



BID APPLICATION

Host of IWG 2018 – 2022 and 8th IWG World Conference on Women and Sport

Please submit your completed bid application by email as a PDF to IWG Secretary General Game Mothibi (gamemothibi@iwg-gti.org and info@iwg-gti.org) not later than **November 30, 2016**

GENERAL OVERVIEW

The International Working Group on Women and Sport (IWG) was established in 1994 at the 1st World Conference on Women and Sport held in Brighton, United Kingdom. The result of this conference was the Brighton Declaration on Women and Sport which embraces key guidelines for the advocacy for women in sport and was signed by more than 250 organisations worldwide.

The IWG is an independent coordinating body consisting of representatives of key government and non-government organisations from all regions of the world. It has the over-arching objectives of promoting and facilitating the development of opportunities for girls and women in sport and physical activity throughout the world. The IWG acts as a catalyst for existing government and non-government organisations concerned with the development of girls and women through sport.

Every four years the IWG has held a World Conference on Women and Sport in a different region of the world:

Year	City	Country	Number of Participants
1994	Brighton	United Kingdom	280
1998	Windhoek	Namibia	400
2002	Montreal	Canada	550
2006	Kumamoto	Japan	700
2010	Sydney	Australia	500
2014	Helsinki	Finland	800
2018	Gaborone	Botswana	TBC

In order to sustain the momentum created and track future progress, the IWG is now accepting bids from countries or organisations interested in:

- the position of IWG Co-Chair in 2018-2022;
- hosting the IWG Secretariat from September 2018 – 2022; and
- hosting the 8th IWG World Conference on Women and Sport in May/June 2022

Ideally, these three opportunities should be taken on by **a single country or organisation**. However, a joint bid from more than one organization / country working together may also be considered as a possibility. Joint bids are to be outlined in your application with details of both organizations and how the partnership will work.

Candidates bidding for IWG hosting must secure funding for support of all these functions.

INTERNATIONAL WORKING GROUP ON WOMEN AND SPORT

Vision

A sustainable sporting culture that enables and values the full involvement of women in every aspect of sport.

Mission

Empowering women - Advancing sport.

The mission is accomplished through the action and influence of IWG as a catalyst, engaging governmental, non-governmental organizations and individuals for the advancement and empowerment of women and sport globally.

Values

Collaboration

We or the IWG support international collaboration that will enable us to achieve our vision through consultation with our stakeholders and incorporate their feedback in our decision making.

Inclusiveness

We value diversity through the provision of equal opportunity, voice, and choice for all people regardless of nationality, ethnicity, religion, gender, disability, age or sexual orientation.

Transparency

We are transparent and accountable in all our operations and decision-making processes including management and governance.

Outcome-focus

While recognizing the importance of appropriate processes in our work, we aim to achieve measurable outcomes in keeping with our mission and vision.

Aims

1. To promote awareness of girls and women in sport and physical activity issues and to monitor the adoption and implementation of the Brighton Declaration and subsequent IWG legacies for action by governments, international and national organizations worldwide
2. To develop and support the implementation of the strategic plan in accordance with the IWG mission
3. To serve as a contact and reference point internationally, focusing on developments in women and sport and facilitating networking and the exchange of information
4. To support national, regional and international networks for women and sport development
5. To seek the inclusion of issues related to women and sport on the agendas of major international conferences
6. To act as a steward of the quadrennial IWG World Conferences on Women and Sport
7. To ensure effective IWG management and development

SECTION 1 – POSITION OF IWG CO-CHAIR (World Conference, 2018 – 2022)

The IWG is led by two Co-Chairs, One also Conference Co-Chair, is based in the host country of the next IWG World Conference on Women and Sport and retains the primary responsibility for the event. The other is retained from the previous host.

Skills, Competencies, Knowledge Required

The nominated (Conference) Co-Chair in the bid application should possess the requisite influence within the host country and/or internationally in order to raise the profile of the

IWG's work, seek funding, as well as lead and promote the IWG's initiatives. He or she should also have the support of key stakeholders such as GOs and NGOs.

The following skills, competencies and knowledge are required within the IWG in order to achieve its objectives:

- Ability to add value to the design and implementation of strategies for change at the international level;
- Knowledge and understanding of the structure and politics of the international sports movement;
- Capable of influencing senior decision makers within political, governmental, non-governmental and sport domains;
- Ability to network in person and remotely and develop and nurture relationships with individuals and organizations within and beyond the international sports movement;
- Availability and capability of representing the IWG at meetings and conferences;
- Operate at a strategic and leadership level with other sport and non-sport agencies;
- Ability to lead and implement strategies among lay agencies, in particular multi-sport games and international federations;
- Philosophy and demonstrated commitment to the advancement of girls and women's sport.
- Proven track record of leadership
- Experience in issues related to sport policy
- Experience in organizing national / international events
- proven communication skills (written and oral) in English
- IT/Internet literacy and/or willingness to use new technologies (Microsoft Office, applications, email, social media applications, dropbox, etc.)

Candidate to submit the following as an attachment to the bid document

1. Candidate's Curriculum Vitae (CV)
2. Personal statement of purpose for serving as IWG Co-Chair for the 2018 – 2022 quadrennial term

SECTION 2 – IWG SECRETARIAT (September 2018 – 2022)

1. Ideally, the IWG Secretariat shall be based in the same country as the next World Conference on Women and Sport. The IWG Secretariat manages the day-to-day work of the IWG and provides support for all of its activities and initiatives. The Secretariat is the critical link between the IWG members, key stakeholders in the women and sport movement, the global IWG network and the public at large. In this respect communication in English is essential and language skills in French and Spanish are also desirable.

2. During the four-year period between conferences, the IWG Secretariat supports the work of the IWG. Key components of the secretariat's work include:
 - 2.1 monitoring the progress and implementation of the Brighton Declaration
 - 2.2 networking with global government and non-government agencies and organizations
 - 2.3 facilitating the IWG's contributions to forums and conferences
 - 2.4 Communicating and disseminating information regarding the women and sport movement via the IWG's communication channels: its multi-lingual website (www.iwg-gti.org), Catalyst electronic newsletter, Twitter feed (@IWGWomenSport) and Facebook page.
 - 2.5 Acting as the steward of the quadrennial IWG World Conference on Women and Sport
 - 2.6 Ensuring the sustained development of the IWG that is in line with its vision, mission, aims and values and organizing an annual meeting of the working group members
 - 2.7 Maintaining the IWG's database and resources
3. A short summary of the host organization including its background, mission and aims, activities, scope of operations, source(s) of funding and contact information: organization's website and mailing address, name of contact person and his or her email address and telephone number.
4. Organization's statement of purpose for serving as host the IWG Secretariat for the 2018 – 2022 quadrennial term

Secretariat Assessment Criteria

Commitment/ideology and resources: *Adequate financial support for the Secretariat's four-year term must be secured by the bidding organization. The IWG Secretariat must also commit itself to supporting the IWG fulfil its key responsibilities (e.g., the IWG's **Key Result Areas**).*

Support from key national decision-making bodies, both government and non-government, impacts the success of the IWG Secretariat's work. Commitment may be manifested in a variety of ways, for example: goods and services in kind provided to the IWG Secretariat, financial support for the activities of the IWG Secretariat or assistance with respect to public relations and the promotion of the IWG's work nationally, regionally or internationally.

Multi-agency involvement: It is recommended that the IWG Secretariat work closely with key national/regional organizations during the four-year term. This type of cooperation can help to secure support, facilitate the Secretariat's work, and ensure optimal impact of the IWG Secretariat's term in the host country.

Legacies/Impacts: The impact of hosting the IWG Secretariat may be social, cultural and economic. Candidates are encouraged to plan for the lasting effect of the IWG Secretariat's term that will benefit women and sport in the host country and the future of the IWG.

Language capacity: The ability to effectively communicate in English is a minimum requirement of the IWG Secretariat. French and Spanish language capacities are also looked upon favourably.

Financing: Budget for the Secretariat should include but not be limited to:

- full time staff members for the entire four year period, depending on your needs and IWG work load
- Additional staff when needed
- Administrative costs
- Travel (attendance at IWG annual meetings, relevant conferences and/or other meetings)
- IWG website maintenance
- Conducting a quadrennial progress report on recent developments in women and sport worldwide
- Promoting the previous conference legacies whenever possible
- Office space and supplies (including all equipment, desks, chairs etc.)
- Information Technology Services including software and hardware (computers/internet access, printers/ photocopiers, online meeting capabilities, file sharing, mass emailing software, etc.)
- Accounting services
- Legal services

SECTION 3 – WORLD CONFERENCE ON WOMEN AND SPORT HOST AND ORGANIZER

World Conference Host and Organizer

The IWG World Conference on Women and Sport is held every four years and is the highest profile event of the IWG. The event is action-oriented and its focus is on realizing change and considering the synergies between sports, the women's movement and other entities interested in women's empowerment. These World Conferences have a unique purpose and reporting function.

The conferences build on the success of the previous event and are linked by a common theme.

Between 500 – 800 (or more if capacity allows) decision-makers, administrators, coaches, scientists and athletes share success stories and determine strategies and action plans for the future.

World Conference Assessment Criteria

Commitment/Ideology and Resources: Support from key national decision-making bodies, both government and non-government, has been proven to contribute significantly to the promotion of the conference and its success. It also impacts on the credibility of the IWG. Commitment and support may be manifested in a variety of ways, for example: past initiatives focusing on women and sport, financial support for the activities of the candidate organization, support for national / international events or initiatives aiming to enhance opportunities for women in sport, etc. The host organization must guarantee financial support for the 2022 World Conference.

Multi-agency involvement: It is recommended that the organizers work with key national/regional organizations to secure support, facilitate the effective implementation of follow-up action steps and ensure optimal impact of the conference and work of the IWG.

Legacies/Impacts: Impact of the conference may be economic, social or cultural. Candidates are encouraged to plan for anticipated impacts that benefit women and sport in the host country and the future of the IWG.

Location: Geographical accessibility and balance in relation to past World Conferences are both important. The intention behind these conferences is to mobilize action worldwide. Host regions in the past have experienced particular benefits and the varied locations of the World Conferences have allowed for participants from many different regions of the world to take part. You will need to provide the following information in your bid document:

1. *Proposed host city and dates for the 8th IWG World Conference on Women and Sport (2022)*
2. *Proposed conference venue (location, capacity and facility information, accessibility, etc.)*

Accessibility: The conference site should be as easily accessible and comfortable as possible for all participants. Candidates should aim to offer a safe and secure environment for all delegates.

Affordability: This event aims to attract a diverse profile of participants from both developed and emerging countries. In this respect, a wide variety of accommodation options is necessary and participant costs (registration, meals, social) should be kept as low as possible. Additionally, efforts should be made to offer grants and financial assistance, making it possible for delegates from emerging countries to also attend. In addition, there may be a fee structure offered with discounts for delegates from emerging countries. Young adults also represent an important group and efforts should be made to increase their possibilities to attend.

Facilities: The conference facilities should be accessible and easily reached. Meeting room capacities should include: plenary sessions of at least 1000 participants; several, simultaneous, small group sessions; poster presentation space; audio-visual aids, support for multiple languages.

Accommodation: Anticipated hotel rates in DOLLAR

Transport: Provide Information on the following:

1. *Nearest international airport(s)*
2. *Anticipated method(s) of transportation to be used by conference delegates between the airport and the conference hotels and during their stay.*

Finances: The IWG does not have a budget to support the World Conference. The organizer must secure adequate financial resources and must submit as follows:

1. Details on how the organization plans to raise the funds necessary to hold a conference of this size in terms of specific support and timing

2. Details on any governmental support and/or sponsors who have committed to support the application
3. Details on any other anticipated revenue streams
4. Estimated registration fee to be charged and what it will include
5. Draft budget, listing anticipated income and expense items

Translation: Simultaneous translations of the plenary sessions and workshops into English, French and Spanish, as well as regionally appropriate languages, is highly recommended in order to ensure active participation from a linguistically diverse group of participants.

Human resources: In addition to the IWG Co-Chair and Secretariat, personnel dedicated to the conference planning are required. Volunteers/support staff during the event are highly recommended.

Background information: to be provided in the bid document

1. Description of the organization's experience in the international women and sport movement and related national/international events or initiatives
2. Organization's statement of purpose for serving as host the for hosting the 8th World Conference on Women and Sport

Conference dates

Traditionally IWG World Conferences on Women and Sport have been held in either May or June over 4 days and have gathered up to 800 participants from around the world for several days of exchange and discussion.

Themes

1. In cooperation with the conference host, the IWG selects a conference theme and prepares the conference program, focusing on salient issues and the needs of participants. The monitoring role of the IWG is key to the conference development and the information on progress, success and lessons learned that is continually collected by the IWG Secretariat is made available to all participants. The IWG is a critical link between representatives of international, regional and national organizations interested in women and sport issues and the World Conferences are an important opportunity for interaction and discussion.

Collaboration: kindly provide information on possible collaborations as:

1. *Status of support for the organization's bid to host the 8th IWG World Conference on Women and Sport by national, regional, Government and city authorities and/or sports organizations.*
2. *Key national/international organizations, networks or other bodies with which the organization intends to collaborate with in order to carry out a successful World Conference.*

Bid submission and selection

Bid applications in English are submitted via email to IWG Secretary General Game Mothibi (gamemothibi@iwg-gti.org: info@iwg-gti.org: ggmothibi@gmail.com) no later than November 30, 2016 or postal addressed to:

International Working Group on
Women and Sport (IWG)
Botswana National Sport Commission
Box 1404
Gaborone
Botswana
info@iwg-gti.org
www.iwg-gti.org

If needed, applicants may be asked additional questions regarding their bid application.

The final selection will be made by the IWG no later than February 28, 2018. The successful applicant to host the IWG Co-Chair, IWG Secretariat and 8th IWG World Conference on Women and Sport will be officially announced at the 7th IWG World Conference on Women and Sport, which takes place May, 17-20, 2018 in Gaborone, Botswana.

The IWG Co-Chair (2018 – 2022) is expected to attend the 7th IWG World Conference on Women and Sport and deliver a presentation to the conference delegates during the proceedings of the 7th IWG World Conference on Women and Sport.

The handover period between the 2014 – 2018 IWG Secretariat and the 2018 – 2022 IWG Secretariat is expected to take place prior to September 1, 2018.

After referring to the call for bids and its appendices, please direct any further inquiries to IWG Marketing Communications Manager (boitumelokenosi@iwg-gti.org).