

TOR OF USAIN BOLT UWI SPORT AND EXERCISE MEDICINE CENTRE: PROJECT DEVELOPMENT /MANAGEMENT CONSULTANT

1. Background To The Consultancy Assignment

The West Indies produces a very significant percentage of the current dominant sprinters of world track and field athletics and Jamaica leads the way. More advanced nations are taking aim at Jamaica using all at their disposal in science, sport and exercise medicine. It is very important therefore, that the necessary investments in modern facilities and technologies are made to take advantage of our talent to sustain our rankings.

The risk of athletes with great potential being injured and unable to participate in major events including ISSA competitions is a significant one. Further, ensuring full recovery and restoring self-confidence after a major injury is critical for future successful performance and includes the assurance that the healing process is world class and complete. That includes applications of medicine and science, professional skills including the management of sport enterprise and human capital development by the tertiary education system and other interests.

Until recently local track and field athletes were attracted by US colleges' athletic scholarships and good medical support athletic clubs, to transition from the high school to the elite and champion level. Local athletic clubs at the UWI and at UTECH has proved however, that locally developed talent can achieve similar results. With the medical support being planned there will now be more opportunities for local athletes to become champions without having to travel abroad for medical support that was affordable to only a few.

Jamaican Olympian athlete, Usain Bolt , one of the few, has had to seek medical treatment for his sports injuries overseas as it was lacking locally, has lobbied for the establishment of a Caribbean Sport Medicine facility in Jamaica, that can adequately provide treatment for athletes in Jamaica. He has therefore indicated to the MCGES that he is willing to use his name and brand to advocate for financial support for such a facility. The GoJ, through the MCGES has therefore sought to partner with Usain Bolt, the UWI and private sector interests to establish this facility as a wellness and sport medicine tourism facility.

Investment projects seeking support from the Government of Jamaica are all required to be reviewed by the Public Investment Management Secretariat (PIMSEC) and submitted to the Public Investment Management Committee (PIMC) for consideration. To this end, the Ministry of Culture, Gender, Entertainment & Sport in collaboration with the Faculty of Sports, UWI is now seeking to develop a business case, a revised business plan and a completed PIMSEC project proposal template to be presented to the PIMC for consideration.

Two individual consultants will be contracted; a Project development Specialist and a Technical specialist in the area of Sports and Exercise Medicine. This TOR refers specifically to the Project development Specialist

2. **Objective of Consultancy**

Review Plans for establishing Usain Bolt UWI Sport and Exercise Medicine Centre, develop a business case, revise the existing business plan, and complete a PIMSEC project proposal template

3. **The Deliverables** - The expected outputs of the consultant are:

- a) Inception report detailing consultant's understanding of the scope of the project, methodologies and strategies to apply in completing all aspects of the task within the Project's timeline.
- b) Detailed work plan describing the proposed tasks, processes, schedule and where applicable contingencies for completing the project; to be prepared within one week of signing contract.
- c) A business case showing all feasible approaches with well-reasoned rationale and appropriate evidence for selecting the option that is best aligned with the sport needs of Jamaica.
- d) An updated business plan that takes into account; physical and human resources, culture, income-generating capacity, sustainability, sponsors, collaboration and providing valued professional medical services to Jamaican student athletes and communities
- e) A completed PIMSEC Project Proposal using the recommended Template

4. **Scope of Work** – Assessment of existing plans and produce a comprehensive final document incorporating deliverables 2, 3, 4 and 5. The scope of the work will include the activities outlined below and other actions necessary to ensure that the objective of this consultancy assignment is fully realised:

- a) Review the existing proposal and business plan
- b) Gather information from Sport & Exercise Medicine Centre specialists and other sources regarding best practices in the design, construction, equipping, financing, and operation of sport and exercise medical centres worldwide.
- c) Consult with local stakeholders for advice on Sport medical clinic with features and practices that are best suited for the local context.

- d) Based on PIMSEC guidelines and preferences of stakeholders, develop a business case that will, among other things identify the most feasible approaches to the design, financing, operating and management of a facility that will meet the needs of Jamaicans and potential regional customers.
- e) Secure feedback from stakeholders as to preferred options bearing in mind the objectives of the proposed facilities and the given constraints.
- f) Finalise the business case in keeping with the PIMSEC guidelines and the specific data/information requirements of the PIMC in relation to the preparation of the full proposal.
- g) Update the existing business plan in keeping with the most feasible options for the design, financing, and provision of the desired services & the maintenance of the proposed facilities.
- h) Identify and create value proposals for desired and preferred partners
- i) Identify potential donors and investors who are willing to consider significant investments in the facility.
- j) Submit draft documents to the UWI Sports Faculty, the MCGES, and the Usain Bolt Foundation, for review and feedback. Meet with key stakeholders to provide clarification and receive feedback.
- k) Prepare final documents in keeping with feedback from UWI & other stakeholders.
- l) Prepare project proposal summary based on PIMSEC's template.

5. Qualifications of the Consultant –

The Consultant should have a Master's degree in Development economics, Development studies, Business administration, or related discipline. Training and experience in marketing, sports development or health economics, technical writing would be a distinct advantage.

Consultants should also have at least 10 years' experience in project development, financing and project appraisal or business planning. Experience in the development of sports and or health related projects would be an asset.

6. Payments Arrangements

| | <i>Deliverable</i> | <i>Timeline</i> | <i>% of Contract Payable</i> |
|----|---|--|------------------------------|
| a) | <i>A work plan</i> | <i>1st week of contract signing</i> | 20.0 |
| b) | <i>A draft business case</i> | <i>7th week after signing of contract.</i> | 40.0 |
| c) | <i>Updated draft business plan</i> | <i>8th week after signing of contract</i> | |
| d) | <i>Final Draft of business case</i> | <i>Eleven weeks after signing of contract</i> | 20.0 |
| e) | <i>A final draft of updated business plan</i> | <i>End of 12th week after signing of contract</i> | 20.0 |
| f) | <i>A completed PIMSEC Project Proposal Template</i> | <i>End of 12th week after signing of contract</i> | |

7. Reporting and Supervision –

The consultant will be supervised by the Dean, Faculty of Sport UWI. A steering committee will be established, comprising representatives from the UWI Sports Faculty & the Ministry of Culture, Gender, Entertainment and Sport, to provide oversight for the consultancy project.

8. The Characteristics of Consultancy

- ✚ Level of effort – 50 man days over a twelve week period
- ✚ Type of Consultancy – individual; local or international consultant
- ✚ Type of Contract – Fixed price