

## CALL for an EXTERNAL SUSTAINABILITY EXPERT

The Steering Committee of the Green Sports Hub Europe (*later labelled as GSHE*) project, co-funded by the European Commission through the Erasmus+ programme, is looking for a subcontractor to join the partnership and offer specialized expertise on sustainability. The selected External Sustainability Expert will be acting as Content Adviser and Quality Controller throughout the project.

Interested organisations are requested to **submit to the GSHE Secretariat by January 31 2021, a 2 to 3 pagers offer**, including:

- A packaged budgeted offer - including your own estimation of working days for the tasks listed
- Presentation of the organisation expertise in the area
- Brief Bio of the staff members who will be involved delivering the work
- Confirmation of availability as per the timeline introduced.

The document is to be sent **via email to:**

- **Yann Leymarie**, Project Manager for Surfrider Foundation Europe and Sustainability Content Director for the GSHE Project, [yeymarie@surfrider.eu](mailto:yeymarie@surfrider.eu), and
- **Carole Ponchon**, Coordinator of the GSHE Project Secretariat, [carole.ponchon@beinnovactiv.com](mailto:carole.ponchon@beinnovactiv.com)

All important information is introduced in the tables below for you to offer a tailor-made quote.

THE PROJECT IN A NUTSHELL	PROJECT ACTION PLAN
<ul style="list-style-type: none"> <li>➤ A 36 months' project from Jan 2021 – Dec 2023</li> <li>➤ OBJECTIVE: Create an EU-level hub on sports and environment to help the sport sector identify its needs and potential actions for a greener and more sustainable future.</li> <li>➤ IN PRACTICE               <ul style="list-style-type: none"> <li>○ Delivery of 3 set of outcomes                   <ol style="list-style-type: none"> <li>1) <b>A Europe-wide diagnostic of brakes and levers</b> as well as activator of a more ECO sustainable sport sector</li> <li>2) The <b>creation and testing of a matrix for change</b> for sport organisations and events – building upon capacity building</li> <li>3) The <b>development and delivery a communication campaign</b> targeting the sport sector in Europe to increase its commitment to SDGs 11, 12, 13,</li> </ol> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>YEAR ONE (2021):</b> Focus on the creation of the intellectual outputs linked to the practical experimentation, including <u>collection, analysis and sharing of good practices</u> and common work to <u>identify/set key indicators</u>.</li> <li>➤ <b>YEAR TWO (2022):</b> Focus on the <u>testing of the self-assessment tools by the sport organisations</u> within the partnership + Focus on the <u>recommendations to policy makers</u>.</li> <li>➤ <b>YEAR THREE (2023):</b> Large scale valorisation through <u>up-skilling/capacity building of partners' network</u> + Focus on the creation of the intellectual outputs linked to the <u>project legacy</u> (strategy for further use of the tools, Plan for concrete set up of the Hub, Pledge board).</li> </ul>

14, and 15 and the European Green Deal	
CONSORTIUM	ROLE IN PROJECT FOR THE SUBCONTRACTOR
<ul style="list-style-type: none"> <li>➤ Surfrider Foundation Europe (France)</li> </ul> <p><i>As applicant and leader</i></p> <ul style="list-style-type: none"> <li>➤ CEV (Luxemburg)</li> <li>➤ ACR Europe (Belgium)</li> <li>➤ NOC of Slovenia (Slovenia)</li> <li>➤ UK Active (UK)</li> <li>➤ European Athletics (Switzerland)</li> <li>➤ Green Cycling Norway (Norway)</li> <li>➤ Rugby Europe (France)</li> <li>➤ Portuguese Sports Confederation (Portugal)</li> <li>➤ European University Sports Association (Slovenia)</li> </ul>	<p>External Sustainability Expert acting as Content Adviser and Quality Controller</p>

DETAILED TASKS FOR THE EXTERNAL SUSTAINABILITY EXPERT	
<p><b>IO 1: Mapping of existing initiatives (tools and standards)</b></p> <p><u>Aim:</u> Be in a position to illustrate what green sport means (library of good practices) AND understand the barriers</p> <p style="text-align: right;"><i>Jan 2021 – August 2021</i></p>	<ul style="list-style-type: none"> <li>- Provide suggestions and guidance for the IO protocol on scope (def. of good practice, level of info needed to be able to analyse) and initial definition of green sport (to be validated by partnership at Kick-off)</li> <li>- Review the analysis of the collected standards and tools and provide recommendations on how to use them</li> </ul> <p style="text-align: right;">⇒ <i>Estimated nb of working days: 2</i></p>
<p><b>IO 2: Survey on Existing barriers and report on how to tackle them</b></p> <p><u>Aim:</u> Translate good practices, known barriers and existing standards into tangible and</p>	<ul style="list-style-type: none"> <li>- Provide recommendations on survey content</li> <li>- Analyse the surveys answers and provide recommendations on how to match it with IO1 conclusion</li> <li>- Provide recommendations to the steering committee on future development/adaptation of tools</li> </ul> <p style="text-align: right;">⇒ <i>Estimated nb of working days: 3</i></p>

<p>pragmatic indicators for the sport sector.</p> <p><i>Jan 2021 – Sept 2021</i></p>	
<p><b>IO 3: Self-assessment tool</b></p> <p><u>Aim:</u> Equip sport organisations with a toolkit – including a self-assessment survey- that would allow them to understand the impact of their events and where they are (rank) + Guide them with some recommendations based on their answers</p> <p><i>June 2021 – March 2023 (with v0 ready for March. 2022 then pilot testing)</i></p>	<ul style="list-style-type: none"> <li>- Provide input on the translation matrix and the key patterns/profile</li> <li>- Provide feedback on the self-assessment flow <ul style="list-style-type: none"> <li>⇒ <i>Estimated nb of working days: 2</i></li> </ul> </li> <li>- Provide guidance to the collaborative work on fine-tuning the tool (questions and answers) based on feedback received <ul style="list-style-type: none"> <li>⇒ <i>Estimated nb of working days: 2</i></li> </ul> </li> </ul>
<p><b>IO 4: Playbook for sport organisations to go green</b></p> <p><u>Aim:</u> Provide generic guidance to sport organisations -based on their self-assessment profile in the area of sport events- on the strategic use of Eco-Sports Hub indicators to develop a new approach of their sport events. This will provide a tangible roadmap.</p> <p><i>June 2021 – December 2022 (with v0 ready for Feb. 2022 then pilot testing)</i></p>	<ul style="list-style-type: none"> <li>- Provide guidance to the Sustainability Content Director to fine tune the tools based on feedback received <ul style="list-style-type: none"> <li>⇒ <i>Estimated nb of working days: 2 days</i></li> </ul> </li> <li>- Provide guidance on the testing phase: providing expert knowledge to sport org via online workshop <ul style="list-style-type: none"> <li>⇒ <i>Estimated nb of working days: 4 days</i></li> </ul> </li> <li>- Provide guidance to the Sustainability Content director to analysis of the inputs and feedback received and revision of the Tools bag / Playbook <ul style="list-style-type: none"> <li>⇒ <i>Estimated nb of working days: 2 days</i></li> </ul> </li> </ul>
<p><b>IO 5: Recommendations for Policy makers</b></p> <p><u>Aim:</u> Contribute to the EU and national thinking on potential actions to support the sport sector get greener AND to the</p>	

<p>organised sport thinking in terms of new strategic development</p> <p><i>Oct 2021 – May 2022</i></p>	
<p><b>IO 6: The European ECO-Sport Charter</b></p> <p><u>Aim:</u> Get commitment from the sport stakeholders</p> <p><i>Dec 2022 – August 2023</i></p>	<ul style="list-style-type: none"> <li>- Provide feedback on the practical recommendations ⇒ <i>Estimated nb of working day: 1 day</i></li> </ul>
<p><b>IO 7: Green-Sports Hub Legacy Plan</b></p> <p><u>Aim:</u> Will answer the question: How does the Hub look like in the future – and/or Set up officially the Hub as an organisation</p> <p><i>June 2022 – Dec 2023</i></p>	<ul style="list-style-type: none"> <li>- <i>Take part to the discussion and contribute on recommendations</i></li> </ul>

EXPECTATIONS	TIMELINE
<ul style="list-style-type: none"> <li>• Knowledge of the sport sector AND the environmental issues demonstrating the capacity to act as Content Adviser and Quality Controller</li> <li>• Ability to commit to a 3 years' project</li> <li>• Willingness to take part (physically or virtually) to few project events. <i>This may include potentially 1 Full Partner meeting (1 day), 2 or 3 Steering Committee (1 to 2 hours each), 1 or 2 testing events. Working time on this event to be understood as part of the task listed above.</i></li> <li>• Willingness and ability to work in « team ».</li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Deadline to submit a proposal: 30 January 2021</u></b></li> <li>• Deadline for final decision by the consortium: 8 February 2021</li> <li>• Signing of the contract: 10 to 20 February 2021</li> <li>• <b>Starting date for the work: 15 February 2021</b></li> </ul>

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<ul style="list-style-type: none"><li>• Experience of E+ funded project would be a plus (<i>to understand the contingencies and working context</i>)</li><li>• Good value for money offer</li></ul>	
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