
Terms of reference for funding of sport federations and service providers to host major sport and recreation events in the Eastern Cape Province

The Eastern Cape Department of Sport, Recreation, Arts and Culture invites submissions from prospective partners for the hosting of major sport and recreational events proposals for the 2023/24 financial year that seeks to generate significant immediate and long - term economic benefits for the province.

1. BACKGROUND

- 1.1 The focus on hosting major sport and recreation events in support of the associated tourism opportunities was developed from the need identified by the Department of Sport, Recreation, Arts and Culture (DSRAC) when requested by sport federations and communities to establish partnerships on major sport events that could contribute towards the development of sport and recreation in the EC Province.
- 1.2 The department acknowledged that hosting major sporting events has the potential to grow and develop sport both at development and excellence levels. In hosting these events where national and international competitions are taking place, it will attract visitors into the province, thereby stimulating the socio and economic development of the region where the event is being hosted.
- 1.3 Through this programme the department is determined to fund sport and recreation partnership concepts that would offset the department's contribution to attract tourists to the province, thereby unleashing the great potential that sport tourism has to the GDP of the province, while improving sport development outcomes.

2. SPORT TOURISM PURPOSE

- 2.1 The Department of Sport, Recreation, Arts and Culture (DSRAC) hereby invites sport federations and service providers to submit partnership proposals to host major sport and recreation events in the province.

3. SPORT TOURISM OBJECTIVES

- 3.1 All sporting and recreational tourism events must respond directly to the vision of the Department: “A United, Active and Winning Province through Sport, Recreation, Arts and Culture”.
- 3.2 The hosting of key sporting and recreational events is seen as a catalyst for facilitating and developing the local tourism product as well as market the province as a preferred destination; thus, increasing the number of visitors to and within the Eastern Cape. By hosting events of this nature, the DSRAC will not only motivate emerging sportspersons, athletes and communities to develop innovative concepts and take sport and recreation forward but will also create opportunities for job creation and local economic development within the province.

4. EXPECTED OUTCOMES

- 4.1 Creation of jobs and skilling of human resources
- 4.2 Direct and indirect spending that contributes to economic development
- 4.3 Donor and sponsor funding channelled within the province
- 4.4 Events that provide marketing exposure for the department and the province
- 4.5 A close out report that details all the elements above (i.e. 4.1 to 4.4)
- 4.6 Improve and strengthen the capacity of the provincial sport and recreation structure that is hosting the event.

5. SCOPE OF THE WORK

- 5.1 The sport federations, recreation structures and or interested parties be expected to successfully host major sporting events and the proposal must fall within the following categories:
 - (a) Iconic / mega event: An event that attracts many international, regional, and domestic visitors to the Eastern Cape with extensive global media coverage. Usually event organiser wins the rights to host the event once in a lifetime or the cycle of hosting the event.
 - (b) Major event: An event that attracts a significant number international, regional and domestic special interests' visitors to Eastern Cape. Usually event organiser wins the rights to host the event for a limited period as it may be limited to specific interest groups
 - (c) Significant event: Annual event that attracts some international attendees, global media coverage and has wide appeal to residents across the African region and from neighbouring provinces.
 - (d) Regional event: An event that typically only attracts attendees from Eastern Cape, but still generates significant media coverage (national

and/or local media) and attracts a significant number of attendees, thus generating a good economic impact locally for the province.

- (e) Community events: An event typically localised to one community and attracts residents from the community and/ or surrounding communities resulting in localised economic development and impact.
- (f) MICE sporting/ recreational events (meetings, incentives, conference, and exhibitions): international, regional and corporate conferences, meetings and exhibitions to be hosted/ awarded to Eastern Cape.

6. EVALUATION CRITERIA

- 6.1 The following is the evaluation criteria to be used. Proposals will be evaluated on two phases where the 1st phase will measure functionality and the 2nd phase will be Funding Evaluation based on a funding formula. Please complete the annexure attached:
- 6.2 The following criteria and guiding principles will be used to evaluate the sport and recreation tourism business plans and funding proposals. Bidders must score 70 points out of 100 or above to qualify for the second phase of the evaluation.
- 6.3 Consideration for funding and the related amount to be funded will be determined by the DSRAC dependent on the annual budget available. It should also be noted that this is a request for partnership opportunities and therefore DSRAC will not offer 100% funding for any of the partnership proposals.

NO	EXPECTED OUTCOME	CRITERIA	WEIGHT
1	Attracts visitors	<ul style="list-style-type: none"> ▪ Number of national athletes participating (10) ▪ Number of international athletes participating (15) ▪ Number of spectators at the event i.e., as per the capacity of the venue (20) 	45
2	Attracting viewership	<ul style="list-style-type: none"> ▪ Number of broadcasters partnership agreements for the event (5) ▪ Number of alternative print and electronic media platforms activated to produce live broadcasting (5) ▪ Number of media value generated (5) 	15
3	Provide economic benefits	<ul style="list-style-type: none"> ▪ Number of temporary or permanent jobs created (10) ▪ Total revenue generated (5) ▪ Geographical spread (5) ▪ Community involvement (5) 	25

NO	EXPECTED OUTCOME	CRITERIA	WEIGHT
4	Support a sustainable sport development legacy programme	<ul style="list-style-type: none"> ▪ Support to be provided to the development programme in the relevant sporting code (5) ▪ Number of skills to be transfers (5) ▪ Provision of a plan that includes areas beyond the major cities of the province (5) 	15
TOTAL			100

NOTE: DSRAC reserves the right to request those that show potential to a presentation session.

7. SERVICE LEVEL AGREEMENT

7.1 The successful proposer(s) will be expected to enter into a service level agreement (SLA) with the Department of Sport, Recreation, Arts and Culture within 14 working days of being appointed.

8. DURATION

8.1 The proposal may be for one year to a maximum of 3 years, but DSRAC reserves the right to make a final determination on the period of agreement.

9. REQUIREMENTS

9.1 All interested parties will be required to:

- (a) Indicate previous experience in providing this service and list contactable references.
- (b) Declare other partners involved in the project
- (c) In the case of a joint venture all legal requirements must be adhered to.

9.2 Mandatory Requirements:

- (a) Certified copy of ID document/s of the directors or shareholders/ trustees of bidders
- (b) Attach copy of CSD
- (c) 12 months audited financial statements not older than to consecutive financial years.

- (d) A detailed business plan with reference to the implementation of the evaluation criteria
- (e) An official endorsement letter from a national/ international federation or regulating body. (Provincial federations MUST have approval/endorsement letters from their national federations signed by contactable officials)
- (f) In the case of sport codes that use licensing only documents on official letter heads signed by accounting officer or chief executive officer will be accepted.
- (g) Section 8 of the Public Administration Management Act, 11 of 2014 prohibits companies who have state employees as shareholders/executive members and / or directors from conducting business with the state.

9.3 Bid Conditions

- (a) All requests for funding must be in writing and in the format outlined above with a full budget proposal attached.
- (b) Funding requests must be sealed and delivered to the DSRAC SCM Bid Box only at the Head Office premises. The physical address for the DSRAC Head Office is 5 Eales Road, Qonce.
- (c) Funding requests will close at 11am on 10th March 2023.

Annexure to be completed and submitted for all proposals:

NO	EXPECTED OUTCOME	CRITERIA	SPECIFY NUMBERS	ESTIMATED BUDGET
1	Attracts visitors	Number of national athletes participating		
		Number of international athletes participating		
		Capacity of the venue where the event will be held		
		Number of spectators at the event as a percentage to the capacity of the venue		
2	Marketing and media coverage	Number of broadcasters television partnership agreements for the event		
		Number of alternative print and electronic media platforms activated to produce live broadcasting		
		Local newspaper, radio and web applications		
		Number of media value generated		
3		Number of temporary and/or permanent jobs created		

NO	EXPECTED OUTCOME	CRITERIA	SPECIFY NUMBERS	ESTIMATED BUDGET
	Provide economic benefits	Total revenue generated		
		Geographical location of event in rural towns or major cities in the province		
		Community involvement		
4	Support a sustainable sport development legacy programme	Support to be provided to the development programme in the relevant sporting code		
		Number of skills to be transfers		
		Provision of a plan that includes areas beyond the major cities of the province		

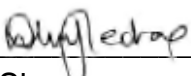
Ms. A. Peard
Senior Manager: SCM



Signature

1/03/2023
Date

Ms. D.M. Sedras
GM: Sport & Recreation



Signature

01 March 2023
Date