

FIFA Foundation

Digital Education Programme

Request for Proposal / Implementation partner in Belize

1. Introduction

1.1. FIFA and FIFA Foundation

The Fédération Internationale de Football Association, based in Zurich, Switzerland, is the international governing body of association football, futsal and beach soccer, comprising of 211 member associations grouped into six recognised confederations. FIFA's activities extend far beyond its broad spectrum of international competitions, headed by the FIFA World Cup™. FIFA also provides material, financial and promotional resources for developing the game around the world, and offers underprivileged communities support. For more information on FIFA and its competitions, please visit the official website at www.FIFA.com.

The FIFA Foundation is an independent foundation established within the meaning of arts. 80 and seqq. of the Swiss Civil Code (SCC). As enshrined in art. 2 of its Charter, the FIFA Foundation aims to promote social change worldwide through the support of programmes, initiatives, projects and organisations, in particular those using football as a tool for social development.

1.2. Request for Proposal

By receiving this Request for Proposal (hereinafter referred to as the “**RFP**”), your company has been invited by FIFA to submit a proposal for the “FIFA Foundation Digital Education Programme” to promote digital skills and the development of abilities such as computational thinking, creativity, collaborative work and problem-solving for students living in vulnerable contexts. (hereinafter the “**Proposal**”).

2. Concept

The FIFA Foundation implements an educational initiative named “Digital Education Programme” that provides knowledge, mentoring, training and digital resources to elementary schools in vulnerable contexts, with the general objective that its students acquire knowledge

and develop skills related to digital education, computational thinking, programming and educational robotics, while promoting social inclusion and educational innovation through initiatives that link education and technology.

In this context, the FIFA Foundation Digital Education Programme will be rolled out in Belize reaching a total of 10,000 youngsters during 3 years, by means of trainings, provision of material (computers, projectors, and components of robotics), school accompaniment and evaluation, supporting the implementation of robotics and technology projects in their curriculum.

In this sense and to achieve the objectives, the Programme includes the implementation of different actions simultaneously and the provision of digital resources and technological equipment to the participating schools and their educational communities.

3. Services, quality requirements and technical delivery specifications

A potential Services Provider would support the implementation of the FIFA Foundation Digital Education Programme for 10,000 (ten thousand) students in Belize, specifically via the provision of project management, coordination between involved actors and stakeholders, content design, training and mentoring, and evaluation reports. In year 1, students age 8,9 and 10 will take part of the Programme. In year 2, the students who were 8, 9 and 10 will turn 9, 10 and 11 years old respectively, and will remain the same as in the first year. New students age 8 will join. The same will occur for year 3 of the project.

The team, led by an exclusive dedicated staff member to be responsible for the Project, must include the following capacities:

- **Educational Technology:** capacity to design the pedagogic proposal and adapt contents according to the programme requirements and the curriculum in each of the countries.
- **Content Development:** capacity to design educational material for coaches and teachers training, and for the programme development with the students.
- **Project Management:** capacity to plan, organise and evaluate the objectives' fulfilment on time and its quality.
- **Teachers' Training and Mentoring:** experience and capacity to accompany schools in the programme implementation.

The Services Provider must demonstrate experience in the capacities described above and in educational content development and training that includes programming, robotics and

technology for elementary education; these contents must be developed by education providers with proven experience and/or used in several groups of elementary schools.

Previous experience in Belize is a plus.

The below plan is based on the assumption of a total of 10,000 students distributed along 40 schools throughout Belize, involving 40 principals and 320 teachers. Exact figures could be amended at a later stage.

During year 1, the Services Provider must perform the following activities, in English, as needed:

- Deliver the kit of contents and didactic resources adapted to the country's curriculum (including training plans of study; didactic resources and projects for classrooms based on the project-based learning methodology)
- Recruit, train, and organise the team of coaches of the Programme (10 coaches in total, 1 coach for every 4 schools)
- Hold weekly meetings with the FIFA Foundation, the Government of and any other parties involved to plan, coordinate and evaluate the project
- Understand and implement the principles and guidelines of the programme
- Develop training for schools directors and teachers: at least 4 workshops for school directors (on-site 12-hours) and 8 workshops for teachers (on-site 24-hours)
- Hold monthly support, mentoring and monitoring (min. on-site 8-hour) for each school, and submission of after-activity reports
- Hold monitoring visits every 6 months, and submission of after-activity reports
- Promote and moderate a learning community of teachers and networks for sharing experiences
- Design the tool through which the programme actions will be monitored
- Understand the distribution of technological equipment and guide schools in everything pertinent to it
- Develop proposals, materials and/or workshops on specific demands that arise from schools
- Deliver a final report with the results of the first year of the programme

During years 2 and 3, the Services Provider must perform the following activities:

- Update and supplement the kit of contents and didactic resources adapted to the country's curriculum (including training plans of study; didactic resources and projects for classrooms based on the project-based learning methodology)
- Hold monthly meetings with the FIFA Foundation, the Government and any other parties involved to plan, coordinate and evaluate the project.
- Continue to understand and implement the principles and guidelines of the programme

- Continue to develop training for school directors and teachers in synchronous or asynchronous virtual format, depending on the demand and the teachers rotation.
- Hold monthly support, mentoring and monitoring (8-hour online) for each school, and submission of after-activity reports
- Hold monitoring visits every 6 (six) months, and submission of after-activity report.
- Continue to promote and moderate the learning community of teachers and networks for sharing experiences.
- Continue to update the tool through which the programme actions will be monitored
- Register the use of technological equipment and devices provided by the Programme and guide schools in everything pertinent to it.
- Register the technical support and/or replacement needs
- Deliver annual reports with the results of the second and third year of the programme
- Deliver a final report with the results of the programme.

4. Implementation

It is expected that the Service Provider shall commence in Q2/Q3 2023. The below implementation and requirements schedule must be followed, but amendments could take place as needed (e.g. months 1 to 4 may suffer changes to fit the start of the academic year).

At the end of each month, an evaluation of progress/compliance of the defined deliverable will be performed.

	OBJECTIVES	DELIVERABLES
MONTH 1	<ul style="list-style-type: none"> • Preparation of execution plan in collaboration with FIFA Foundation and the local Government. 	<ul style="list-style-type: none"> • Implementation Gantt that includes all activities, people responsible, tool for monitoring actions in real time and deadlines.
MONTH 2	<ul style="list-style-type: none"> • Content development/ adaptation 	<ul style="list-style-type: none"> • Kit of contents adapted to the country's curriculum (including projects for classrooms based on the project-based learning methodology)
MONTH 3	<ul style="list-style-type: none"> • Design of training programmes • Coaches training 	<ul style="list-style-type: none"> • Coaches training programme / schools directors and Teachers training programme and calendar approved by the Government • On-site 18-hour (minimum) training for coaches

MONTH 4	<ul style="list-style-type: none"> • Training of coaches, teachers and directors 	<ul style="list-style-type: none"> • On-site 12-hour training for each school Director (minimum) • On-site 24-hour training for each school teacher (minimum)
MONTH 5	<ul style="list-style-type: none"> • Support, mentoring and monitoring for each school 	<ul style="list-style-type: none"> • 8-hour on-site monthly support to each school (minimum) • Support and guide the schools in the coordination and management of the technological equipment and devices in line with the agreed between the parties.
MONTH 6	<ul style="list-style-type: none"> • Running of the “community” of teachers and principals that participate in the project 	<ul style="list-style-type: none"> • Learning virtual Community (virtual space to exchange information, experiences and resources between teachers and coaches that participate in the project).
MONTHS 7 to 12	<ul style="list-style-type: none"> • Implementation accompaniment and improvement • Evaluation 	<ul style="list-style-type: none"> • 8-hour monthly support to each school (minimum) • Develop proposals, materials and/or workshops on specific demands that arise from schools • Implementation, incidents and improvement requirements monthly reports. • 1 annual report
YEARS 2 and 3	<ul style="list-style-type: none"> • Implementation accompaniment, virtual trainings, and improvements • Evaluation 	<ul style="list-style-type: none"> • Update and supplement the kit of contents (plus 3 projects for grade minimum) • Training for school directors and teachers in synchronous or asynchronous virtual format, depending on the demand and the teachers rotation. • Monthly support, mentoring and monitoring (8-hour online minimum) for each school, and submission of after-activity reports • Monitoring visits every 6 (six) months, and submission of after-activity reports. • Active learning community of teachers • Register the use of technological equipment and technical support and/or replacement needs • Implementation, incidents and improvement requirements monthly report. • 2 annual reports • Final report of the programme

Additional considerations

Infrastructure

As a minimum requirement to join the FIFA Foundation Digital Education Programme, participating schools have internet access.

Material

The model for the robotic kits has not yet been defined. The specifications on the main features are as follows:

- The construction kit should have the necessary number of parts to be able to make a minimum of 7 to 10 educational robotics prototypes.
- It must have at least 8 (EIGHT) input/output ports and at least the possibility to connect 2 DC motors (all with rj11, rj9, or similar connection).
- Container box: For proper storage and organization, all parts of the programming and robotics kit should be stored in a plastic organizer box or similar.
- Software: The kit must include an open programming environment that allows programming, through icons and by blocks, the different elements as well as the different prototypes.
- Battery: In the event that the accessories and/or the product require some type of battery for its correct operation, 2 (TWO) rechargeable sets of the same must be included, with 1 (ONE) charger and power supply.
- Through the use of the robotics kits, students are expected to be able to make a minimum of 7 to 10 different prototypes.

5. Payment schedule

Payments will be made in the following project periods and in these percentages:

- The first payment of 50% will be made upon the completion of the first 2 trainings.
- 12 months after the 1st disbursement, the second payment will be made for 25% of the total amount.
- 12 months after the 2nd disbursement, a third payment of 15% of the total amount will be made.
- The remaining 10% will be paid at the end of the project.

6. Offer requirements

The Offer must be written in English, be clear and concise, and should include, without limitation, the following information:

- Portfolio of previous work, credentials;
- Detailed proposal according to the project brief in this document;
- Expected team members to work for this project, including the exclusive dedicated staff member to be responsible for the Project, and their respective experience;
- Travel costs, if any. *Please give details on the delegation traveling and itineraries (route, means of transportation, days of accommodation, etc);*
- Transparent cost breakdown in USD. *No specific template is required. Please indicate whether costs are fixed or variable, one-time or recurring;*
- Currency in which FIFA will be invoiced.

7. Tender process schedule

Dates	Milestones
30/05/2023	Issue of RFP to the bidders
02/06/2023	Confirmation of intent to submit a proposal (here)
05/06/2023	Submission of questions (here)
07/06/2023	Clarification of all questions through FIFA Foundation. Questions and answers will be anonymised and distributed to all bidders.
12/06/2023	Deadline for submission of proposals (here) comprised of proposal, budget, Supplier form, and Compliance and Solvency Questionnaire
week 25	Presentations by shortlisted bidders
01/07/2023	Expected contract start date

8. Project Contact

Attention of FIFA Foundation Digital Education Programme,
digitaleducation@fifafoundation.org

Copy to Andrea Kovacs, Senior Procurement Manager, andrea.kovacs@fifa.org

9. Legal Considerations

Definitions and Interpretation

9.1 In this RFP:

- (a) capitalised expressions have the meanings ascribed to them in this RFP unless the context otherwise requires;
- (b) any reference to a “person” or to an “entity” or to a “third party” or to an “organisation” includes any individual, company, body corporate, corporation (sole or aggregate), government, state or agency of a state, firm, partnership, joint venture, association, organisation or trust (in each case whether or not having separate legal personality and irrespective of the jurisdiction in or under the law of which it was incorporated or exists) and a reference to any of them shall include a reference to the others; and
- (c) any reference to a “Section” is a reference to a section of this RFP.

Acceptance of Terms and Conditions

- 9.2 Each bidder irrevocably and unconditionally accepts and agrees that, by participating in this tender process (through any response to this RFP, the submission of the Proposal or otherwise), it agrees to be bound by the provisions and procedures, and the terms and conditions (including the outcome), of this RFP.

No grant of rights

- 9.3 This RFP is no more than an invitation to submit a Proposal. Nothing contained in this RFP, including all documents referred to herein and all related communications made by FIFA or its associates or their respective representatives, agents or employees (i) shall confer any rights to, create any legally binding agreement with, or constitute an offer that is capable of acceptance by, any entity or recipient of this RFP with regard to the provision of goods and/or services relating to the project defined in this RFP; and/or (ii) shall be taken as constituting any representation by FIFA that an appointment of the bidder or any third party will be made pursuant to this RFP or otherwise.

Accuracy of RFP

- 9.4 FIFA has taken all reasonable care to ensure that this RFP is accurate in all material respects at the time of publication. Notwithstanding the foregoing, all information contained herein is subject to amendment and/or variation by FIFA at any time and without any reason and/or prior notice being given to any bidder or any recipient of this RFP. In any case, each bidder and recipient of this RFP shall be responsible for verifying the accuracy of all information contained in this RFP and for making all necessary enquiries prior to the submission of its Proposal. Neither FIFA nor any of its associates nor any of their respective agents, employees or representatives will be liable for any claims, loss or damage suffered by any bidder or other recipient of this RFP as a result of reliance on any information contained herein, or otherwise.

Modification of the RFP

- 9.5 FIFA may, in its sole discretion and without any liability whatsoever to any bidder or any recipient of this RFP, amend, alter and/or modify any or all of the provisions of, and/or withdraw in its entirety, this RFP at any time and without any reason and/or prior notice being given to any bidder or any recipient of this RFP.

Proposals

- 9.6 Proposals in response to this RFP must be signed by a duly authorised person entitled to undertake all legal obligations relating to this RFP and the Proposal on behalf of the bidder.

- 9.7 Each bidder warrants, represents and undertakes to FIFA that:

- (a) all information contained in its Proposal will be complete and accurate in all respects and shall not be false or misleading; and
- (b) if, following submission of its Proposal, there are any changes in such bidder's circumstances that may affect any of the information contained in the bid, the bidder shall promptly notify FIFA in writing setting out the relevant details in full.
- (c) there exists not any conflict of interest between the bidder, its Proposal, FIFA and/or its staff. In case of potential conflict at the moment of the bid, the bidder shall disclose any such potential conflict in its Proposal. In case of potential conflict at later stage, the bidder shall disclose such conflict promptly to FIFA in writing.
- (d) the bidder will, during the tender process as well as when services will (in the event of a successful bid) be performed on behalf of FIFA, respect the principles of the FIFA Code of Conduct at all times and under all circumstances.

If FIFA considers that any bidder is, or may be, in breach of this Section 9.7, FIFA shall, without prejudice to any other rights or remedies that may be available to it, be entitled to withdraw from any discussions or negotiations with such bidder and/or to reject its Proposal, in each case without any requirement to give such bidder any notice and without liability on the part of FIFA to such bidder.

- 9.8 FIFA reserves the right to request any bidder to amend the Proposal submitted in response to this RFP. Such amendments will form part of the tender process as outlined within the RFP and as such will not attract remuneration from FIFA.

Financial terms

- 9.9 Unless otherwise expressly stated in this RFP, the quotation to be provided as part of the Proposal is all inclusive and covers all Swiss and non-Swiss taxes, VAT/sales tax and the like, customs, duties, levies, imposts and any other charges. The successful service provider(s) will be responsible for reporting and paying any Swiss and non-Swiss taxes, VAT/sales tax and the like, customs, duties, levies, imposts and any other charges which become due on the consideration to be paid by FIFA, except for Swiss VAT and Swiss customs duty, if any, which shall be borne by FIFA.

- 9.10 The successful bidder shall indemnify, and keep fully and effectively indemnified, FIFA and its affiliates and officers from and against all obligations on FIFA in respect of all Swiss and non-Swiss taxes, VAT/sales tax and the like, customs, duties, levies, imposts and any other charges arising from, and/or in connection with, any provision of goods and/or services pursuant to the relevant Services Agreement and the discharge of any and all obligations imposed on the successful bidder by this RFP, except for Swiss VAT and Swiss customs duty, if any, which shall be borne by FIFA.

Insurance

- 9.11 The successful bidder will be required to maintain, at its own cost and through the term of relevant Services Agreement, adequate general third party liability and professional indemnity insurance (as well as additional insurance obligations as reasonably requested by FIFA) to cover, regardless of the form of action, whether in contract, tort or otherwise, its potential liability and indemnity obligations thereunder, including (without limitation) for any damages caused to FIFA in connection with the provision of goods and/or services relating to the project defined in this RFP.

Tender Costs

- 9.12 Each bidder is solely responsible for all costs, expenses and liabilities incurred by the bidder in the preparation of its Proposal, any responses to requests for further information by FIFA and any negotiation with FIFA following receipt by FIFA of its Proposal (whether or not a Services Agreement is entered into with such bidder).
- 9.13 For the sake of clarity, the selected service provider(s) will not be reimbursed or otherwise remunerated by FIFA in relation to any costs, expenses and liabilities incurred by the bidder in the preparation of its Proposal or at any time during the tender process.

Ownership of Proposal

- 9.14 Once received by FIFA, each Proposal becomes the physical property of FIFA and FIFA shall not be obliged to return any Proposal. FIFA shall be entitled to unrestricted use, free of charge, of any commercial initiatives, creative materials, procedures, suggestions and/or recommendations contained in each Proposal or otherwise provided and/or disclosed by each bidder in discussions or correspondence with FIFA during the tender process (the "**Bid Information**"). Each bidder shall execute any documents or undertake other acts which may be required by FIFA for the purposes of giving FIFA the full benefit of this provision. Each bidder waives any right of action it may have against FIFA in relation to any use of the Bid Information.

Intellectual Property

- 9.15 Each bidder acknowledges, by itself and its staff that all rights to FIFA's intellectual property portfolio, including the RFP shall remain the sole and exclusive property of FIFA.
- 9.16 Any successful bidder(s) may be required, pursuant to the terms of its Services Agreement with FIFA, to assign to FIFA any and all intellectual property in any works created. Furthermore, bidders may be required by FIFA to assign to FIFA any and all intellectual property in any works created in connection with this tender process, as a pre-condition to its continued participation in it.

No obligations

9.17 FIFA shall be under no obligation to review or consider any Proposal submitted by a bidder, regardless of whether such Proposal is submitted to FIFA on time or in accordance with the procedures outlined in this RFP or not. FIFA shall, at its sole discretion, be entitled to withdraw from any discussions or negotiations with any bidder and/or reject the Proposal at any time, in each case without any requirement to give such bidder any explanations.

9.18 FIFA reserves the right to work with multiple service providers at the same time for the provision of goods and/or services relating to the project defined in this RFP.

Sustainability and Human Rights

9.19 Each bidder agrees to conduct all aspects of this RFP in a fair and reasonable manner and in keeping with the highest standards of responsible business conduct prevailing in its industry, following guidance from the OECD Guidelines for Multinational Enterprises where applicable. The successful bidder(s) will be requested to comply with the minimum requirements outlined in the [FIFA Sustainable Sourcing Code](#) related to the potential sustainability impacts of the products and services, and to enforce them in their business relationships and activities linked to this RFP, and meet its responsibility to respect, in all aspects of its activities relating to the project defined in this RFP, all human rights in accordance with the UN Guiding Principles. Where applicable, the successful bidder(s) will further comply with the WFSGI Code of Conduct – Guiding Principles of the World Federation of the Sporting Goods Industry then in circulation. FIFA may, at its absolute discretion and at any time during the tender process, require any information on how the bidder implements its sustainability and human rights-related responsibilities as outlined in this Section 9.19. The successful bidder will be required to report on its efforts to comply with FIFA's sustainability and human rights requirements throughout the project duration.

Data Protection

9.20 When processing personal data on behalf of FIFA, the successful bidder is required to a) always comply with any applicable data protection laws and b) agree with and sign FIFA's data processing agreement. In addition, bidders shall provide, together with the Proposal, information concerning the processing of personal data such as, but not limited to; the geographical location of where the data will be stored, access rights, the technical and organizational measures (TOMs) in place, subcontractors used, security level and details of the data center security specifications, among others. Final confirmation of the supplier will be subject to the outcome of the appropriate assessments and the timely execution of any resulting agreed action.

Confidential Information

9.21 The full content of this RFP and associated supporting materials are confidential. Each bidder will keep confidential its participation in the tender process and the terms set out herein.

9.22 Each bidder must ensure that any person who receives a copy of this RFP is bound by this confidentiality obligation. FIFA may, in its absolute discretion, opt to require to sign a confidentiality agreement or undertaking, within a prescribed timeframe to be

determined by FIFA, as a pre-condition to its continued participation in this tender process.

- 9.23 For the sake of clarity, any disclosure of the RFP to any third party will be strictly and solely at the discretion of FIFA.

No right of action and no liability

- 9.24 This RFP is provided solely by way of explanation only and does not contain any warranties, representations or undertakings whatsoever upon which any person may rely, or seek to initiate or substantiate any legal action, against FIFA and/or its associates or their respective agents, employees and/or representatives. In particular, all dates referenced herein are indicative only and FIFA expressly reserves the right to disregard and/or postpone any date herein without consulting and/or notifying any bidder and without incurring any liability whatsoever.

- 9.25 Each bidder expressly waives any right of action it may have against FIFA with regards to the tender process. There shall be no liability of FIFA of whatever nature in connection with this RFP, the Proposal and/or any information, communication or correspondence of FIFA in relation thereto to the fullest extent permitted by law.

Anti-Corruption

- 9.26 Giving and taking bribes can lead to criminal proceedings in accordance with art. 4a of the Swiss Federal Law on Unfair Competition (art. 102 of the Swiss Criminal Code) and art. 322octies and art. 322novies of the Swiss Criminal Code and any other applicable anti-bribery or anti-corruption legislation.

Governing Law and Jurisdiction

- 9.27 This RFP and the procedures outlined herein shall be governed by, and interpreted in accordance with, the laws of Switzerland, to the exclusion of any choice of law principles and to the exclusion of the Vienna Convention on Contracts for the International Sale of Goods. All disputes in connection with this RFP, including disputes as to its validity, invalidity, conclusion, binding effect, amendment, breach or termination, are to be promptly settled between the parties by negotiation. If no solution can be reached, such disputes shall, to the exclusion of any court or other forum, be exclusively resolved by an arbitral tribunal consisting of one (1) arbitrator under the auspices of, and pursuant to, the Swiss Rules of International Arbitration of the Swiss Arbitration Centre on the date on which the notice of arbitration is submitted in accordance with those rules. The seat of the arbitration shall be Zurich, Switzerland and the language of the proceedings shall be English. For the avoidance of any doubt, any determination made by the arbitral tribunal shall be final and binding on the parties.