



REQUEST FOR PROPOSAL

Special Olympics Fitness through Sport (FTS) Toolkit Development Consultant

Background

Special Olympics Fitness through Sport (FTS) provides a framework for health and fitness promotion in sports settings. FTS aims to enhance fitness activities within sports settings, such as practices and competitions, to maximize impact on the sports performance, health and wellbeing of Special Olympics athletes. Sports Coaches are seen as role models to athletes and key leaders of sports practices. Coaches can promote health in several ways, but face barriers such as a lack of training, resources, support, and knowledge to do so. The FTS toolkit for coaches includes guidelines, lesson plans, and athlete resources to facilitate quality health and fitness promotion at sports practice.

Scope of Work

Special Olympics is seeking a consultant (individual or organization) to create an evidence-based, standardized toolkit that supports Special Olympics coaches in the successful delivery of health promotion. To achieve this, specific responsibilities and deliverables include:

Deliverable 1: Background Research for Toolkit Development (10%)

- Review the Fitness through Sport Evaluation Report.
- Take the Fitness for the Sport Coach eLearning module.
- Review Fitness for the Sport Coach resources, such as the Dynamic Warm-Up and Cool-Down Guide, Injury Prevention Tips, Active Practice Worksheet, and others.
- Provide a 1-page summary of key messages from these reports and resources that the consultant would like to see emphasized in the toolkit and/or areas the consultant would like see modified in the toolkit.

Deliverable 2: Create Outline for Toolkit (10%)

Create an outline for the Fitness through Sport toolkit, and corresponding supplemental materials such as visual aids and handouts. Specifically, the toolkit must include:

- A minimum of 12, easy to follow lesson plans (about 15 minutes in length) for sports coaches to use before/after sports practices.
- Strategies for coaches to:
 - Connect with families/caregivers to reinforce healthy habits at home.
 - Increase athletes' physical activity levels during and in between training sessions.
 - Discuss and encourage healthy behaviors such as eating healthy and drinking water.
- Alignment with FTS Evaluation Report, FTS Guidelines for Implementation, and inclusion of existing sport coaching resources.

SOI must review and approve the outline before toolkit development begins.



Deliverable 3: Toolkit Development (80%)

Develop the Fitness through Sport toolkit, and corresponding supplemental materials such as visual aids and handouts. Specifically, the toolkit must include:

- A minimum of 12, easy to follow lesson plans (about 15 minutes in length) for sports coaches to use before/after sports practices.
- Strategies for coaches to:
 - Connect with families/caregivers to reinforce healthy habits at home.
 - Increase athletes' physical activity levels during and in between training sessions.
 - Discuss and encourage healthy behaviors such as eating healthy and drinking water.
- Alignment with FTS Evaluation Report, FTS Guidelines for Implementation, and inclusion of existing sport coaching resources.

SOI will receive at least two cycles of review to provide feedback and edits.

Timeline

Consultant will begin work in August 2023 (exact date to be determined based on selection process and paperwork finalization). The contract ends January 31, 2024, by which all deliverables must be complete. This position is conditional on receipt of funding and conducting this RFP does not mean SOI will move forward with the project.

Compensation

The FTS Toolkit Development Consultant will receive up to \$10,000 USD in compensation for work and deliverables outlined above. This position is conditional on receipt of funding and conducting this RFP does not mean SOI will move forward with the project. Payment will adhere to the following schedule but is subject to change based on the consultant's start date:

- **Deliverable 1 & 2:** \$2,000 USD
 - Due by September 30, 2023
- **Deliverable 3:** \$8,000 USD
 - Due by January 31, 2024

Criteria

Interested applicants will be asked to submit a proposal responsive to the above RFP by **July 7, 2023**. This proposal should include the following:

- Brief project description that outlines your vision and strategy for implementing project work (max. 2 pages), inclusive of:
 - Overview of the overall approach and methodology proposed to respond to the expectations of the consultancy deliverables.
 - Proposed project budget, including anticipated matrix of hours.
- 2-3 relevant samples of work.
- Brief description of applicant's qualifications and experience developing resources in physical activity and/or health disciplines.
- Contact information for 2-3 references that would support your consultancy.

Proposals must be sent via email to Gwendolyn Apgar, Manager of Fitness for Sports Performance, at gapgar@specialolympics.org. Please direct any questions to Gwendolyn Apgar via email.



Consultant Preferred Qualifications

- Master's degree or PhD in Kinesiology, Adapted Physical Education/Activity, Exercise Science, Health Promotion, Public Health, or relevant discipline.
- Knowledge of fitness, nutrition, and health promotion for individuals with intellectual and developmental disabilities.
- Experience training sports coaches and/or being a sports coach.
- Demonstrated success of implementing sports-based projects, curricula, and/or education.
- Demonstrated success of evaluating resources.
- Excellent written and oral communication skills in English, including ability to communicate effectively with a culturally and professionally diverse range of stakeholders.
- Experience using design software (InDesign, Canva, etc.) is a plus.