



## **Tender Brief**

# **Provision of training and support on sport and physical activity for the Social Prescribing sector**

### **1. Invitation to Tender**

1.1 The purpose of this document is to invite tenders for the contract of providing training and support to three Social Prescribing programmes in London.

1.2 The contracting authority for this tender, and manager of the project, is London Sport Ltd.

1.3 Invitations are invited from suitably qualified individuals, collectives or organisations.

1.4 This document constitutes an invitation to tender for the contract. Subsequent sections describe the background to the project, the work to be done under the tender and the terms and conditions under which tendering will take place.

### **2. Background to the project**

2.1 London Sport is a non-profit organisation and the sole County Sport Partnership for London. We work at a strategic 'B2B' level with a range of clients who represent the public, private and voluntary sector. Examples include local authorities, National Governing Bodies of Sport and community sport and physical activity providers.

2.2 Our vision is for London to be the most physically active city in the world. Our key target is to get 1 million more Londoners more active by 2020.

2.3 London Sport recently launched a strategic plan action for workforce in London. '*Building a Workforce for the Future*' is underpinned by extensive research and focusses on the opportunity to grow and develop a body of people that can make a positive difference in the way that physical activity and sport features in Londoners' lives. The research highlighted some clear opportunities for the workforce:

- *Londoners want to be more active*: 59% of inactive Londoners want to be more active
- *Less active people are seeking a stimulus*: to motivate and support them to become more active. They are looking for someone to 'motivate when lacking self-motivation', 'give encouragement to build confidence', and 'adapt to their needs'
- *All Londoners want the workforce to be an 'expert in me'*. All Londoners – both the active and inactive want the workforce to put them first, above the activity or other priorities. This involves understanding the personal challenges, fears, goals as people as well as participants.
- For more information and to view our animation visit <https://londonsport.org/building-workforce-future/>



2.4 We are conducting a pilot project to see if we can impact upon a non-sporting workforce. After our intervention can that workforce better support inactive or less active people to become more active?

### **3. The Project: Our Requirements**

3.1 After requesting expressions of interest from Social Prescribing programmes across London, we are now in a position where we have identified three programmes to take part in the pilot project. The training needs and knowledge gaps have been provisionally identified for these three programmes and we now wish to craft a bespoke training programme to support the staff and volunteers involved in these Social Prescribing programmes.

The three programmes are based in Islington, Bexley and Kensington & Chelsea and they vary in scale and in the way they each deliver their services. Some use a large proportion of volunteers, while others use only paid staff to deliver activity. The degree to which the programmes currently use sport and physical activity to support their clients varies, but all are keen to utilise sport and physical activity more.

3.2 The aim of this support is to make the workforce involved in the programmes more confident and skilled in being able to use sport and physical activity with their referred, often inactive, clients. The training and support should be empathic towards volunteers and their needs as well as understanding of the paid staff involved in the same programme.

3.3 As part of the project, we will require a special emphasis on the ability of the programmes to ensure the needs of deaf and disabled clients are equally met in relation to sport and physical activity avenues.

### **4. The Project: Work to be undertaken**

4.1 Design and creation of training for Social Prescribing staff and volunteers on appropriate types of sport and physical activity for health and well-being (including meeting the often-complex health needs of programme users.)

4.2 Identification of techniques and strategies for successfully facilitating inactive/less active people towards sport and physical activity. There should also be an emphasis on the needs of deaf and disabled people who may be clients in the social prescribing programmes.

4.3 Provision, understanding and support on insight on local sport and physical activity options for Social Prescribing staff and volunteers.

4.4 Highlighting best practice in this area.

4.5 A tailored approach to training and support suiting each individual social prescribing programme.

4.6 Engage in monitoring and evaluation activity in conjunction with London Sport and the Social Prescribing programmes. Gather and share data before, during and after the training and support.

4.7 Take an active part in any project follow-up celebration event.

4.8 Based on the monitoring and evaluation outcomes, refine the training programme so that it can be used to deliver further support to new social prescribing programmes and also provides a solution that is flexible enough to be incorporated into/ or compliment wider training initiatives (for example, MECC).

### **5. Skills and Experience**

5.1 It is essential for the commissioned team to bring to the project:



- Understanding of the social prescribing landscape.
- Experience in providing training and support to paid staff and volunteers.
- Experience in engaging inactive people in using sport and physical activity, including those who are deaf and disabled.
- Knowledge and experience of working with the physical activity and sports sector.

## **6. Management and Organisation**

6.1 The work of the commissioned organisation will be overseen by representatives of London Sport in collaboration with the wider staff body.

6.2 The commissioned individuals and teams will be required to regularly engage with, consult with and report back to representatives from London Sport.

## **7. Format of Responses Required**

The Tender proposal should include:

7.1 An outline of the approach that will be taken to establishing and delivering the project.

7.2 Details of the individuals who will lead, manage and deliver the project including details of their experience, training and knowledge of the areas.

7.3 Detailed breakdown of costs, including detail of how costs split between capacity and delivery.

7.4 Background material to demonstrate the previous experience and range of work of the consultants involved and of the specific personnel proposed for the work. This can include descriptions and examples of previous relevant work.

7.5 Contact details of two referees from previous work.

## **8. Provisional timescales**

8.1 Tender brief advertised – 10/8/18

8.2 Closing date for submissions – 31/8/18

8.3 Successful tender informed – 21/9/18

8.4 Training and support agreed – 5/10/18

8.5 Training delivered – 8/10/18-21/12/18

8.6 Training evaluation – 10/1/19

## **8. Budget**

8.1 The maximum available budget for this piece of work is £15,000 (and this includes evaluation activity). For all responses please include a full breakdown of costs and highlight opportunities to alter the scale of the project to suit the available budget.

## **9. Submissions**

If you would like an informal discussion contact the Special Advisor for Workforce - David Reader at London Sport on 07572 094 425.

The closing date for tenders is August 31<sup>st</sup>, 2018 at 12pm and they should be emailed to [david.reader@londonsport.org](mailto:david.reader@londonsport.org)