



London Sport are looking to procure an external Board evaluation.

1. Invitation to Quote or Bid:

- 1.1 The purpose of this document is to invite tender Quotes or Bids for an external Board evaluation.
- 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 As an Active Partnership and a Tier 3 Sport England system partner, we have a duty to comply with Sport England's Code for Sports Governance. One of the criteria is to complete an external Board evaluation as part of a four-year cycle. Our previous external Board evaluation was completed in June 2021 after appointing a new Chair. Since the 2021 evaluation, London Sport recruited a new CEO in February 2022, and there has been some churn with Trustees.

The Board is made up of 12 Trustees:

- 2 are appointed via London Councils (one Labour and one Conservative)
- 3 (including the Chair) are recruited by the GLA
- 7 are independently recruited by London Sport

We have two Board Observers, one from the GLA and one from Sport England. There are three Sub-Committees that meet every quarter: Finance, Strategy Implementation & Impact, and Equality, Diversity & Inclusion (EDI). An additional two Sub-Committees meet less regularly: Remuneration (usually every six months) and Nominations.



4. Our requirements:

- 4.1 A consultant/organisation to undertake our next external Board evaluation, to start in January 2025. We are looking for a light-touch evaluation.
- 4.2 Ideally, the organisation should not have any connection with or be a provider of additional services to London Sport.
- 4.3 If the organisation has existing links to London Sport, it must be very clearly explained how any potential conflicts of interest or overlapping areas of work would be managed to ensure an independent Board review.

5. Expectations:

- 5.1 Meet and work with the Chair, SID, CEO and key staff and Trustees to create, agree and execute a plan to evaluate the effectiveness of the Board of Trustees. To start on 6th January 2025.
- 5.2 Attend and observe London Sport Sub-Committee and Board meetings. The first two LS Board meetings for 2025 are on:
 - Thursday 30th January 2025
 - Thursday 1st May 2025Sub-Committee meetings take place 1-3 weeks before each Board meeting.
- 5.3 To provide and present a report of findings and recommendations (in the form of an action plan) to the Board of Trustees upon completion.
- 5.4 Timeline for completion: Monday 2nd June 2025.

6. Skills and Experience:

- 6.1 A consultant/organisation/agency with experience of facilitating external Board evaluations for charities, particularly for charities within the sports sector and Active Partnerships.

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 Details of the individual(s) who will lead, manage and deliver the project including details of their experience, training and knowledge of the areas
- 8.3 Detailed breakdown of costs
- 8.4 A realistic timetable for the project (to be agreed with the successful agency but we have an aim to complete by 2nd June 2025).
- 8.5 Quotations should include background material to demonstrate the previous relevant experience and range of work the consultants have been involved in.
- 8.6 Quotations should also include contact details of two referees from previous work.



9. Contract Value

The maximum estimated value for this contract is £12,000 inclusive of VAT and all expenses.

10. Estimated Timescales:

Task	Deadline
Proposal required from agency/consultant	Monday, 25 th November 2024
Decision made by London Sport	Friday, 29 th November 2024
Project initiation & any associated refinement of methodology plus contract signing	Friday, 6 th December 2024
Project delivery period	Monday, 6 th January 2025
Final content completed and returned to London Sport	Monday, 2 nd June 2025

Thank you for your time. If there are any queries please contact Claire Tracey, Head of Governance, via email: claire.tracey@londonsport.org

Proposals should be emailed FAO Claire Tracey to lsgov@londonsport.org by 23:59 on Monday 25th November 2024.