



London Sport is looking to procure a supplier to deliver political systems training:

1. Invitation to quote or bid:

- 1.1 The purpose of this document is to invite tender quotes or bids for the procurement of a supplier to provide training for community organisations, partners and London Sport staff to work confidently with elected councillors and navigate political decision-making in local government in London.
- 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](#) work at a strategic 'B2B' level with a range of partners 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 London Sport ensures more equitable and inclusive access to sport and physical activity and sets out to work to tackle London's inactivity crisis, breaking the link between inactivity and inequality to help all Londoner's live longer, healthier and happier lives through being active.
- 2.3 London Sport works closely with a network of community sport organisations that play a vital role in delivering local grassroots sport and physical activity. Many of these partners operate with limited time, capacity, and resources, and would benefit from training and support to engage effectively with local government and other stakeholders to support outcomes. Tenderers should be mindful of these constraints when designing and delivering their approach.

3. Project overview:

- 3.1 As part of our work within Sport England's [Place Universal Offer](#), London Sport seeks to procure a suitably experienced supplier to design and deliver a 3-year training programme that enables community organisations, local partners, stakeholders and London Sport staff to work more confidently and effectively with elected councillors and to navigate the political decision-making environment in local government in London.
 - i. Year 1: November 2025 – March 2026
 - ii. Year 2: April 2026 – March 2027
 - iii. Year 3: April 2027 – March 2028
- 3.2 This training will build capability within place-based systems to strengthen collaboration between local decision-makers and community-led initiatives, ensuring



that physical activity and health inequalities are addressed through locally driven, systemic action.

3.3 The project will contribute directly to our wider goals of:

- i. Strengthening local system leadership capacity.
- ii. Embedding policy and practice that supports equitable access to physical activity.
- iii. Empowering community organisations to influence and sustain change within local systems, with a particular focus on London.

4. **Project objectives:**

The training should aim to:

4.1 Build confidence and understanding among community organisations, partners and London Sport staff in how local government works in London, including decision-making structures, processes, and timelines.

4.2 Enhance communication and engagement skills to support constructive relationships with councillors and officers.

4.3 Equip participants with practical tools to advocate for community priorities in ways that align with local policy agendas and governance frameworks.

4.4 Demystify the political process, helping participants understand the roles of councillors, committees, and officers.

4.5 Support long-term system change by enabling local partners to embed collaboration and influence within the political and strategic landscape of their place.

5. **Deliverables**

5.1 Training Design and Development

- i. Co-design the training content in collaboration with London Sport to ensure it reflects the realities of local government decision-making and aligns with Place Universal Offer principles.
- ii. Develop accessible training materials and resources (e.g. slides, handouts, reference guides).

5.2 Training Delivery

- i. Deliver **a minimum of 7 interactive online workshops TOTAL (half-day)** for community organisations, system partners, local leaders and London Sport staff (see paragraph 3.1 for breakdown of timing – **a minimum of one session to be delivered in Year 1**, followed by **a minimum of three sessions in both Years 2 and 3**).



1. *Due to the work delivered by the community sport organisations, the timings of online workshops should be considered to support attendees, with the possibility of evening sessions.*
- ii. Documents, supporting materials and online platform (e.g. Zoom or Microsoft Teams) to be provided by training provider.
- iii. Include practical exercises, role-play, or case studies related to engaging councillors and influencing local decision-making.
- iv. Facilitate discussion and reflection to help participants apply learning in their local context.
- v. Q&A to be provided at the end of each session.

5.3 Follow-up and Support

- i. Provide summary materials, key takeaways, and reference tools for participants post-training.
- ii. Offer short follow-up sessions or drop-ins (optional) to support practical application of learning.

5.4 Evaluation and Reporting

- i. Collect participant feedback to measure learning outcomes and confidence change.
- ii. Produce a short evaluation report summarising attendance, key learning outcomes, and recommendations for future delivery.

6. Skills and experience:

Essential:

- 6.1 Show clear and relevant expertise of delivering training in political engagement, community empowerment, or local government systems in London
- 6.2 An understanding of place-based working and the challenges of addressing inequalities in health and physical activity.
- 6.3 Strong facilitation and communication skills suited to mixed community audiences.

Preferred:

- 6.4 Previous experience working in political roles that can discuss lived experiences.
- 6.5 Experience working with the third sector and/or grassroots sport.

7. Contract value

- 7.1 The estimated value for this 3-year contract is up to a maximum of £36,000.00 inclusive of VAT and all expenses. Breakdown as follows:
 - i. Year 1 November 2025 – March 2026: £7,200.00
 - ii. Year 2 April 2026 – March 2027 Yr2 £14,400.00
 - iii. Year 3 April 2027 – March 2028 Yr3 £14,400.00



7.2 The Authority welcomes proposals that include value in kind contributions which support the delivery of the Contract and provide additional benefit to the Authority or the wider community. Value in kind contributions will be considered positively as part of the qualitative evaluation where they represent genuine added value, align with the objectives of this procurement, and are deliverable within the contract period.

8. Format of responses required:

8.1 A preliminary outline of the approach that will be taken.

8.2 Examples of previous work relevant to similar projects.

8.3 Proposed timeline and project plan.

8.4 Estimate of costs including VAT up to the value of £36,000.00.

9. Estimated timescales:

Milestones (2025-26)	Proposed Deadline (w/c)
Tender published	12 November
Submission deadline	30 November
Submission scoring deadline	04 December
Supplier appointed	08 December
Inception meeting with London Sport	15 December
Training materials developed	January - February
Training delivery – Group 1	March
Evaluation (London Sport)	March – April

Thank you for your time. If there are any queries, please contact:

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