

# Tender - ISA

## Netherlands

*Consultancy service for coordination and implementation of a S4D project in Egypt*

---

Submission deadline: **07/04/2024**  
Questions/clarifications: [info@isa-youth.org](mailto:info@isa-youth.org)

---

Part 1: Application to tender  
Part 2: Specific requirements, specifications & required qualifications and capacities  
Part 3: Applicant Response Documents

## Part 1: Application to tender

### 1. Introduction to International Sports Alliance

#### **ISA's mission**

ISA believes that by activating the potential of the largest ever young generation, underserved communities will change. By connecting where it sparks, on the playing field. Where creativity, cooperation, talent, drive, character and self-confidence are unlocked.

ISA is an international NGO that harnesses the power of sport to generate opportunities for vulnerable young people between the ages of 12-25. We have offices in the Netherlands, Mali and Kenya, from where we manage our work in Europe, West and East Africa and the MENA region.

ISA believes that the youth in underprivileged areas already have what it takes to be the change their worlds need. Through our programmes we support them in building their skills, finding what motivates them, providing them with opportunities to put those skills into practice, and improving their mental health and wellbeing. Playing sports boosts youth participation and ultimately is the very first step towards youth leadership.

#### **We are a capacity building organisation**

Our main strategy is to work together with community coaches and sport-oriented community organisations to organise fun, safe and social sport activities for everyone to join. We work with local organisations to build their knowledge and skills on youth empowerment and their capacity to organise sustainable community sport activities. ISA trains coaches & mentors for youth empowerment, capacitates community structures to enhance youth participation and travels with youth in learning journeys to discover and hone their talents.

Because ISA helps youth discover for themselves what they are good at and what is important to them, they become game changers who continue to do what it is they believe in. Moreover, by supporting community organisations we help them create sustainable sport structures that can operate in the long-term. Focusing on long-term sustainability and long-term training means that community sports coaches and sport organisations continuously create new game changers.

Since the start of our journey in 1998, we have worked in 17 countries, strengthened more than 500 grassroots organisations and impacted 300,000 young people.

For more information on who we are and what work we undertake, please visit: <https://isa-youth.org/>

## 2. Project overview

Item	Description
<b>Description of goods/services</b>	Consultancy service for project coordination and implementation of a S4D project in Egypt
<b>Outcome of Tender</b>	Contract - the successful supplier will be awarded a 'contract' which will commit ISA to purchase the specified quantity of services as defined in the contract at the agreed rates.
<b>Duration of award</b>	14 months from the signing date of contract

### 2.1 Project context

The project in question is called 'Equal Opportunities and Social Development (EOSD) through sports project' in Egypt.

- **Objective:** The ultimate goal of the project is to foster social inclusion and create opportunities for young people through sport-based capacity-building and awareness-raising activities. It seeks to empower young individuals and promote their active participation in society.

There is a specific focus on vulnerable groups, such as young women and youth with disabilities (YwD). To achieve this the project utilises the (social and transformative) power of sports as an entry point. Where sports eventually will be used/function as a catalyst to reach, engage and empower the young people of Egypt.

- **Duration:** The project implementation period is 18 months. It started the 1st of December 2023 and will approximately end at the end of June 2025.
- **Target Groups:**
  - **Youth:** The goal is to positively impact approximately 1,500 youth over time (of which 50% are girls and young women). Where each one of them will engage in five full days of S4D activities. A notable aspect of the initiative is the implementation of sports-based activities for youth with disabilities. In addition, on top of the 1500 youth, the goal is to reach 150 youth with disabilities.
  - **Coaches and youth workers:** The capacities of approximately 50 coaches and 25 youth workers will be strengthened. This empowered cadre will become the driving force behind interventions targeting a diverse group of young people.
- **Geographical scope:** The project will operate in different regions in both Lower Egypt and Upper Egypt. The project has a primary focus on engaging plus/minus 20 youth centres (YC)

and/or community-based organisations (CBO).

- Project activities

- 75 local S4D programmes/courses for young people in a total of +/- 20 locations
  - Each programme/course consists of 5 days of activities where a group of 20 young people will participate in
- Specific programmes and activities for YwD
- Training of trainers (TOT) for coaches and youth workers
  - Basic Training (8 days): General introduction to the S4D method and specific methods on regarding inclusion, adapted physical activity and gender equality
  - Follow-up trainings (3 days) on selected methodological issues according to needs identified through the mentoring programme
- Development of a comprehensive S4D-Manual for the specific context of Egypt and the specific target groups and objectives of the EOSD project. In both English and Arabic.
- Development of an implementation manual for the ToT in both English and Arabic
- Design of a mentoring programme for the trained S4D coaches and youth workers. In addition, preparing them for their mentoring tasks (international and Egyptian experts will support Egyptian S4D-coaches through regular site visits).
- Initiation and activation of at least two regional S4D networks, involving the participating youth centres, community based organisations and other suitable Egyptian partners in Egypt.
- Realisation of at least 5 S4D-Tournaments with a total of 1,500 active participants (sports programme) and another 1,500 participants (e.g. families) in the accompanying awareness raising programme.
- Development and implementation of an accompanying project communication and awareness raising campaign
- Realisation of a S4D legacy symposium with at least 100 selected stakeholders from the youth and sports sector in Egypt

- Project partnership

The EOSD project is supported and funded by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). The project is closely aligned with the GIZ Egypt, who supports the project on the level of liaising with Egyptian stakeholders and resources.

ISA is the leading and coordinating organisation of the project. With over 20 years of experience in managing and facilitating international multi-stakeholder processes in the field of sports for development and youth empowerment.

In addition, ISA has been active in Egypt over the past 12 years.

Developing and coordinating their own programmes focusing on the development of young people of Egypt, using sports as a tool for personal and community development. More specifically these programmes focus on initiating collaborative partnerships with Egyptian grassroots organisations to sustainably co-create community structures for inclusive community sports. ISA has a strong focus on the engagement and empowerment of girls and young women.

Within the project we are looking for an organisation who joins the partnership as an operational partner.

### 3. Award criteria

ISA is committed to running a fair and transparent tender process and ensuring that all applicants are treated and assessed equally during this tender process.

Applicants responses will be evaluated against four weighted categories of criteria:

1. Essential criteria: Criteria which applicants must meet in order to progress to the next round of evaluation. If an applicant does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.
2. Capability criteria (65%): Criteria used to evaluate the quality of the proposal and required qualifications and capacities of the applicant.
3. Sustainability criteria (20%): Criteria used to evaluate the quality of the plans for ensuring the sustainability of the project and the extent the project is designed in an eco-friendly way.
4. Commercial criteria (15%): Criteria used to evaluate the cost efficiency of the proposal and commercial competitiveness.

The application of these criteria is clarified in Appendix 1, paragraph 4: Evaluation criteria.

### 4. Vetting

ISA reserves the right to vet the successful applicant.

The vetting of the applicant will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the applicant throughout the tender process is proved to be incorrect during the vetting process (or at any other point), ISA may withdraw their award decision.

## 5. Application instructions & process

### 5.1 Timescales

<b>Activity</b>	<b>Date</b>
Publish tender	18/03/2024
Deadline for questions from applicants	29/03/2024
Deadline for submission	07/04/2024
Clarification & assessing applications	11/04/2024
Award contract	14/04/2024

The above dates are for indicative purposes only and are subject to change.

### 5.2 Submission of tender responses

Applicants wishing to submit a proposal must use the Applicant Response Documents in Part 3 of this document. Any applications received using different formats, or incomplete applications, will not be accepted.

Applications can be submitted by electronic submission via Email. Please follow the instructions described below:

- Email should be addressed to ISA at [info@isa-youth.org](mailto:info@isa-youth.org)
- The subject of the email should be 'TENDER CONSULTANCY SERVICE FOR COORDINATION AND IMPLEMENTATION OF A S4D PROJECT IN EGYPT- 'applicant name' - 'date of submission'
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Applicants are required to submit a tender response in English in accordance with the requirements of this Invitation to tender

### 5.3 Closing date for submissions

Your application must be received, no later than **07/04/2024**.

Applications must remain valid and open for consideration for a period of no less than 30 days.

NO TENDER RESPONSES RECEIVED AFTER THE DEADLINE BY ISA AT AN ADDRESS OTHER THAN THAT SET OUT ABOVE WILL BE EXCLUDED FROM THIS TENDER PROCESS.

#### 5.4 Consideration of Tender Responses and Notification of Result

ISA will consider all tender responses received by ISA in compliance with the requirements detailed in this Invitation to Tender. The award of the contract will be based on ISA's assessment of the tender response in accordance with the criteria set out in Annex 1, paragraph 4: evaluation criteria. All applicants who submitted a tender response will be notified of the outcome of ISA's evaluation by email.

#### 5.5 Contract award

The applicant whose tender response has been successful will be required to enter into an agreement with ISA. No contract will be formed unless and until ISA executes the agreement. No oral or written acceptance of any tender or notification that an applicant has been successful will constitute a contract.

#### 5.6 Clarification of Tender Responses

ISA may require applicants to provide further information and/or clarification of any matters contained in their tender responses.

#### 5.7 Request for further information

All questions relating to the tender should be sent via email to: [info@isa-youth.org](mailto:info@isa-youth.org)

Please be advised local working hours are 09:00 – 17:00 CET. Please allow up to 2 days for a response.

Applicants are encouraged to identify any further information and/or guidance that they may require in connection with this tender process as early as possible. The deadline for submission of requests for further information and/or guidance is 29/03/2024 . Any requests received after this deadline will not be considered. ISA will endeavour to deal promptly with all requests received before this deadline.

In the interests of fairness and transparency please note that all requests for further information and/or guidance in respect of this tender process and ISA's responses to such requests will be disclosed to all applicants. Such disclosures will be made by posting such responses on the ISA website at [www.isa-youth.org](http://www.isa-youth.org)

If applicants consider any request for further information and/or guidance which they make to be commercially sensitive, they must clearly mark the request as “commercially sensitive” and supply the reasons why they consider it to be commercially sensitive. Please note, however, that ISA will determine, in its sole discretion, whether it considers any such request to be commercially sensitive.

If ISA determines that a request is commercially sensitive, ISA will not disclose the request or its response to such request to other applicants. If ISA determines that a request is not commercially

sensitive it will inform the applicant. If the applicant agrees that the request is not commercially sensitive, ISA will respond to the request and will be entitled to disclose the request and its response thereto to all applicants. If the applicant does not agree that the request is not commercially sensitive or does not inform ISA whether or not it so agrees within a period of one working day, the request shall be deemed to be withdrawn and ISA will not respond to it.

## 6. Legal notes

### 6.1 No Obligation to Offer the Contract

Nothing contained in this Invitation to Tender nor any communication between ISA and an applicant regarding the tendering process or the tender response shall constitute a contract for the provision of any service covered by this tender process nor a warranty or a representation that any contract will or may be awarded.

ISA reserves the right to withdraw from and/or abandon and/or defer this tender process at any time, not to award any contract as a result of this tender process, to supplement, revise and/or clarify the terms and conditions of this Invitation to Tender and/or to require applicants to clarify their tender responses and/or to provide additional information in relation thereto

## Part 2: Specific requirements, specifications & required qualifications and capacities

### 1. Specific requirements

Overview for requested services given below. The given price for the requested services should include VAT and other service-related costs. ISA will not make any additional payment other than the given



price for the requested items below. The supplier must provide a price breakdown for each service request in their budget specification (see part 3, section 2: **proposal and budget specification**).

## 2. Specifications

Description of the requested services
1. Local partnership management
2. Allowance management <ul style="list-style-type: none"> <li>○ Participating young people in the S4D programmes/courses (1500)</li> <li>○ Participating coaches during the TOT's &amp; during the implementation of the S4D programmes/courses (60)</li> <li>○ Participants of the regional network meetings (+/-50)</li> <li>○ Participants of the S4D tournaments (1500)</li> <li>○ Participants of the Symposium (50-100)</li> </ul>
3. Coordination and logistics of the following project activities <ul style="list-style-type: none"> <li>○ Training of Trainers</li> <li>○ Regional network meetings</li> <li>○ S4D tournaments</li> <li>○ Legacy Symposium</li> </ul>
4. Project coordination & representation
5. Support and consultation on the following topics: <ul style="list-style-type: none"> <li>○ Communication (awareness raising and external communication)</li> <li>○ Building and sustaining of learning networks</li> <li>○ Projects' diverse models of implementation</li> <li>○ Navigating in Egyptian society</li> </ul>

This technical specification encompasses an agreement between ISA and the consultancy firm for project coordination and implementation in the EOSD project. The aim of the project is to foster social inclusion and create opportunities for young people in Egypt through sport-based capacity-building and awareness-raising activities. It seeks to empower young individuals and promote their active participation in society.

The consultancy firm will play a key role through delivering several services. Namely local partnership management, allowance management, coordination and logistics of project activities, project coordination and representation and their support and consultation on topics such as: communication; building and sustaining learning networks and the project's model of

implementation. Another goal of the contract is that the consultancy firm will join the partnership as an operational partner in the project.

### 3. Required qualifications & capacities

- Expertise and/or a proven track record in the following areas:
  - Management of international projects
  - Project coordination, implementation and representation
  - Network building and network management
  - The engagement and empowerment of girls and young women
  - Stakeholder management in diverse environments (vertical: local to international, horizontal: e.g. cross-sector, public, private and educational). More specifically:
    - National governing bodies (Ministry of Youth and Sports)
    - Youth Centres
    - Community Based Organisations
  - Being active/have an existing network of institutional, strategic and implementing organisations in the four governorates of this project, namely:
    - Cairo
    - Fayoum
    - Port Said
    - Assiut
  - Safeguarding & Integrity
- Team members who will be involved in the coordination and implementation of the project need to have in practice experience in the field of Project Management and/or Youth and Sports development
- Availability of an office in Upper Egypt (either Fayoum, Port Said or Assiut)
- Proof of being an accountable and transparent organisation
- Have the capacity to be able to start no later than 2/3 weeks after the approval of the contract
- Officially registered as a business in Egypt

## Part 3: Applicant Response Documents

### 1. Introduction

These documents must be used by the applicant wishing to submit. It can be divided in three sections:

1. Section 1: Essential Criteria
2. Section 2: Proposal & Budget
3. Section 3: Applicant Submission Checklist

The applicant is required to sign a copy of the checklist in section 3 as part of their submission.

## 2. Instructions

Within each section there are instructions providing guidance to the applicant on what information is required. This guidance details the MINIMUM requirements expected by ISA. If an applicant wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, applicants are required to complete all items within the Applicant Response Documents unless clear instruction is provided otherwise.
- If an applicant does not complete the entire Applicant Response documents, their submission may be declared void.
- If an applicant is unable to complete any element of the Applicant Response Documents, they should contact ISA through the using the contact details provided for guidance.

By submitting an application, the applicant confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1: ESSENTIAL CRITERIA**

*Bidders are required to complete all sections of the below table*

ITEM	QUESTION	APPLICANT RESPONSE	
1	Applicants main line of business activity shall be project	YES/NO	Comments/Attachments

	<p>coordination and implementation.</p> <p><i>Preferably in the fields of community development and/or youth development</i></p>		
2	Please provide necessary documentation for proof of your registration in country (Trade Registry Gazette, Chamber of Commerce Registration, Chamber of Commerce Registry, Tax Documentation, Circular of Signature for signatory person for the offer submitted)	YES/NO	Comments/Attachments
3	Full compliance with the technical Terms of Reference (see Appendix 1: Terms of Reference)	YES/NO	Comments/Attachments
4	Offerors shall provide the CV of the employees who will be part of the project	YES/NO	Comments/attachments
5	The applicants agree that the submitted unit prices (€) will remain fixed until the given end date of the services above.	YES/NO	Comments/Attachments
6	Offers must be in euros (€) and not exceed the amount of €250.000	YES/NO	Comments/Attachments
7	Applicant must be registered as a business in Egypt	YES/NO	Comments/Attachments

## SECTION 2: PROPOSAL & BUDGET SPECIFICATION

### Technical proposal

As an applicant you are free to draft your own proposal. ISA does require the applicant to elaborate on the requested services and the Terms of Reference (see Appendix 1: Terms of Reference)

Description of the requested services
1. Local partnership management
2. Allowance management <ul style="list-style-type: none"> <li>○ Participating young people in the S4D programmes/courses (1500)</li> <li>○ Participating coaches during the TOT's &amp; during the implementation of the S4D programmes/courses (60)</li> <li>○ Participants of the regional network meetings (+/-50)</li> <li>○ Participants of the S4D tournaments (1500)</li> <li>○ Participants of the Symposium (50-100)</li> </ul>
3. Preparation and logistics of the project activities <ul style="list-style-type: none"> <li>○ Training of Trainers</li> <li>○ Regional network meetings</li> <li>○ S4D tournaments</li> <li>○ Legacy Symposium</li> <li>○ S4D courses</li> </ul>
4. Project coordination and representation
5. Support and consultation on the following topics: <ul style="list-style-type: none"> <li>○ Communication (awareness raising and external communication)</li> <li>○ Building and sustaining of learning networks</li> <li>○ Projects' diverse models of implementation</li> <li>○ Navigating in Egyptian society</li> </ul>

#### Budget specification

This budget may include the following three components and not exceed the amount of €350.000:

1. Staff costs - based upon the requested services (see below)
2. Travel calculations
3. Implementation costs

The given price for the requested services should include VAT and other service-related costs. ISA will not make any additional payment other than the given price for the requested items below. The supplier must provide a price breakdown for each service request in their budget specification.

### **SECTION 3: APPLICANT SUBMISSION CHECKLIST**

*Bidders are required to complete all sections of the below table*

*We, the applicant, hereby confirm we have completed the all the sections of the Applicant Response Documents:*

<b>No.</b>	<b>Section</b>	<b>Please tick</b>
1.	<i>Section 1: Essential Criteria</i>	
2.	<i>Section 2: Proposal &amp; Budget</i>	

We confirm that ISA may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature:

Name:

Title:

Organisation:

Date: