

The poster features a light blue background with a white table tennis ball in the upper right. A dark blue, textured table tennis racket is shown in the lower left, with a white and red edge. The text is centered in white. A small 'NG' logo is visible on the right side of the racket.

ITTF Coach Accreditation System Revision

Call for offers

*Photo: Poster from
World Championships
2015*



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FOREWORD

The present document intends to describe, with a certain degree of detail, the objectives of the ITTF when sending your company this “call for offer”. This document is neither complete nor exhaustive in terms of the information required to develop the different modules and technologies requested, but it is provided in good faith in order to give you sufficient information to present your offer.



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INTRODUCTION

ABOUT ITTF

The International Table Tennis Federation (ITTF) is the world governing body of the sport of table tennis with 226 member associations in the world.

The ITTF was founded in 1926. Table Tennis became an Olympic sport at the 1988 Seoul Summer Olympic Games, and has been part of the Paralympic Games since Rome 1960.

CURRENT COACH ACCREDITATION SYSTEM

The ITTF Coach Accreditation Scheme (CAS) started in 2004, and includes face-to-face courses with theoretical and practical components in four main languages. Since its launch, more than 650 courses have been conducted worldwide, with over 6,000 coaches certified across the 3 implemented levels of the current CAS.

PROJECT DESCRIPTION

OBJECTIVES

- ✓ To provide quality training education for table tennis coaches. By advancing through the different levels of the CAS, coaches will need to show progress in mastering presented material:
 - Knowledge (able to recall or remember the information)
 - Comprehension (able to understand the information)
 - Application (able to use the information they have learned in the same or in different contexts)
 - Analysis (able to analyse the information by identifying its different components)



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- Synthesis (able to create something new using different chunks of the information already mastered)
- Evaluation (able to present opinions, justify decisions, and make judgments about the information presented, based on knowledge previously acquired)
- ✓ Introduce blended learning to the CAS:
 - where education is organized at least partly through online learning, where the student has at least some elements of control over time, place, path, and pace
 - partly in a supervised brick-and-mortar location
 - and ensure that coaches will have an integrated learning experience.
- ✓ Ensure that the new CAS is in line with the [International Sport Coaching Framework](#) (click the link for related document)

MAIN PROJECT COMPONENTS

There are five project components: CAS structure, content (new/revised learning material), form of presentation of the syllabuses, translation into remaining three official ITTF languages, and providing training and support to course conductors of the new CAS.

STRUCTURE

- Design the new structure within three main streams:
 - Competition
 - Recreational
 - Para
- Frame pathway for each of levels foreseen including:
 - Accreditation requirements
 - List of resources
 - Prerequisites
 - Completion time required (details to complete each section)
 - Assessment
 - Re-accreditation procedure
 - Scheme for “Recognition of prior learning” for external coach education systems and the current ITTF CAS



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CONTENT

- Propose syllabus for each level/course
- Design and produce new content based on newly approved syllabus
- Suggest and manage the revision of the current CAS content
- Provide a list of Subject Matter Experts (SME) for each topic

FORM

- Produce course material in electronic form including text, graphics, photos and videos.
- Mark the components of the syllabus and content that will be run as online courses prior to the face-to-face phase of the courses.
- Transfer components from the online syllabus content to the LMS (learning management system), preferably Moodle.

LANGUAGES

- Administer and supervise the translation of the complete material into French, Spanish and Arabic.

COURSE CONDUCTORS

- Facilitate, coordinate and execute the training of the course conductors who will implement the new CAS.
- Produce coach conductors' manuals.

REPORTING

The successful bidder will report on the project's implementation including financial details (budget vs actuals) and send deliverables to the Head of Education on a monthly basis.

DURATION

From 16 February 2018 to 16 December 2019.

LOCATION

The project can be undertaken from a home-based environment, with occasional international travel required.



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CALL FOR OFFERS

CONTRACTING OFFICE

The contracting office is responsible for overseeing the contract(s) resulting from this call for offers, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The contracting office is:

International Table Tennis Federation
Chemin de la Roche, 11
1020 Renens – Switzerland

CONTACT PERSON DURING THE CALL FOR OFFERS

From the moment you receive this document until the deadline for presentation of offers, any inquiries and requests shall be directed to the sole point of contact identified below:

Mr. Dejan Papic
Head of Education
Tel: +1 416 9518158
Email: dpapic@ittf.com

CONTRACT VALUE

The maximum contract value for this tender, including development, suggested maintenance procedures and operational costs is US\$110,000. One half of this amount (US\$55,000) is payable at the end of 2018 assuming that one half of the agreed work is delivered in the same year. The other half is to be paid in 2019 upon delivery of complete project.

The budget mentioned above shall cover all the expenses, direct and indirect, related to the full and complete implementation of the project, such as: labour, services, material/ equipment/software/hardware use, rental or purchase.



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OFFER COMPONENTS

- i. Bidder name (company, institution or individual)
- ii. Contact details
- iii. Description of bidder's business
- iv. Experience in delivering similar projects
- v. Documents illustrating your work on similar projects
- vi. Name and roles of the members of your team (the contractor will not change any of the persons initially assigned to the project without the written authorization of ITTF)
- vii. Intention to bid for the whole project or for some of its components
 - a. Structure of the CAS
 - b. Content
 - c. Delivery of the final material in electronic form, including setting up all its components in the LMS
 - d. Translation to French, Spanish and Arabic
 - e. Design training for and providing support materials to course conductors
- viii. Relevant materials based on vii.
 - a. CAS Structure: proposal of the different levels and the syllabus for each;
 - b. CAS Content and Syllabus: proposal of overall content – areas and topics;
 - c. CAS Pathway: implementation methodology with number of hours for each component, online and practical, for each level;
 - d. Proposal for course conductor training with emphasis on the transition from face-to-face to blended learning (online and eLearning)
 - e. Proposal of e-learning and publishing tools;
 - f. Examples or templates of:
 - i. One topic designed for online course
 - ii. One topic designed for face-to-face delivery (ideally the same topic as i.)
 - iii. One online exam (ideally the same as i. and ii.)
 - g. Procedures for the assessment of course participants.
- ix. Project timelines with milestones and implementation proposal;



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- x. Project budget proposal with details relating to designing structure, writing/revising content and presenting materials (including overall look and layouts)
- xi. References.

SELECTION CRITERIA

The bidder should demonstrate the following criteria for the main bidding team member(s):

Essential Criteria:

- Relevant tertiary education in Physical Education;
- Five years' experience working within sports education and sports science;
- Extensive understanding of the sport of Table Tennis;
- High proficiency in both written and spoken English;
- Working knowledge of learning management systems (LMS), particularly Moodle, and different digital educational tools;
- Excellent communication, presentation and interpersonal skills;
- Strong organizational skills and a demonstrated ability to manage projects;
- Ability to work autonomously and as part of a team;
- Proven ability to build rapport with a wide range of stakeholders;
- Sound Microsoft Office and Google Suite (Documents, Sheets, Slides, etc.) skills.

Desirable Criteria:

- Understanding of and/or a background in the ITTF Continental Development Program, namely with the current ITTF CAS and its implementation methodology.

COOPERATION WITH ITTF INTERNAL STAKEHOLDERS

If applicable, the production/use of selected materials, particularly video, may be coordinated with the ITTF HPD Education Unit to prevent duplication.



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ELIGIBILITY

The tender is open to individuals/service providers and ad-hoc teams of experts, who join with the purpose of executing the project in question: companies etc.

SUBMISSION OF QUESTIONS

Applicants may submit questions to the Contact Person identified in the section Contact Person during the call for offers.

SUBMISSION OF PROPOSALS

Note that this is not a tender process, but a call for offers. The ITTF reserves, at its own discretion, the right to choose the offer, which is considered better for the interests of the ITTF.

DEADLINE:

The deadline for receiving your offer in the form of PDF will be 23:59 GMT time on Sunday, 25 of February 2018, to be sent by email to: dpapic@ittf.com.

The ITTF will acknowledge the receipt of your offer within 24 hours of your email being sent.

TIMELINE

Call for offers	Wednesday, 24 Jan 2018
Deadline for receiving offers	Sunday, 25 Feb 2018
Project Delivery	Monday, 16 Dec 2019



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DATA PROTECTION AND CONFIDENTIALITY

During the works of this contract, it is understood and agreed to that ITTF may provide certain information that is and must be kept confidential. To ensure the protection of such information and to preserve any confidentiality necessary, it is agreed that:

- The confidential information can be described as and includes: technical and business information, costs, profit and margin information, finances and financial projections. It may include also personal data about customers, clients, employees, collaborators and other stakeholders.
- The recipient agrees not to disclose the confidential information obtained from the discloser to anyone unless required to do so by law.
- Individual employees of the contract must accept and sign these conditions.

INTELLECTUAL PROPERTY

The intellectual property of all the deliverables (schematics, design, art, drawings, layouts, documentation, software source code, software executable...) generated in the development of the contract will be fully and exclusively owned by ITTF. Resulting products may not be used in other projects without explicit permission. The selected company may use them, either as a reference or as a basis for future work, provided that the express authorization for this purpose has been given, in writing, by ITTF. The contracting company expressly accepts that the exploitation rights of the materials derived from this call for offers correspond solely and exclusively to ITTF. Thus, the contractor assigns, on an exclusive basis, all the rights of exploitation of the works of this call for offers, including the rights of public communication, reproduction, transformation or modification and any other right subject to exclusive assignment, in accordance with the law on intellectual property rights.

SUBCONTRACTING AUTHORIZATION

The company selected will be the prime and only contractor for all the works described in the proposal. All the products related will be executed by the internal



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staff specified in the proposal as stated in section “Offer Components”. If the prime contractor needs to hire the services of any other company, it must obtain written authorization by ITTF in advance.

BILLING AND PAYMENT CONDITIONS

Proposals must include a billing and payment calendar according to the following conditions:

- A prepayment before starting the project is acceptable as long as it does not exceed 12.5% of the total cost of the project.
- Any subsequent billing calendar must relate specific payments to measurable milestones or the delivery of a usable part of the project.
- Payments will be executed after previous approval of the key user of that part of the project.

DISCLAIMER

The information in this document and any attachments is confidential and may be legally privileged. It is intended solely for the addressee or addressees. If you are not an intended recipient, please delete the document and any attachments and notify the sender of misdelivery: any use or disclosure of the contents of either is unauthorized and may be unlawful.