

# “Qusai Initiative” Academic Consultant Scope of Work

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## 1 Definitions

- **CPF:** Crown Prince foundation; a Jordanian NGO committed to HRH Prince Al Hussein Bin Abdullah the Second's vision of building a bright future for Jordan's youth by inspiring and driving their engagement to improve community well-being, leadership and participation, innovation and entrepreneurship and technical/vocational education.
- **Committee:** Jordan Olympic Committee; The umbrella and governing body for Jordanian sports, performing this task through sports and specific federation and sub committees.
- **Initiative:** Qusai initiative, a Crown Prince Foundation initiative in cooperation with the Jordan Olympic Committee with a vision of "Safe Sports Environment"
- **Federation:** World Federation of Athletic Training and Therapy with a vision of having athletic training & therapy recognized as an essential part of multidisciplinary healthcare teams worldwide
- **University:** Local university in Jordan, whether government or privately funded, that is cooperating with other parties to execute the academic program.
- **Program:** An Academic/Training Program or upgrading of an existing program in sports/athletic therapy running in one or more universities.
- **Guidelines:** Essentials of World Federation of Athletic Training & Therapy (WFATT) approved education programs and their relevant updates that will form the basis of an application to the International Mutual Recognition Agreement (MRA) with other members.
- **The Initiative Management:**
  - PMPE Director/CPF: Nujoud Serhan
  - Senior Project Management Coordinator/CPF: Ola Al-Hmoud
  - Qusai Initiative Consultant/JOC: Khalid Zeidan
  - Qusai Initiative Project Manager/JOC: Zaid Habashneh

## 2 Background

After a survey for identify "practicing sports therapists" was conducted, a meeting was held in May 2015 involving 76 practitioners, and the roadmap for the grandfathering stage was introduced. This stage started in May 2015 and involved four courses extending until December 2016 with the accreditation of a total of 66 therapists.

Seeing as this number is insufficient for the local needs and there is a desire to infuse fresh blood into the sector, the "newcomers" program was introduced in Dec 2016. This program consisted of a one-week course followed by a theory and practical examination for graduates of physical therapy or sports rehabilitation. Successfully finishing this program and maintaining the accreditation is contingent upon obtaining a valid Basic Life Support (BLS) certificate and the completion of 40 Continuous Professional Development (CPD) hours every two years. Five courses have been held so far with a total of 102 graduates.

This phase will end by December 2019, when the short-term goal of providing a sufficient number of accredited sports therapists will be achieved, and focus will shift to creating a sustainable, internationally recognizable program.

To achieve this, the Initiative management are exploring the feasibility of an academic program to be rolled out in one or more local universities. The goal of this program is to qualify graduates for the mutual recognition agreement including other members of the Federation. This will ensure the quality of the knowledge and skills of the graduates both academically and clinically. Questions pertaining to the specific local partner university, type and level of academic/training program & criteria for admission need to be addressed during this consultation process.

To ensure proper design and implementation of this program, the management are seeking an academic consultant with experience in curriculum design to conduct the below scope at a minimum:

### 3 Objectives

- 3.1 Assess the validity of the profession of Athletic Therapy through well-established Jordanian Universities and accordingly identify a target cohort & appropriate size for the program.
- 3.2 Consider hiring and internship process at local federations
- 3.3 Consider regional demand for therapists to ensure employability.
- 3.4 Establish a certification and program accreditation process for Athletic Therapy profession; classes for the profession practitioners.
- 3.5 Recognize accredited academic/training program(s) in Athletic Therapy.
- 3.6 Establish guidelines and requirements for maintenance of Certification for therapists.

### 4 Scope of work

The scope for this consultation includes but is not limited to the following:

- 4.1 Mapping and evaluation of the current providers, accreditors, etc. in addition to a feasibility study for proposed solution.
- 4.2 Study the Jordanian market and demand on Sports Therapy profession in Jordan
- 4.3 Advise target education institutions on the initiation, implementation, evaluation, and improvement of their program.
- 4.4 Provide assistance to Initiative management and target universities on:
  - 4.4.1 The formulation of broad policies with respect to administration and personnel.
  - 4.4.2 The program to plan at a strategic level.
- 4.5 Review and amend the content of the target educational programs and advise on it.
- 4.6 Advise initiative management on:
  - 4.6.1 The accreditation processes required for the local proposed program that meets the standards of the International Mutual Recognition Agreement.
  - 4.6.2 The development of a competent evaluation process for the program participants.
- 4.7 Maintain records and prepare regular reports per attached deliverables and correspondence related to the work.
- 4.8 Identify and recommend implementing partner(s) for the pilot phase (academic year 2020/2021)

## 5 Timeline

- 5.1 The assessment is expected to commence last third of September 2019 and is expected to conclude in November 2019. **The dates and timeline presented here are tentative, actual dates and the timeline will be assessed in consultation with the awarded consultant.**

Stage	Activities included	Timeframe
<b>Planning</b>	Review of relevant info/documents, past reports, etc.	7 days
	Evaluation Plan submission (Proposal) and approval	
<b>Mapping and Evaluation</b>	Selection of relevant stakeholders (universities, federations, relevant venues, etc)	10 days
	Prepare for site visits and interviews	
	Develop detailed data analysis plan	
	Consultant meeting with Initiative Management to discuss work plan.	

<b>Field visits, data collection</b>	Conducting Fieldwork (interviews and site visits)	7 days
<b>Data Analysis</b>	Analysis of data and findings	10 days
<b>Assessment</b>	Feasibility study and propose solution(s) and suggest a way forward	10 days
<b>Conclusions and recommendations</b>	<p>Includes but not limited to:</p> <ul style="list-style-type: none"> <li>- Advise target education institutions in the initiation, implementation, evaluation, and improvement of their program.</li> <li>- Planning of the program at the strategic level</li> <li>- Accreditation processes required for the local proposed program that meets the standards of the International Mutual Recognition Agreement</li> <li>- Developing a competent evaluation process for the program participants.</li> <li>- Identify and recommend implementing partner(s) for the pilot phase</li> </ul>	14 days
<b>Final report</b>	Draft of final report delivered	7 days
	Incorporated feedback and final draft submitted; dissemination of final report and findings to Initiative Management.	
<b>Total Duration</b>		<b>65 days</b>

- 5.2 A report must be submitted after each milestone listed in the timeline table above for Initiative Management feedback and approval before moving forward to the next step.

## 6 Consultant Qualifications required:

- 6.1 Advanced degree in Athletic/Sports therapy.
- 6.2 Experience of no less than fifteen years in this field and a proven track record of similar scope of work.
- 6.3 The ability to develop programs and policies relating to higher education institutions, in the field of Athletic/Sports Therapy.
- 6.4 Ability to maintain records and prepare and handle reports and correspondence related to the work.
- 6.5 Strong experience in working with diverse stakeholders.
- 6.6 Knowledge of the laws, programs, policies and regulations pertaining to higher education institutions.
- 6.7 Knowledge of educational philosophy, international best practices and objectives of higher education, for concerned institutes within the project.
- 6.8 Ability to provide support and to assist in developing higher education programs within the scope of work area agreed on.
- 6.9 Knowledge of international offerors and ability to compare training/education models
- 6.10 Ability to organize and coordinate between different stakeholders.
- 6.11 Must possess proficiency in written and oral communication in the English language.
- 6.12 Provide three references

## 7 Deliverables

The deliverables shall be as defined in the service order including, but not limited to, the following:

- 7.1 Documents and reports in soft and hard copy formats.
- 7.2 Data, statistics and analytical analysis in soft and hard copy formats.
- 7.3 Conclusions and recommendations in soft and hard copy formats.
- 7.4 Consultant will be a single service provider that will deliver as per the requirements in the scope of work, in a timely manner and with the highest quality of work.

## 8 General rules

- 8.1 It is understood that the adopted program should be running by academic year 2020/2021 (the academic calendar begins in October of each year)
- 8.2 This consultation requires a minimum of one visit to Jordan.
- 8.3 The Initiative management will cover the cost of economy class airfare and accommodation of the consultant in Jordan and are responsible for providing logistics and arranging the required meetings in Jordan with appropriate notice.
- 8.4 All Initiative reports will be shared with the consultant for reference.
- 8.5 Consultant will be required to sign a Non-disclosure Agreement (NDA).

## 9 Language of work

- 9.1 All submitted documents and meetings must be conducted in the English language.

## 10 Application Guidelines

- 10.1 Closed proposals are to be submitted and will be opened by an assigned committee by the Initiative management on the last week of September 2019.
- 10.2 Submit separate financial and technical proposals in separate sealed and marked envelopes.
- 10.3 Deadline for submitting both the financial and technical proposals is 4pm on Thursday September 12<sup>th</sup> 2019 Amman time (GMT +3)
- 10.4 Written proposals are to be submitted to the following address

**King Hussein business Park**  
**Building #1 Ground Floor**  
**P.O. Box 84 Amman 11821 – Jordan**  
**Attn: Ola Al-Hmoud**

- 10.5 Proposals sent by email should include the technical proposal, financial proposal and CV and should be sent to ***BOTH*** of the following emails  
[oalhmoud@cpf.jo](mailto:oalhmoud@cpf.jo) & [zhabashneh@joc.jo](mailto:zhabashneh@joc.jo)