

Start to Talk

28/09/2021

CONSULTANCY WORK

DESIGNING A SELF-ASSESSMENT TOOL ON SAFEGUARDING PROVISIONS IN SPORT FOR YOUNG ATHLETES

Appendix 1: Technical specifications

Context and objective

Context

The Council of Europe is currently implementing the Start to Talk initiative aiming at preventing child abuse and harassment in sport.

Start to Talk is a Council of Europe call for action to public authorities, the sport movement and other stakeholders to take the necessary prevention and protection measures to stop child sexual abuse. By joining this call, governments, sports clubs, associations and federations, as well as athletes and coaches, pledge to take concrete measures to prevent and respond to abuse. Start to Talk is about adults breaking the silence and lending children a voice.

The initiative is run by the Enlarged Partial Agreement on Sport (EPAS) of the Council of Europe. EPAS invites the Council of Europe member states, the members of the EPAS Governing Board and Consultative Committee, as well as other interested stakeholder organisations, to join this effort towards a safer sport for children. EPAS provides specialised advice and the Start to Talk support packages that can be used by stakeholders to identify needs, plan and implement activities such as:

- (Self-) Assessment on safe sport

The EPAS Secretariat assists national authorities, sporting associations and other stakeholders to assess their situation on safe sport by

- using a self-assessment online tool¹ designed for sporting associations to assess their own organisational capacity to provide a safe and healthy sport environment for young athletes and/ or

¹ The self-assessment tool developed within the Pro Safe Sport project and available on <https://pjp-eu.coe.int/en/web/pss/self-assessment> will be redesigned and updated soon

- discussing the stakeholder’s specific situation and needs with experts from the EPAS secretariat and/ or
 - organising a seminar with experts to assess the needs and design a plan to combat abuse and harassment in sport
- Developing a strategy/planning activities
 - The EPAS Secretariat assists national authorities and other stakeholders in developing a roadmap which lays out a long-term and sustainable strategy to implement Start to Talk activities. The roadmap is designed with the support of international and local experts in child safeguarding in sport
 - The EPAS Secretariat assists its stakeholders to plan Start to Talk activities through the Start to Talk supporting packages that include expert advice, a collection of good practices, training materials, the Start to Talk action page and video clip, etc.

- Implementation of activities at national level

The EPAS Secretariat assists its stakeholders to implement:

- National campaigns to raise awareness and empower parents and young athletes through the production of materials and other initiatives (Events, TV spots, videos, web pages, brochures, social media, celebrities’ engagement, communication during sport events, etc.);
- National policy frameworks for safeguarding and protecting children in sport;
- Guidelines for ethics and codes of conduct in sport
- Case management systems;
- Educational programmes (coaches, managers and policy makers);
- Information systems for child and young athletes and their parents;
- Sharing of good practices in the field of child safeguarding;
- Setting up of Child Safeguarding Officers
- Other activities

In the following countries, national launches of Start to Talk were organised:

- Spain on 5 April 2018, together with the European launch
- The Netherlands on 6 November 2018
- Portugal on 22 November 2018
- Norway on 29 November 2018
- Finland on 29 April 2019
- France on 20 November 2019
- Croatia on 13 December 2019
- Georgia on 10 December 2020
- Greece on 14 January 2021

→ In that context, a call for tender is being launched to develop a self-assessment tool on the provision of safeguarding/ protection frameworks in sport for young athletes.

Objective of the self-assessment tool

The self-assessment tool shall enable the user to assess their own organisational capacity to provide a safe and healthy sport environment for young athletes and identify areas for improvement. It will be available online.

Guidelines for developing the self-assessment tool

The questionnaire of the self-assessment tool shall consist of well-defined sections. Each section consists of a set of specific questions not exceeding a maximum of 15 questions. The questions shall be closed. The following answers are proposed: yes, no, partially met, not applicable

The questionnaire ideally covers all aspects of safeguarding/ protecting young athletes/ children from abuse and harassment in sport for instance in the field of

- Leadership/ governance
- Policies/ standards/ code of conduct
- Procedures and safeguarding infrastructure
- Programmes/ projects
- Events/ awareness raising including training
- Athletes' entourage (parents/ coaches)
- Athletes

The questionnaire shall encourage and facilitate active learning. Users can objectively reflect on the status quo/ progress/ organisational development with regards to combating abuse and harassment in sport. It shall provide insights and help to identify gaps where improvement could be envisaged.

The horizontal nature of the issue of safeguarding young athletes/ children in sport involving many actors (sports organisations, child protection agencies, public authorities responsible for sport, parents, children, etc.) and levels of governance (sectorial, organisational, national, local, etc.) can create issues with regards to target groups and relevant questions. Consequently, sections of the questionnaire might be more relevant for some stakeholders than others. The questionnaire should possibly identify key stakeholders for which the self-assessment tool is targeted.

Services to be provided

For providing the self-assessment tool, the consultant(s) is (are) asked to suggest and implement a specific methodology based on the following steps:

A. Carrying out a desk research

A.1 Questionnaire

The consultant(s) is (are) asked to conduct a desk research on existing, relevant questionnaires such as these:

<https://learning.nspcc.org.uk/safeguarding-self-assessment-tool#>

<https://pjp-eu.coe.int/en/web/pss/self-assessment>

These questionnaires/ tools should be catalogued and could be used as a source of inspiration for the development of the Start to Talk self-assessment tool-questionnaire.

A.2 Catalogue of good practices

The consultant(s) is (are) asked to conduct a desk research on existing, relevant good practices on child safeguarding in sport. The good practices shall be relevant for the sections/ questions of the questionnaire. The catalogue of good practices shall be structured in the same way as the questionnaire (sections/ questions). If possible, for each question there is a reference to an example of good practice.

The aim of the catalogue of good practices is to provide ideas/ inspiration for the respondents/ users on areas identified by the questionnaire for improvement.

B. Developing the questionnaire

In collaboration with the EPAS Secretary, the consultant(s) is (are) asked to design a questionnaire with the sections and questions.

C. Delivering the questionnaire

The questionnaire shall be validated by the EPAS Secretariat.

The EPAS Secretariat is open to other/further methodological proposals that will provide an added value to the design of the questionnaire/ catalogue of good practices. Such proposals should be submitted in response to the call for tender.

The services will be provided in close co-operation with the EPAS Secretariat. The EPAS Secretariat and the consultant(s) will be in constant contact throughout the contract execution. Telephone/videoconference meetings will be arranged at each stage of the above-mentioned process to discuss and validate the methodology.

Deliverables and timeline

Deliverable

- Questionnaire with sections and specific questions
- Catalogue of good practices structured in the same way in sections/ questions

The consultant(s) will be asked to submit the questionnaire as well as the catalogue of good practices in English. The final version of the deliverables will have been proofread by an English native speaker, before submission.

Timeline

The following timeline is proposed:

Timeline	
Desk research on good practices and self-assessment tools/ questionnaires	Late October 2021
Provision of the draft questionnaire and catalogue of good practices	Mid November 2021
Provision of the final questionnaire and catalogue of good practices	Early December 2021

Cost of providing service

Approximately 5000 euros (VAT excluded).

Deadline for submission of tenders

The proposals have to be sent to the Start to Talk Secretariat (sport.epas@coe.int) **no later than Friday 15 October 2021**.

Should you have any questions on the call for tender, please contact the Start to Talk Secretariat (sport.epas@coe.int).

Expected starting date of execution

Monday 18 October 2021