Netball World Cup 2023 Bid Evaluation Committee
Terms of Reference

The Netball World Cup 2023 Bid Evaluation Committee (NWC2023 BEC) is authorised by the INF Board of Directors to conduct its business in accordance with the Terms of Reference as set out below. The Board of Directors may review these at any time and, when appropriate, revise in accordance with the changing requirements of INF. The BEC is advisory and will make recommendations to the INF Board to assist INF achieve its vision, values and strategic goals as outlined in the Strategic Plan, with respect to the evaluation of the bids received to host the Netball World Cup 2023.

1. Composition and Membership:

1.1. The Committee will consist of four members; one of whom must be a different gender.

1.2. The Board will formally approve composition of the BEC and may appoint additional members to the BEC or remove and replace members of the BEC by resolution. Members may withdraw from membership by written notification to the Board.

1.3. The committee is established to recommend to the INF board a host of the NWC 2023. Once the Board has made its decision and a public announcement made, the committee will dissolve and its members no longer have any responsibility for the NWC 2023.

1.4. The Committee will consist of:

1.4.1. The INF President and at least one Director and;

1.4.2. Two or more individuals who are not INF Directors or INF management, with relevant expertise to assist the committee to fulfil its functions.

1.5. No member of the BEC shall be a national of either bidding country.

1.6. The INF CEO shall attend the meetings and support the Committee in delivering the work plan.

1.7. The Chair of the BEC shall be a member of the BEC, (but not an INF Director), as agreed by the Committee.

2. Responsibilities

2.1. The responsibility of the Committee is to help the Board carry out its due diligence function related to ensuring a fair and transparent process for the selection of the host of the Netball World Cup 2023 by:

2.1.1. Appointing a Chair for the BEC from the committee members;

2.1.2. Reviewing the bids received and evaluating them according to the criteria laid out in the 'NWC2023 Information for Bidders' within the strategic framework
of the INF Netball 2020 Plan;

2.1.3. Delivering the evaluation process;

2.1.4. Agreeing the scoring methodology;

2.1.5. Directing a technical visit to each to of the potential host cities to determine their ability to deliver a thrilling world class event;

2.1.6. Receiving feedback (via the INF Secretariat) from the INF Membership, INF Regions, INF Secretariat, INF Commercial Partners and other relevant stakeholders on the relative merits of the bids;

2.1.7. Attending Bid Presentations delivered by the bidders;

2.1.8. Providing an initial Bid Evaluation Document (BED) for each bid to share with the relevant bidder and the INF Board. (Note: The BED will not be disclosed to other bidders.);

2.1.9. Receiving amended bids from the bidders (should the bidders decide to modify their bids in response to the initial BED);

2.1.10. Providing a final BED for each bid, and a recommendation to the INF Board on the suitability of the bids and selection of the host (Note: the INF Board is responsible for communicating the decision on hosting to the bidders and directing communications with all other relevant stakeholders);

2.1.11. Provide an assessment of the bidding process and identify opportunities for improvement for future bid evaluations; and

2.1.12. Considering any other matters pertaining to the successful evaluation of the bids.

3. Operating & Reporting Procedure

3.1. The Committee will be required to operate according to the procedure agreed by the BEC at the start of their term of office and approved by the Board.

3.2. The BEC will report to the Board at each Board meeting and as requested by the Board.

3.3. The BEC shall have no authority, power or control to recalibrate the existing communication and protocol platform between the INF Secretariat and its Member Federations, Continental / Regional Organisations, Multi-Sport Owners and other industry partners.

3.4. Discussions and decisions taken by the BEC must happen in a transparent and efficient way via the appropriate means of communication in accordance with any deadlines set by the Board.

3.5. Any decisions circulated by email require a 50% majority support from all BEC members with the Chair, where necessary, having the casting vote.

3.6. Any decisions at BEC meetings will require a 50% majority of all those BEC members present with the Chair, where necessary, having the casting vote.

3.7. Non response within the required timeframe to a request for a decision will be regarded as support for the decision.

3.8. Unless otherwise agreed, all communications to and from the BEC shall be directed via the Chair.

4. Meetings

4.1. The BEC may hold any meetings as it decides are necessary to fulfil its duties. If appropriate these may by teleconference or by videoconference.
4.2. Proxy attendance shall not be permitted
4.3. The INF CEO will be present at any meeting.
4.4. Meeting agendas will be prepared by the Chair in conjunction with the CEO and circulated to all members of the BEC no later than a week before the meeting.
4.5. Minutes will be taken by the CEO or nominated person attending the meeting, which may include a member of the BEC.
4.6. Minutes of all meetings will be circulated to the Board and BEC members.
4.7. A quorum of a minimum of 50% of the BEC shall be required for all meetings
4.8. In the absence of the Chair, he/she will appoint a Deputy.
4.9. The structure, format and intent of the BEC shall be designed to encourage, promote and stimulate robust engagement, open discussion and collaborative synergy.

5. Budget and spending authority
5.1. Meeting expenses will be covered in accordance with INF’s expenses policy.
5.2. Any other expenses must be approved through the CEO in accordance with INF’s financial policy and budgets.

6. Assessment and Evaluation of the Committee’s Performance
6.1. The Committee will, at the end of the evaluation process and having regard to the requirements of this Term of Reference, complete a self-assessment of its performance.

7. Time Lines

The committee must adhere to the following timescales:

Aug-Sept 2018 Establish BEC, review and agree TOR, review bids and supporting documentation. Agree evaluation methodology Provide guidance for technical visits by INF CEO.
Oct 2018 Review feedback from INF Member countries and other stakeholders. Review dossiers from technical visits.
Nov 2018 Attend bid presentations. Report to INF Board on progress and if possible provide initial recommendation. Prepare Bid Evaluation Document
Dec 2018 Receive feedback from INF Board and decide next steps Provide feedback to bidders
Jan 2019 If required – complete further evaluation/consultation.
March 2019 Final decision on host (if not earlier)
April 2019 Feedback to bidders (if not completed earlier) and INF Membership INF announce decision at a date agreed with selected host.
July 2019 Selected host city presents to INF Congress.