

**REQUEST FOR TENDER**

**HIGH-PERFORMANCE  
SERVICES FOR  
YOUTH SHOW  
JUMPING**



**HORSE SPORT  
IRELAND**

FEI  
JUMPING  
EUROPEAN  
CHAMPIONSHIP  
KRONENBERG  
2024  
YOUNG RIDERS, JUNIORS  
& CHILDREN

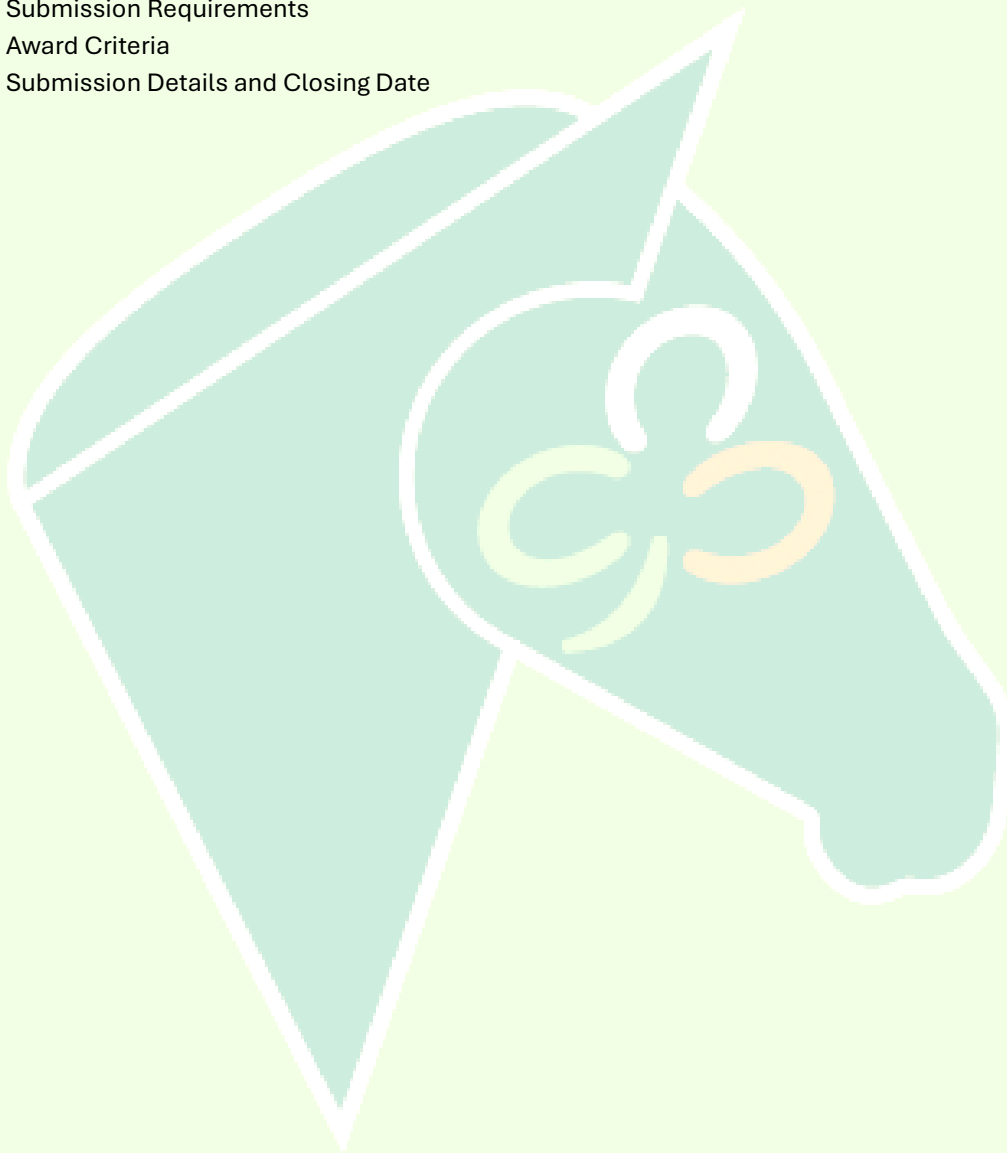
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## 1. Introduction

Horse Sport Ireland (HSI) is the National Governing Body for equestrian sport in Ireland. HSI is committed to fostering excellence in High-Performance Programme delivery, with a proven track record of international equestrian success, HSI supports athletes, horses, and their connections in achieving their full potential on the global stage.

Success in Youth Jumping:

Ireland's Youth Jumping programmes have consistently achieved international success, producing numerous European Championship medallists and Nations Cup podium finishes. Recent highlights include:

2022	<ul style="list-style-type: none"><li>• European Pony Championships(U16) Strzegom, Poland - Team Gold, Individual Gold, Silver and Bronze.</li><li>• European Junior Championships(U18) Oliva, Spain - Team Bronze.</li><li>• European Young Rider Championships(U21) Oliva, Spain - Individual Bronze.</li></ul>
2023	<ul style="list-style-type: none"><li>• European Pony Championships(U16) Le Mans, France - Team Gold, Individual Gold and Bronze.</li><li>• European Young Rider Championships(U21) Gorla Minore, Italy Team Gold and Individual Gold.</li><li>• European Junior Championships(U18) Gorla Minore, Italy Team Gold and Individual Silver.</li></ul>
2024	<ul style="list-style-type: none"><li>• European Pony Championships(U16) Opglabbeek, Belgium - Team Bronze and Individual Gold.</li><li>• European Young Rider Championships(U21) Kronenberg, NED - Team Gold and Individual Silver.</li></ul>

These successes highlight Ireland's ability to nurture future stars and emphasise the importance of robust High-Performance Programmes.

### Vision for the Future:

Looking towards the Brisbane 2032 Olympic Games, HSI is dedicated to preparing Ireland's youth athletes for international success. This Request for Tender (RFT) seeks to engage innovative and capable service providers to design, implement, and manage High-Performance Programmes for Youth Jumping. Covering Ponies, Children on Horses (COH), and Junior categories, this initiative spans three years and aims to create a clear, sustainable pathway for athletes to transition from Development and Elite squads to senior levels.

HSI's approach prioritises collaboration, innovation, and long-term sustainability, moving beyond traditional methods to ensure enduring success.

## 2. Why the RFT Model?

This RFT reflects HSI's commitment to:

1. Attracting competitive and innovative proposals from sport managers or groups of coaches with expertise in High-Performance Programme delivery.

2. Harnessing expertise within the Irish equestrian system while welcoming international innovation to enhance outcomes.
3. Ensuring resources are utilised efficiently and aligned with global best practices in athlete development.
4. Focusing on long-term sustainability, medal-winning performances, and building Ireland's Brisbane 2032 Olympic talent pipeline.

This structured, collaborative model acknowledges the complexity of managing youth performance programmes and the need for tailored strategies to maximise success.

### **3. Who Should Apply?**

Proposals are invited from groups of equestrian professionals with complementary expertise who share a vision for creating a holistic and connected pathway for youth athletes. Under this new system, Horse Sport Ireland (HSI) seeks collaborative delivery teams capable of working across all three age categories: Ponies, Children on Horses (COH), and Juniors. This approach replaces the previous model, where individual applicants managed individual programmes. Instead, HSI requires a delivery team that includes professionals with skills in coaching, team selection and management, ensuring a unified, athlete-centred programme.

While programme design and selection remain central, applicants are encouraged to propose their preferred methods for delivering these objectives, including innovative and effective approaches, where applicable. The expectation is that the delivery team will operate cohesively, leveraging their combined expertise to ensure excellence and consistency across all age categories.

Applicants must outline their proposed coaching structures, specifying the roles and responsibilities of each team member. This should include individuals responsible for:

- **Team Management:** Providing leadership at international competitions, including acting as Chef d'Équipe. Designing and implementing a fair, transparent, and performance-focused selection process

**Coaching:** Delivering training aligned with international best practices.

The proposal should clearly demonstrate how the team will manage these elements in an integrated manner to deliver a cohesive pathway for athletes. HSI seeks to identify teams that can balance individual expertise with collaborative delivery, ensuring that each athlete has the opportunity to progress seamlessly through the pathway. By integrating selection, coaching, and team management within a unified framework, the delivery team will support Ireland's ambition to develop youth athletes capable of achieving success on the international stage and transitioning to senior-level programmes.

### **4. Purpose and Scope of Services**

**Purpose:**

To secure service providers capable of delivering a world-class High-Performance Programme for Youth Jumping.

**Scope of Services:**

1. Develop a comprehensive High-Performance Programme covering Ponies, COH, and Junior categories, establishing structured pathways with clear progression metrics.
2. Provide access to qualified coaches delivering training aligned with international best practices. Design and deliver progressive, structured training clinics that balance technical and educational elements while remaining financially accessible.

3. Implement a fair, transparent, and data-driven selection process. Monitor and evaluate athlete and team performance using robust metrics.
4. Provide leadership and logistical support at international competitions, including acting as Chef d'Équipe, ensuring coordination of travel and accommodation.
5. Build strong relationships with the NF, athletes, parents, owners, and FEI organising committees, recognising parents as key stakeholders in athlete development.

## **5. Role of the National Federation (NF) – Horse Sport Ireland**

Horse Sport Ireland, as the National Federation for equestrian sport in Ireland, holds ultimate responsibility for the delivery of High-Performance Programmes. As the only entity recognised by the Fédération Équestre Internationale (FEI), HSI provides the governance framework, professional executive management and leadership, and policy oversight to ensure programme success.

While the NF oversees and controls the overall delivery and administration, Horse Sport Ireland is seeking specialised expertise required to implement success strategies and high quality coaching. This collaboration seeks to:

1. Ensure Irish athletes excel at youth levels, including European Championships and Nations Cups.
2. Build a sustainable pathway enabling youth athletes to transition effectively to senior programmes and represent Team Ireland at the highest level.
3. This model combines the NF's leadership with the sector's expertise to deliver a cohesive, athlete-centred programme.

## **6. Tender Requirements**

Applicants must demonstrate:

- A deep understanding of High-Performance sport, particularly at youth levels.
- Proven experience in designing and delivering internationally aligned performance programmes.
- Expertise in selection processes, emphasising fairness, transparency, and communication.
- The ability to collaborate inclusively with multidisciplinary teams.
- Systems for monitoring, evaluating, and reporting on programme impact.

## **7. Service Delivery Fee**

Applicants must include:

- Fixed daily rate fee: Covering costs for planning, development, event attendance (including Chef d'Équipe responsibilities), and training delivery. All expenses (e.g., travel, accommodation) must be included in these rates.
- Training Clinics: A cost structure ensuring clinics remain financially accessible to athletes.

## **8. Submission Requirements**

### **1. Applicant/Organisation Information:**

- Name, address, and contact details of the applicants.
- For consortia, one individual or organisation must be designated as the principal contact.

Applicants must provide:

- A draft programme design, including coaching structures, progression pathways, and a selection process.
- Daily rates for programme delivery and an all-inclusive cost structure for training clinics.
- The proposed service delivery team details and relevant experience. Information about all personnel involved in the delivery of the services, including a CV for each individual. CVs should outline relevant qualifications, expertise, and experience.
- A performance monitoring and evaluation plan.
- A timeline and key milestones.
- Optional value-added innovations.
- Daily rates for programme delivery as noted above in section 7.

Proposals should be concise, clearly structured, and demonstrate alignment with HSI's objectives.

- Disclosure of any potential conflicts of interest that may arise during the performance of the contract.
- A current Tax Clearance Certificate and proof of relevant insurances, including public liability and professional indemnity insurance.

## 9. Award Criteria

Tender submissions will be evaluated based on the following criteria:

Criterion	Weighting	Raw Score (Out of 100)
Relevant Knowledge, Expertise, Experience	50%	
Capability of Delivery of Services	20%	
Cost	30%	
<b>Total Marks</b>	<b>100%</b>	

### 1. Relevant Knowledge, Expertise, and Experience (50%)

Tenderers should demonstrate their knowledge of equestrian high performance in jumping and how this expertise can assist in delivering podium finishes at youth level.

### 2. Capability of Delivery of Services (20%)

High scores will be awarded to tenderers with proven expertise and experience in delivering similar services. CVs must be provided for all personnel involved, clearly showcasing their qualifications and relevant achievements.

### 3. Cost (30%)

All costs, including VAT, must be included in the quotation and presented in Euro. Prices must remain valid for the duration of the work. The evaluation will consider cost-effectiveness alongside the tenderer's ability to meet the brief requirements.

## Notification and Assessment Process

Following the evaluation of submissions, the successful tenderer will be notified in writing. Upon acceptance of the offer, letters will be issued to unsuccessful tenderers informing them of the decision.

A tender assessment panel will review all submissions and award the contract based on the outlined criteria. The panel must be satisfied that the proposed methods and programme of work align with the requirements and provide value for money.

The panel reserves the right to:

- Not accept the lowest tender.
- Reject any or all submissions without providing justification.
- Cancel the tender process at any time without incurring liability for any expenses incurred by tenderers during preparation or submission.

Note: Horse Sport Ireland will not engage in discussions or negotiations prior to the selection of the successful tenderer.

#### **10. Submission Details and Closing Date**

##### **How to Apply:**

Applicants should submit their proposals via email to [jobs@horsesportireland.ie](mailto:jobs@horsesportireland.ie) with the subject line **"RFT Submission: High-Performance Services for Youth Jumping"**.

##### **Closing Date:**

All proposals must be received by **COB Friday 31<sup>st</sup> January 2025**. Late submissions will not be considered.

##### **Confidentiality Statement:**

Horse Sport Ireland will treat all submissions as strictly confidential. Information contained within proposals will be used solely for the purpose of evaluating applications under this Request for Tender. By submitting a proposal, applicants agree that their information may be shared with relevant HSI personnel and advisors directly involved in the evaluation process.

##### **Data Privacy and Security**

Horse Sport Ireland (HSI) is committed to protecting the personal data of all applicants. All information provided will be handled in compliance with the General Data Protection Regulation (GDPR) and used solely for the purpose of evaluating proposals.

Only relevant HSI personnel and advisors involved in the tender process will have access to this data. Information will be stored securely and retained for six months post-tender evaluation, after which it will be deleted.

By submitting a proposal, applicants consent to the processing of their data as outlined. For queries regarding data privacy, please contact [dataprotection@horsesportireland.ie](mailto:dataprotection@horsesportireland.ie)