experiences of the programme
  - The effectiveness of athlete welfare and lifestyle programmes and services
  - The role and impact of 'Athlete Personal' coaches upon athlete and programme performance and success
  - The quality of sports science and sports medicine interventions and the level of integration with coaching to optimise athlete performance
  - Anti-Doping knowledge & culture amongst staff and athletes
  - Facilities, Logistics & Technology and the extent to which they optimise athlete preparation and performance
  - The effectiveness of stakeholder engagement and relationships with key agencies and the sport at large

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- ii) The report should draw relevant and appropriate conclusions from the findings and make recommendations for the 2017-2020 cycle.

### 3. OUTPUTS

- i) The Review should be presented in the format of a written report to include the content outlined in Appendix A.
- ii) This should be submitted electronically in Word and PDF format with a table of contents and one unbound hard copy by 17<sup>th</sup> October 2016.
- iii) The report should be written in plain language, avoiding any unnecessary technical language or jargon.
- iv) The report should be complemented by a presentation to the BJA Board of Directors shortly after the submission date and following that, the Performance Team, (likely to be the same day).

### 4. SUGGESTED METHODOLOGY

- i) The Review should focus upon sourcing information from event reviews, independent reviews from UK Sport, the British Olympic Association, British Paralympic Association.
- ii) Additionally, input should be sought from other relevant stakeholders such as the British Athletes Commission, EIS staff, athletes, BJA & personal coaches, relevant BJA staff and Board members as outlined above as the main source of data.
- iii) The proposed timeline is as follows:

July 2016	Tenders Invited
July / August 2016	BJA Board appoints Independent Reviewer
July / August 2016	Independent Reviewer liaises with project leader to finalise methodology and reporting content
Late August	Immediate post-Olympic review with staff, athletes and stakeholders.
Late September / Early October	Immediate post-Paralympic review with staff, athletes and stakeholders.
October 2016	Report submitted Presentation of Report

### 5. OWNERSHIP AND PROVISION OF DATA AND OUTPUTS

- 1. Once the Review has ended, all data collected through the project will be made available to the BJA. Ownership of all the data and outputs from the research will be vested in the BJA and covered by copyright.
- 2. The contractor will be required to obtain the BJA's permission to publish or carry out other work using the information and the data collected under this contract.
- 3. All parties shall acknowledge the work of the contractor in any publication using the data or reports derived from this project.

### 6. CONFIDENTIALITY, CONSENT AND ETHICS

- i. All contractors assigned to work on the research must conduct themselves in an appropriate manner.

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- ii. A confidentiality protocol will be submitted as part of the tender by the successful contractor.
- iii. Tenderers are asked to describe their policy on confidentiality and ethics and their experience of dealing with confidential data. Tenderers are also asked to provide details of any conflicts of interest that arise in relation to this tender.

### 7. THE TENDERING PROCESS

- i) Tenders should be submitted in electronic format only to: Andrew Scoular, Email: [Andrew.scoular@britishjudo.org.uk](mailto:Andrew.scoular@britishjudo.org.uk).
- ii) Tender submissions should set out the following:
  - The proposed cost of the work involved
  - The proposed number of days to complete the work
  - The name of the consultant proposed to conduct the review, together with their qualifications and experience of conducting performance reviews
  - The added value (e.g. methodology, systems, processes) that the consultant will offer to the process and the quality of the review
  - Any variances, if any, to the specification set out in paragraph 2
  - Any exclusions from the cost quoted
  - Any previous involvement or relationships with the BJA, its staff or Board Directors
  - Confirmation that the timelines above will be met
  - The resources that are required from the BJA
- iii) The submission should be submitted by **5<sup>th</sup> August 2016**.
- iv) It is expected that a decision of the chosen party will be made within ten days to enable the work to begin as soon as possible.

### 8. TENDERING DECISIONS

- i) Tenders will be considered upon the following criteria:
  - Value for money - providing a full and detailed cost analysis of all aspects of the project including all staff costs, travel and subsistence etc. If applicable, please also provide budgets for any additional areas of work or further options that would be of benefit to the project
  - The quality of the methodology and how the results will be presented
  - Familiarity, understanding and experience of high performance sport and of previous evaluations
  - Demonstration of ability to conduct research in this area, and where relevant, provide evidence of projects that have required similar skills and abilities
  - Experience and expertise of the proposed project team, identifying key roles and responsibilities (ie Project Manager, Researcher)
  - A commitment that all data gained as a result of the project will be for the sole use of the BJA and nominated partners (e.g. BOA, BPA & UK Sport)