

Invitation to Tender

Mapping the emissions footprint across the FAW's value chain and collating the evidence to support the development of a sustainability strategy

Introduction

The Football Association of Wales (FAW) has the ambition to reduce its contribution to global warming through the delivery of the association's first-ever sustainability strategy. To achieve this, the FAW wish to commission a contractor to help the organisation understand and map the emissions generated directly and indirectly across the value chain. The evidence gathered as part of this study will be instrumental in the development of a long-term plan.

Contextual background

In September 2021, the FAW launched *Our Wales*, the organisation's 2021-2026 strategic plan for Welsh football. The plan sets out our vision to create a leading football nation, one where the game is inclusive, accessible and successful. From park football to the world stage, our strategic plan is for a global, local Wales¹.

The development of *a sustainable association for the future* is one of the six strategic pillars listed in this ambitious plan. As part of this work programme, the FAW has committed to two key goals:

- Becoming a progressive organisation advocating on global and local issues that impact the game and our communities through the development and delivery of our sustainability strategy; and
- Committing to a better tomorrow by better understanding the organisation's environmental impact and taking steps to minimise the overall footprint of the game.

The new strategy also highlights the role of insight as a key enabler in bringing the goals to life. With this in mind, the FAW wish to undertake analysis against the three different kinds of carbon emissions created in our own operations and in the wider value chain:

- Scope 1 covers the Greenhouse Gas emissions generated directly by the FAW.
- Scope 2 are the emissions the association generates indirectly, including the electricity or energy produced on behalf of the company.
- Scope 3 account for the emissions that the association is indirectly responsible for, up and down its value chain.

¹ See our.cymru for further information.



We are aware that the value chain emissions are associated with more than our company. Examples of upstream emissions include those generated by a supplier's distribution activities and the production of raw materials or components bought by the company. Downstream, the term covers emissions generated by the use or disposal of the end product that the association sells, as well as business travel.

Despite being split into three areas, or 'Scopes', by the Greenhouse Gas Protocol, we are aware that emissions are rarely distributed evenly between these categories. We are also aware that for many businesses, Scope 3 emissions account for a significant proportion of carbon footprint.

We expect the successful contractor to work with the FAW team to define the parameters of the work. As an example, the activities/outputs associated with scope 3 will need to be clearly defined. In addition to hosting domestic and international games and competitions, the FAW owns and manages three national and regional centres in Wrexham, Newport and Hensol. With 953 affiliated clubs, a proactive facilities programme and over 95K registered players involved with the game throughout the year, we envisage a need to undertake case studies when researching indirect emissions.

We are aware that the FAW can facilitate an ethical and sustainable transition to net-zero emissions by implementing the right policies and incentives to make it happen.

The aspirations set out in the Well-being of Future Generations (Wales) Act 2015 should be at the centre of this study and the FAW's sustainability strategy. The study should also consider other key policies and developments, including the UN Sustainable Development Goals.

In addition to preparing a literature review and providing the context for the work, we anticipate the need to consult with key partners including the Welsh Government, FIFA and UEFA. This mixed-method approach would help provide the long-term direction for the association.

The FAW

One of the three oldest associations in the world, the FAW was established in 1876 to nurture, lead and promote the interest of football in Wales. As a member of FIFA and UEFA, we're committed to fostering the game in light of fair play on a global basis, and we're active guardians of the 'Laws of the Game' along with another four bodies through IFAB.

Our mission is to make sure that football creates positive, inclusive experiences enjoyed locally and nationally, and promote the sport in Wales by highlighting its benefits for everyone, everywhere. We recognise a need for constant development and improvement, and Welsh football must not sit at the side-lines. By listening and working with our football family members



and stakeholders, we strive to provide an inclusive and accessible offer that creates opportunities for all at every level of the game.

By harnessing the power of football and all it has to offer, we'll make a difference for every member, stakeholder, supporter, and community throughout Wales and beyond.

Service outputs

This section defines the outputs of the requirement alongside information about the dissemination, use of publications, timings, responsibilities etc.

The key deliverables will be required in electronic format only and are listed below:

1. **An inception report** detailing the agreed full work plan with a detailed minute of the inception meeting as an Appendix. The inception report should be delivered shortly after the inception meeting.
2. **Regular email updates** and/or phone updates detailing the progress of the study: how the work is proceeding, the emerging findings, the issues identified and next steps.
3. **Up to three ad-hoc thematic briefings/presentations** on themes to be agreed with the Sustainability Steering Group across the course of the study. These thematic reports will assist with the formative nature of the work and the nature of the programme. The exact format of these briefings will be determined on a case by case basis, however, we would anticipate them being PowerPoint update presentations.
4. **A draft report** which draws on findings from all phases of the study and sets out any case studies along with the recommendations that will help inform the development of a sustainability strategy.
5. **A final report and a corresponding summary** focusing on the central elements of the study, detailing key findings and areas standing out from each stage of the research, alongside actionable recommendations.
6. **A summary PowerPoint presentation** summarising the approach and key findings from the work undertaken.

Timetable

An indicative timetable is provided below.

Activity	Timetable
Deadline for submission of tenders	11 February 2022
Appointment of consultant	w/c 21 February 2022
Inception meeting	w/c 28 February 2022
Fieldwork/study completed	End of April 2022
Report completed	Mid-May 2022

Tender requirements



Please submit a written response via email, to the address below, by 17.00 on 11 February 2022.

Please limit your response to no more than 10 pages of A4, detailing:

- your proposed approach/methodology.
- how you will engage with internal and external FAW stakeholders.
- the study team and experience of conducting similar, relevant research projects.
- the fees for undertaking the work.
- a full timetable for the completion of the project.
- how you will manage the research and work with the FAW throughout the project.

Proposals will be considered on the following criteria:

- Methodological approach.
- Experience and expertise.
- Value for money.
- Ability to complete the project on time.
- Ability to engage with stakeholders and the FAW team.

Management

The project will be managed by a member of the FAW team.

To ensure the project is meeting its deadlines, the FAW will require a written (e-mail) update on a fortnightly basis (as a minimum).

Budget

Contractors should base their fees for undertaking the work on the requirements set out in this tender specification. Contractors should clarify whether the fee is inclusive or exclusive of VAT.

Contractual details

On being awarded the work, the contractor will be required to sign and return a copy of the FAW's contractual agreement. Standard terms and conditions will apply.

Contact details

Tenders along with any queries should be directed to:

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