

# Call for Expressions of Interest to host WADA's Africa Regional Office

April 2023

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# Application Requirements

It should be noted that no Expression of Interest (EOI) will be furthered if it is submitted by a country that has not adhered to the UNESCO International Convention on Doping in Sport, or by an organization that is not in compliance with the World Anti-Doping Code or has not paid its annual financial contributions in full to WADA.

In completing an EOI to host the Africa Regional Office, cities/countries are required to provide details in relation to the following aspects:

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| 1. Official Letters of Support   | 2 |
| 2. What status would the WADA Africa Regional Office hold in the host country?   | 2 |
| 3. Confirmation that the host city/country will enter into a formal agreement with WADA outlining the specific details of the hosting commitment | 3 |
| 4. Description/details of office space to be made available to WADA  | 3 |
| 5. Proximity of office to supporting bodies  | 3 |
| 6. Proximity to airport with appropriate international and national connections  | 4 |
| 7. Any other relevant information in support of interest   | 4 |
| Process and Timeline   | 4 |

## 1. Official Letters of Support

Letters of support to the hosting offer are to be provided by the following governing bodies:

- Country
- City
- Region (if applicable)
- National Anti-Doping Organization (or National Olympic Committee)

It is important to provide assurance that all of the above-mentioned parties are fully supportive of the details and information (financial and otherwise) included within this EOI.

## 2. What status would the WADA Africa Regional Office hold in the host country?

Would WADA be recognized as an international body benefitting from certain privileges and/or immunities (e.g., for the office, its foreign employees, its locally hired staff)?

If so, the details of such privileges and/or immunities are to be clearly articulated.

The applicant city/country is encouraged to provide examples of other organizations currently hosted by them, and the general scope of such agreements.

### 3. Confirmation that the host city/country will enter into a formal agreement with WADA outlining the specific details of the hosting commitment

Which body (e.g., Ministry or Ministries) within the country will be designated the owner or co-owners of the agreement?

It is expected that both WADA and the host will cooperate at all times with one another to ensure the full execution of the agreement; however, the agreement will need to include proper dispute resolution and termination clauses.

### 4. Description/details of office space to be made available to WADA

The office space is expected to be sufficient in size to accommodate the following areas:

- Reception area;
- Visitor waiting area;
- Boardroom (to accommodate up to 16-20 persons);
- Closed offices (4-5);
- Small kitchen;
- Ablution facilities; and
- Storage facilities, including space for IT equipment, janitor equipment, etc.

Details should also be provided on auxiliary aspects of the office, such as parking facilities for staff and visitors, maintenance and cleaning, as well as furnishing options, and whether they are included or not in the offer.

Details on how such office space is to be utilized, including lease term and costs (if any), should also be outlined.

### 5. Proximity of office to supporting bodies

Details on the proximity to those governing bodies who will be supporting the WADA office should be provided. These could be the Ministry or Ministries signing the agreement, the national body responsible for anti-doping, and/or any other body with whom WADA will liaise with on a regular or ad-hoc basis.

## 6. Proximity to airport with appropriate international and national connections

The WADA Africa Office will provide support to the entire African region and given the global nature of WADA’s work, the Office team is expected to travel to other continents and to also receive visits from international stakeholders.

Information on the air transport network provided to and from the city will need to be provided.

## 7. Any other relevant information in support of interest

# Process and Timeline

The following process and timeline have been established with regards to this EOI:

|    | Date                           | Action   |
|----|--------------------------------|--|
| 1. | 13 April 2023 (to 2 June 2023) | Call for EOI released (open for seven weeks).  |
| 2. | 5-16 June 2023                 | Internal WADA review of EOIs received; questions/clarifications sent to applicants (two weeks).  |
| 3. | By 23 June 2023                | Answers to questions provided by applicants (response to #2).  |
| 4. | July 2023                      | Site visits to cities (only to those that have satisfactorily answered the EOI).   |
| 5. | By 18 August 2023              | WADA Evaluation Report drafted.  |
| 6. | 1 September 2023               | Evaluation Report/recommendation sent to WADA Executive Committee Members (prior to their September meeting).  |
| 7. | September 2023                 | Executive Committee Member Decision and Public Announcement of successful host city/country.   |
| 8. | October 2023 onwards           | Should the successful host be a location other than Cape Town, South Africa, a plan for Relocation and Office Opening will be developed and implemented. |
| 9. | 2024                           | Should the successful host be a location other than Cape Town, South Africa, Relocation and Office Opening.  |

*[Note that the above may be subject to change at any time].*