



OPEN TENDER ADVERTISEMENT

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

About London Sport

London Sport is a charity that exists to help all Londoners live longer, healthier and happier lives through being active.

Our focus is on children and adults in the most deprived communities who face the greatest challenges of inequality.

With physical inactivity responsible for 1 in 6 premature deaths, we want to help every Londoner find their way to move more.

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. London Sport is committed to equal opportunities, safeguarding and promoting the welfare of young people and vulnerable adults and expects the successful applicant to share this commitment.

London Sport is committed to reflecting the incredible diversity of London. We aim to create a safe, welcoming and inclusive environment for everyone regardless of any of their personal characteristics.

SUMMARY OF TENDER SPECIFICATION

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The purpose of the contract being tendered will be to provide:

- Design and deliver a 3-year *Political Systems Training Programme* to build the confidence and capability of community organisations, partners and London Sport staff to engage effectively with elected councillors and navigate political decision-making in local government across London.
- Develop accessible training materials and interactive workshops (minimum of 7 online sessions across the contract period).
- Facilitate learning, reflection, and application of knowledge in local contexts.
- Provide evaluation and reporting on participation, outcomes, and recommendations.

Contract value: Up to £36,000 (inclusive of VAT and expenses) over three years.

- Year 1 (Nov 2025 – Mar 2026): £7,200
- Year 2 (Apr 2026 – Mar 2027): £14,400
- Year 3 (Apr 2027 – Mar 2028): £14,400

Some key dates associated with this tender are:

- Tender Applications close **30 November 2025, 23:59**
- Tender scoring completed **04 December 2025**
- Successful supplier appointed **08 December 2025**
- Inception meeting with London Sport **w/c 15.12.2025**
- Training materials developed **January – February 2026**



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- Training delivery begins **March 2026**
- The deadline for any submission questions is **26 November 2025, 17:00** – after this we can't guarantee we will be able to respond to your questions before the submission deadline.

Application Format

- A preliminary outline of the approach that will be taken.
- Examples of previous work and/or expertise relevant to similar projects.
- Proposed timeline and project plan.
- Estimate of costs including VAT up to the value of £36,000.00.
- Value in kind contributions (*if applicable*).
- Applications should be made via email and sent directly to Edward Butler (Edward.Butler@londonsport.org) to arrive no later than 30 November 2025, 23:59.
- Candidates are asked to apply outlining how they meet the criteria detailed in the Tender Specification.
- Applications can be submitted in PDF, PowerPoint or Word format (maximum 20 pages). Alongside the bespoke proposal, general company overview materials are welcome.
- Applications should include:
 - Outline of proposed approach and methodology
 - Relevant experience and examples of similar work
 - Proposed delivery plan and timeline
 - Full cost estimate (inclusive of VAT)

To obtain further details about this tender, or to ask any questions relating to the tender or tender process, please contact Edward Butler (Edward.Butler@londonsport.org)