

Invitation to Tender: Development of Sports Psychology Toolkit for Web platform

Proposal submission deadline: Friday 6 November 2020

Introduction

UK Coaching would like to work with an independent consultant/organisation agency to develop a practical 'toolkit for coaches working in a range of environments including children, talent, community club and physical activity sector.

Background

UK Coaching has developed a Learning and Development platform for coaches (<https://www.ukcoaching.org/about>). It is free to register for coaches, becoming a Subscriber (£24) provides the coach with greater resources and access on the platform. The toolkit will be a subscriber only benefit.

The platform has a variety of learning formats for coaches to engage with including guides, videos, podcasts, on demand webinars and opinion/tips from experts.

Toolkit

UK Coaching would like to commission the development of a coach 'Sports Psychology toolkit' using a blended learning approach.

The toolkit has eight themes; Drive, Communication, Confidence, Resilience, Identity, Emotional Management, Adaptability and Coping with Pressure.

Each theme to include;

- 3 practical activity/templates for the coach to use
 - Guidance & explanation
- Top tip sheet for practical application on the theme
- Supporting video explaining why the quality is important for participants (five minutes)
- Podcast on the application in coaching (Coaching conversation with a Coach)
- Visual 'mindmap' of the areas for the coach to explore further

There is an intention to build upon and add to the toolkit, once the initial development is complete

Method

It is expected that the toolkit will be engaging, interactive and fun for coaches; based on insight and research-based principles and approaches. Whilst we have set the toolkit approach, we welcome alternative and innovative proposals from interested consultants/organisations.

Outputs/deliverables:

- 24 Templates/activities
 - Subject matter expert provides in Word or PowerPoint templates; to be designed and created inhouse by UK Coaching Creative Services Team
- 8 Guidance sheets
 - Subject matter expert provides in Word or PowerPoint templates; to be designed and created inhouse by UK Coaching Creative Services Team
- 8 Videos
 - Subject matter expert provides final edit to be provided; to be designed and created inhouse (add watermark, intro and outro) by UK Coaching Creative Services Team
- 8 Podcasts

- Subject matter expert provides final edit to be provided; to be designed and created inhouse (add intro and outro) by UK Coaching Creative Services Team
- Subject matter expert provides final transcript of podcast/show summary; to be designed and created inhouse by UK Coaching Creative Services Team
- 8 Mindmap/visuals
 - Subject matter expert provides in Word, PowerPoint, or a clearly drawn visual; to be designed and created inhouse by UK Coaching Creative Services Team

Timescales:

An indicative timetable is provided below:

Activity	Timing
Proposal submission deadline	Friday 6 November 2020
Consultant/Organisation appointed	Monday 9 November 2020
Kick off meeting with UK Coaching	Thursday 12 November 2020
Toolkit completed by	Friday 18 December 2020

Budget:

A maximum budget of up to £4,200 is available for this work.

Proposal Requirements

Please submit a written response via email, to the address below, before 12 Noon, Friday 6 November 2020.

Please limit your response to no more than two pages of A4, detailing:

- your proposed approach including outline of activities
- Who will be the subject matter experts and coaches you will include in the resources
- how you will engage with coaches to ensure the toolkit meets the audience
- experience of developing similar, relevant coach development resources
- the fees for undertaking the work
- a full timetable for completion of the toolkit
- how you will manage the project and work with UK Coaching throughout the project

Proposals will be considered on the following criteria:

1. Learning formats and design
2. Experience and expertise
3. Value for money
4. Ability to complete the project on time

Management

The project will be managed by the Learning Experience Manager, UK Coaching. To ensure the project is meeting its deadlines, UK Coaching will require a written (e-mail) update on a fortnightly basis (as a minimum).

Contractual details

On being awarded the work, the consultant will be required to sign and return a copy of UK Coaching’s contractual agreement. Standard terms and conditions will apply.

Contact details

Proposals (by e-mail) and any queries should be directed to:
Chris Chapman (cchapman@ukcoaching.org)

UK Coaching
Chelsea Close
Armley
Leeds
LS12 4HP