



London Sport is looking to procure a recruitment agency to undertake a search process to appoint a Chief Operating Officer (COO)

1. Invitation to Quote or Bid:

- 1.1 The purpose of this document is to invite tender Quotes or Bids for a recruitment agency to undertake a specific process to recruit a COO.
- 1.2 The contracting authority and manager of the project is London Sport.
- 1.3 Quotes or Bids are invited from suitably qualified individuals, collectives or organisations.
- 1.4 This document constitutes an invitation to quote or bid for the work. Subsequent sections describe the background to the project, the work to be done and our expectations.

2. About London Sport:

- 2.1 London Sport is a charity that exists to help all Londoners live longer, healthier and happier lives through being active.
- 2.2 Our focus is on children and adults in the most deprived communities who face the greatest challenges of inequality.
- 2.3 With physical inactivity responsible for 1 in 6 premature deaths, we want to help every Londoner find their way to move more.
- 2.4 We are supported by Sport England and the Mayor of London, and collaborate with London's local authorities and other organisations, to provide better access to sport and physical activity across the capital.

3. Project Overview:

- 3.1 London Sport requires an agency to lead the search and appointment process of a new role – Chief Operating Officer.

4. Our requirements:

- 4.1 The agency will provide advice on the job description, recruitment pack, candidate profile, salary proposed, application and interview process.
- 4.2 The agency will undertake a search process which seeks to attract candidates which meet the brief and reflects the diversity of London.
- 4.3 The agency will manage the application process to provide London Sport with a slate of suitably appointable diverse candidates. The agency will provide advice on how the application process should be conducted – noting that currently London Sport use the Applied online tool.
- 4.4 The agency will organise the interviews which will take place at London Sport offices at House of Sport 190 Great Dover Street. Interviews which will take place with Board members may take the form of Teams calls.



- 4.5 The agency will negotiate the salary of the preferred candidate with them which needs to be approved by London Sport’s Remuneration Sub-Committee.

5. Expectations:

- 5.1 Please see agency brief which provides further details.

ACTION
Agree process, timeline and people involved
Recommendations made to London Sport re profile, JD, advert
Search process initiated with head hunting undertaken by agency to elicit applications from candidates that meet the brief
Agency to compile long and short listing
Agency to organise interviews and negotiate salary with preferred candidate.

6. Skills and Experience:

- 6.1 Experience of undertaking recruitment of executive level candidates.
- 6.2 Understanding of the importance of reflecting the diversity of London within the final proposed list of candidates to interview – noting in particular ethnicity, disability and gender (London – 46% from minority ethnic backgrounds, 16% disabled, 51% women). Knowledge of how to elicit applications from candidates that meet the brief and reflect the diversity of London.
- 6.3 Knowledge of the workings of a charity and the regulatory frameworks that charities work within.

7. Management and Organisation:

- 7.1 The work of the commissioned organisation will be overseen by representatives of London Sport.
- 7.2 The commissioned organisation will be required to regularly engage with, consult with and report back to representatives from London Sport.

8. Format of Responses Required:

- 8.1 An outline of the approach that will be taken.
- 8.2 A detailed methodology.
- 8.3 Details of the individual(s) who will lead, manage and deliver the project including details of their experience, training and knowledge of the areas.
- 8.4 Details as to how the search will ensure that the final slate of



candidates reflect the diversity of London.

- 8.5 Detailed breakdown of costs
- 8.6 A realistic timetable for the project (to be agreed with the successful agency but we have an aim to complete the appointment so that a candidate is in place on 2nd January 2024. If a candidate is available before then the earliest they could be appointed is 4th December 2023).
- 8.7 Quotations should include background material to demonstrate the previous relevant experience and range of work of the consultants have been involved in.
- 8.8 Quotations should also include contact details of two referees from previous work.

9. Contract Value

The estimated value for this contract is between £15,000 - £23,000 exclusive of VAT and all expenses.

Please note that the decision will be taken on which proposal reflects the best overall value and quality of what is proposed, and London Sport reserves the right not to take a decision purely based on price. All proposals will be scored and evaluated before shortlisting three agencies for an in-person meeting.

10. Estimated Timescales:

Task	Deadline
Proposal required from agency	3 rd July 2023
Decision made by London Sport	11 th July 2023
Project initiation & any associated refinement of methodology plus contract signing	17 th July 2023
Project delivery period	July – September 2023
Final project completed for London Sport	October 2023

Thank you for your time, if there are any queries please contact Lawrence Roots, lawrence.roots@londonsport.org or Laureece Simmons, laureece.simmons@londonsport.org

All proposals must be submitted to hr@londonsport.org by Monday 3rd July 11:59am.