Appendix

# Evaluation criteria

Responses will be assessed using the criteria and weightings below. A score will be given for each part of the information submitted that is to be assessed. The qualitative aspects of your response will be evaluated entirely on your response submitted.

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| **Criteria** | **Weighting** |
| Study programme design and content | 40% |
| Cost of the programme | 25% |
| Professional capacities of the institution | 15% |
| Project management capacity in an international context | 10% |
| Understanding of China’s campus football development | 10% |

*Please see following Response Forms, including criteria 1 - 5*

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| **Criteria 1 – Study programme design and content**  Quality is the most critical factor for selecting a successful programme provider. Please provide an explanation as to how the quality of the proposed programme will reflect the following aspects:   * Comprehensiveness: The content should cover all relevant information in the specified area to meet the needs of the FUSC/CSSF. * Innovation: The content provided should be thought–provoking and provide a clear future vision. * Practicality: The programme should include examples of best practice from the UK/other well-performing education systems and be relevant to the participants’ daily needs. * Logical progression: The programme should be carefully planned to offer a logical route for participants’ professional development. * Effective methodology: A variety of methodologies should be used throughout the training programme (including before and after programme delivery) to ensure the most effective delivery of the training. Participants must have opportunities to share, challenge and reflect on their learning   **Note:**   * Please provide an outline of the study programme (training and any visits) including the number of hours involved for each element. * Please state if you have a preference for hosting football coaches from schools or universities, or can accommodate both. * Please state the minimum and maximum number of participants (out of the total of 180) that you can accommodate. * Please state the number of proposed participates for each class/programme. * Please state your availability to deliver the study programme in the summer and autumn of 2016 (July - November).   **Please provide your response below:** |

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| **Criteria 2 - Cost of the programme**  It is essential that the programme provider can provide an arrangement where pricing is clearly defined, competitive and transparent. To satisfy this criteria, each applicant must provide a breakdown of all expected costs with a clear explanation.  **Costs may include:**   * Tuition fees for the training programme (training venue, training materials, tea breaks, etc.) * Accommodation/meals (suitable on-campus or hotel accommodation) * Transportation in the UK (airport pick-up, drop-off, daily transportation if needed between classrooms and hotels, transportation for other visits, etc.)   Note:   1. For accommodation, please provide three options where the location is reasonably convenient, covering price ranges from economic, to medium, to high. 2. Please also include the pricing for any relevant value added services, if applicable.  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Unit cost per person** | **No. of participants** | **Sub-total** | **Breakdown** | | Tuition fee |  |  |  |  | | Living expense (accommodation, meals and transportation) |  |  |  |  | | Others |  |  |  |  | |  |  |  |  |  | | **Total** |  |  |  |  |   Further factors to consider:   * Payment processing mechanisms * Details of any particular arrangements that the FUSC/CSSF needs to be aware of   **Please provide your response below:** |

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| **Criteria 3 - Professional capacities of the programme provider**  Please provide information about the strength and profile of your organisation, and the professional capacities of trainers and supporting staff relevant to the programme.  Information required includes:   * **Overview of the organisation:** Please provide an overall introduction to your organisation and provide highlights relevant to sports/football training. * **Professional capacity of staff:** Please provide the CVs of trainers, speakers, facilitators and administrative staff to be involved in the programme. Please provide any relevant research papers or articles of key trainers which can demonstrate their academic achievements in the areas concerned. * **Qualifications and accreditations:** Please specify which qualifications (certificates) participants would acquire after participating in the programme. Please specify if any other accreditations are offered that could help with the further progression of the participants’ professional development. * **Value added offers:** Please specify any value added offers beyond the programme your organisation could provide for the long-term professional development of the programme participants. This can include, but is not limited to, any ongoing mentor support, consultancy services, or system design, etc.   **Please provide your response below:** |

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| **Criteria 4 - Project management capacity in an international context**  Please provide information as to how you would organise the process and programme outputs to provide the services as required, demonstrating capacity and flexibility in meeting the needs of the Chinese participants in a cross-cultural context.  **Information to include:**   * Describe how you would manage the programme. * Describe the process you would propose to implement the programme, outlining the timeline and any milestones for the programme. * Attach a brief CV of the project manager. * Outline the mechanism through which you would monitor and manage the quality of your programme and related services, including how you would manage any risks.   Please provide information about the proposed training venue and any host institutions for visits, including:   * **Location** of the training venue and any host institutions for visits. * **Facilities** at the training venue. Please specify if the training venue meets the following minimum requirements and if there are any other highlights:   + The training venue meets UK minimum health and safety requirements.   + The venue is spacious and located in quiet surroundings.   + The venue is equipped with comfortable desks and chairs, and multimedia facilities including projectors, video and sound equipment.   + The venue is equipped with a football pitch.   + The training room is air-conditioned and has good ventilation.   + Free internet access is available at the training venue.   **Please provide your response below:** |

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| **Criteria 5 - Understanding of China’s campus football development**  Please provide details as to how your international experience (including the range, variety and type of training projects) will benefit you in working on the programme with China.  Please provide evidence of your knowledge and understanding of the context of China’s campus football development, including but not limited to, national priorities and challenges, and the local market needs for football teacher’s professional development.  **Please provide your response below:** |