



Department  
for Education

## DOCUMENT 2 - SERVICE SPECIFICATION

### Project 5524 – Competitive Sports Opportunities for Girls

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## SERVICE SPECIFICATION

The Department for Education (DfE) is responsible for children's services and education, including early years, schools, higher and further education policy, apprenticeships and wider skills in England. For more information please see:

<https://www.gov.uk/government/organisations/DfE-for-education/about>

Any questions in relation to this document or the service requirement should be forwarded to the DfE via the messaging facility in the e-Sourcing Suite (see Document 1 – Invitation to Tender for more details).

## INTRODUCTION

The Department is planning to fund a new Girls' Competitive Sport programme, to meet the goals of the School Sport and Activity Action Plan (SSAAP), to ensure that girls are provided with additional competitive sport and sport leadership opportunities. Potential contractors should familiarise themselves with the SSAAP, which contains the drivers that have led to this procurement, available at [School Sport and Activity Action Plan - GOV.UK \(www.gov.uk\)](#)

'Competitive Sport' is being defined for the purpose of this programme as competitive physical activity needing physical effort and skill, that is played according to rules between individuals or teams, at a competitive peer level, intraschool, interschool, or regional level.

"The Programme" shall be defined as the activities and deliverables to be delivered by the Contractor in accordance to Annex A to the Specification and Table 1 to the Specification.

## BACKGROUND

1. In 2019, the DfE worked with other government departments and stakeholders to produce the SSAAP. The SSAAP was published to drive activity across a number of areas, including to increase the levels of sport amongst children from certain groups identified as taking part in less sport than average. Girls were identified as one of these underrepresented groups. Through the SSAAP Sport England committed to spend £1m on *Studio You*, a programme to support girls in PE lessons. The DfE has also continued to work closely with school sport stakeholders to encourage investment and focus on girls' sport.
2. The DfE also recognises the importance of competitive sport, with the SSAAP noting that 'competition is a key element of sport, and is central to many sports and activities' and that 'every child should have the opportunity to try out and participate in competitive sports'.
3. School sport stakeholder research suggests that there is a gap for girls looking to taking on 'sport leadership' activities, with around 1 in 3 girls expressing a desire to coach or lead sport in school, but only 8% currently coaching and 16% in sport leadership roles.<sup>1</sup> Stakeholder insight from national experts has suggested that sport leadership has a significant value in engaging some girls in sport as it does not have the immediate association with 'sportiness' that taking part in competitions does.
4. Building on the above, this programme is intended provide additional opportunities for girls to take part in competitive sport and sport leadership opportunities, beyond that occurring within PE lessons.
5. To ensure that we can maximise the opportunities available to girls to take part in competitive sport and sport leadership, we require the Contractor to:
  - develop a programme of opportunities, which include both competitive sport and sport leadership opportunities
  - identify and build a network of schools to work with to deliver The Programme
  - deliver The Programme of competitive sport opportunities through the network of schools to at least the minimum number of participants outlined in paragraphs 4, 5 and 6 to the Statement of

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<sup>1</sup> Girls need more confidence to coach, research shows, Youth Sport Trust (2019) [Girls need more confidence to coach, research shows | Youth Sport Trust](#)

Requirements below.

## STATEMENT OF REQUIREMENTS

1. The contractor shall design a programme of new or enhanced provision that will provide an increase in the range of face-to-face opportunities to girls, using sector best practice regarding competitive sport being challenging while enjoyable, incorporating making girls and schools aware of further opportunities to take part in competitive sport and sport leadership beyond the end of participation in The Programme.
2. The Contractor shall identify a network of at least 50 schools across England to deliver this programme.
3. The network must contain at least 1 school in each of the 9 Regions of England (North East, North West, Yorkshire, West Midlands, East Midlands, South West, South East, London, and East of England).
4. The Contractor shall deliver The Programme of competitive sport opportunities to [to be inserted at contract award]<sup>2</sup> participants during financial year 2021/22; specifically, between October 2021 and the end of March 2022.
5. The Contractor shall deliver The Programme of competitive sport opportunities to be delivered to [to be inserted at contract award]<sup>3</sup> participants during financial year 2022/23.
6. The Contractor shall deliver The Programme of competitive sport opportunities to [to be inserted at contract award]<sup>4</sup> participants during financial year 2023/24.
7. The Contractor shall deliver The Programme to train over 200 girls in sport leadership during the Autumn and Spring terms of AY 2021/22; specifically, between October 2021 and the end of March 2022. These girls may be drawn from the same girls and the same schools as in point 3.
8. The Contractor shall deliver The Programme to train over 200 girls in sport leadership during financial year 2022/23.
9. The Contractor shall deliver The Programme to train over 200 girls in sport leadership during financial year 2023/24.
10. Some girls may engage with both the competitive sport and sport leadership opportunities, and be counted as a participant in both sets of opportunities.
11. The Contractor shall ensure:
  - Participants are provided with a range of rigorous, stimulating and enjoyable opportunities to take part in competitive sport, in addition to that experienced within PE lessons.
  - Participants are provided with the signposting to continue to take part in the same or similar activities beyond the school day, following the end of their participation in The Programme.
  - Participating schools are provided with the knowledge and understanding of the opportunities provided to be able to continue the provision of similar or same opportunities to girls in their schools, following the end of their participation in The Programme.
12. Overall, The Programme must be designed and delivered in line with the best practice in the school sport sector, notably that: the delivery plan is underpinned by robust evidence and be rigorous, stimulating and enjoyable for participants. It should also be suitable for all phases and school types.

### Programme content and design

13. The Programme must be based on research regarding how to engage girls in sport and must ensure that participants can transfer the passion and skills developed from The Programme in other sport and physical activity settings.
14. The Programme may be for 8 to 16 year olds, or any age range within this age span (e.g. year 6 and year 7 girls).

<sup>2</sup> Note to tenderers, this number shall per the number quoted in your response to quality question 4.3.2.

<sup>3</sup> Note to tenderers, this number shall per the number quoted in your response to quality question 4.3.2.

<sup>4</sup> Note to tenderers, this number shall per the number quoted in your response to quality question 4.3.2.

15. The Programme may offer one or more sports.
16. Each girl must engage with The Programme for at least 4 hours in order to be classified as a participant in this programme, per financial year.
17. Each participating school must have at least 10 girls engaging with The Programme from that school, to be classified as a participating school in this programme, per financial year.
18. The opportunities must include feedback mechanisms, to check whether participants have benefitted from the opportunities provided. The Contractor shall ensure no less than 95 % of schools and 80% of participating girls have provided this feedback and will be required to report this to the DfE as part of contract management in accordance with Annex B to the Specification
19. The Contractor shall deliver the Programme Plan in accordance with Annex A to the Specification and the deliverables and associated timeframes of Table 1 to the Specification below.
  - **Delivery of The Programme**
20. The Contractor shall implement the Programme in accordance with Annex A to the Specification.
21. The Programme will be delivered throughout the duration of the contract, between contract commencement and the end of March 2024 (01 April 2022 to 31 March 2024 is subject to funding).
22. The Contractor will provide DfE with the names and contact details of participating schools. The Contractor will be responsible for building relationships with them, to provide competitive sport opportunities to girls at those schools. The Contractor will also be responsible for communicating with schools and participants to provide any support, as necessary.
23. The Contractor will be responsible for gathering feedback from schools and participants in accordance with Annex B to the Specification and will be required to report this to DfE as part of contract management.

#### INDICATIVE DELIVERY TIMETABLE

- The following timetable is subject to change. The delivery actions below run from contract commencement to March 2024 (01 April 2022 to 31 March 2024 is subject to funding). The timetable will be agreed upon appointment and in discussion with the successful Contractor.

**Table 1: Delivery timetable and requirements for the Programme Plan**

Indicative Time Period	Indicative Delivery Actions
Ongoing (regular)	<ul style="list-style-type: none"> <li>• Engage in regular contract management meetings monthly held with the DfE.</li> <li>• Engage in meetings with the DfE and the PE and School Sport Policy team when scheduled.</li> <li>• Provide risk register for discussion. The risk register shall track current risks and assign an owner and associated status.</li> <li>• Delivery of KPI report in accordance with Annex A to the contract.</li> </ul>

<b>Within 2 weeks of signature</b>	<ul style="list-style-type: none"> <li>• Within 2 weeks of signature, the Contractor shall have met with the DfE (PE and Sport Policy Team) for a project commencement meeting.</li> </ul>
<b>Within 6 weeks of signature</b>	<ul style="list-style-type: none"> <li>• Within 6 weeks of the contract start date, the Contractor shall have identified and confirmed the engagement of a network of at least 50 schools to deliver The Programme and prepared for its delivery for Year 1 of The Programme, submitting a report to the DfE for approval and signoff.</li> </ul>
<b>March 2022</b>	<ul style="list-style-type: none"> <li>• By 20 March 2022, the Contractor must have delivered an end of year report covering which schools have been engaged with, how many girls have been engaged, what opportunities have been provided and how many opportunities or sessions each girl engaged with, as well as feedback from participating schools and girls.</li> <li>• By 20 March 2022, the Contractor must have shared the detailed programme covering which schools will be engaged with, how many girls, what opportunities will be provided and how many opportunities or sessions each girl engaged with The Programme will be provided with over the 2022-2023 financial year.</li> </ul>
<b>March 2023</b>	<ul style="list-style-type: none"> <li>• By 20 March 2023, the Contractor must have delivered an end of year report covering which schools have been engaged with, how many girls have been engaged, what opportunities have been provided and how many opportunities or sessions each girl engaged with, as well as feedback from participating schools and girls in accordance with Annex B to the Specification, both across the last year's delivery and delivery in the previous year.</li> <li>• By 20 March 2023, the Contractor must have shared the detailed programme covering which schools will be engaged with, how many girls, what opportunities will be provided and how many opportunities or sessions each girl engaged with The Programme will be provided with over the 2023-2024 financial year.</li> </ul>
<b>March 2024</b>	<ul style="list-style-type: none"> <li>• By 20 March 2024, the Contractor must have delivered an end of year report covering which schools have been engaged with, how many girls have been engaged, what opportunities have been provided and how many opportunities or sessions each girl engaged with, as well as feedback from participating schools and girls, both across the last year's delivery and delivery in previous years.</li> </ul>

## **CONTRACT MANAGEMENT**

- a. The Contractor must implement a project management and planning programme in accordance with Annex A to the Specification; this will assure the DfE that the Girls Competitive Sport programme is run in accordance with good industry practices including value for money, risk management and data protection.
- b. The Contractor will attend monthly contract management meetings held with the DfE to report on the following:
  - Financial spend: Account for all spend associated with the value of the Contract and ensure value for money in all activities and financial monitoring and reporting of all spend to the DfE;
  - Progress against The Programme's KPIs: commission, analyse and report high-quality management information to monitor progress of The Programme; and
  - Managing and reporting on key issues and risks to programme delivery: identifying and managing risk and escalating risks as appropriate to the DfE;
  - Risk management, including risk log.