

Insight driving innovation and impact

# Inclusion 2028 Research Brief

April 2025

**Believing** in every child's future

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# Introduction

The Youth Sport Trust (“YST”) whose principal offices are in SportPark, Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire LE11 3QF, invites a research organisation to evaluate the Inclusion 2028 project.

It is YST’s intention to let a contract for 3 years, with year 2 and year 3 subject to continuation of government funding, reviewed annually.

This document sets out the requirements for the research project.

## About the Youth Sport Trust

YST is a charitable company limited by guarantee, incorporated and registered as a charity in 2001. It succeeded an unincorporated charitable trust established in 1994 by Sir John Beckwith CBE and Duncan Goodhew MBE.

Our **vision** is a future where every child enjoys the life-changing benefits of play and sport.

Our **mission** is to equip educators and empower young people to build bright futures.

**Together**, we create opportunities for everyone to belong and achieve.

Our **2022-35 strategy** has three objectives:

- **Urgent action: Build back** healthier, happier and more resilient young people, and level the playing field for those **most disadvantaged**.
- **Generational shift: To balance the demands of the digital age** through the **human connection** of physical play and sport.
- **Societal change: Transform society’s perceptions and attitudes** towards the importance of physical literacy, play & sport in the **education & development** of young people.

Starting locally and building momentum, we will galvanise and **inspire changemakers** to transform attitudes, improve practice and drive policy change. Together we will harness the power of play and sport to **build belonging** for a generation, improving their health, fostering inclusion, and developing character and leadership.

To deliver our strategy we have identified six key groups of **changemakers** and how they are best placed to **build belonging**. These groups form the basis for our six strategy tactics which are to:

- **Equip educators** to rebuild wellbeing and level up life chances of young people most affected by Covid-19, and those suffering from the effect of inequalities.
- **Empower young people** by unleashing a nationwide community of young leaders, who harness the positive power of play and sport to improve wellbeing, build friendships, and foster understanding.
- **Unite a movement** of organisations to reclaim play and sport at the heart of every school and make it fun for everyone.
- **Mobilise influencers** in all areas of public life to make the decline of physical activity levels and human connection in a digital age, matters of national concern.

- **Help families** understand and champion their children's physical literacy and its importance to a healthy and happy childhood.
- **Change from within** by increasing our impact on, connection with, and relevance to, a changing world.

For more information about our organisation, please visit our website:  
[www.youthsporttrust.org](http://www.youthsporttrust.org).

# About the Project

This is an exciting opportunity for an experienced research organisation to work with the YST and our partners to deliver a robust evaluation of Inclusion 2028. Inclusion 2028 is a new project that builds on the work of Inclusion 2024 aiming to enable **all** young people with special educational needs and disabilities to have **choices** and **chances** in PE, school sport and physical activity. By working with a consortium of partners, (Activity Alliance, nasen, Paralympics GB and Swim England), the project aims to upskill educational practitioners' knowledge and confidence to deliver inspiring, accessible and meaningful opportunities for all.

Further information about Inclusion 2028 is provided below and is also summarised in the logic model (see Appendix 1). Previous evaluation reports of Inclusion 2024 are available on our website <https://www.youthsporttrust.org/research-listings/research>

## The YST Lead Inclusion School Network

A network of 50 YST Lead Inclusion Schools from across England have been established, each selected for their recognised expertise in engaging young people with Special Educational Needs/Disability (SEND) to participate, compete and lead through PE and School Sport. They are Inclusion Champions and are visionaries for what high quality, meaningful and inclusive PE and School Sport should look like for every child. There is at least one Lead Inclusion school in each English county.

Our vision is to ensure that every young person is provided with a sporting chance to succeed in life through increased equality of opportunity. We aspire to empower and enable others to see the importance of Inclusive high-quality PE, physical activity and school sport provision for all young people. Ensuring that it is:

- **Inspiring:** something that they want to take part in.
- **Accessible:** something that they can take part in.
- **Meaningful:** something that they can actually benefit from.

For the Department for Education funded Inclusion 2028 programme, the YST will work collaboratively with pupils, schools, expert practitioners and local/national partners to drive quality and accessibility of opportunities for SEND pupils to participate, engage and learn through PE, School Sport and Physical Activity (PESSPA). Building on the innovation of Inclusion 2024, this programme will aim to provide choice and chances for every child in PESSPA.

## Project aim

1. **Build 'increased':** Access to opportunities to participate and empowerment of pupils with SEND.
2. **Build 'further':** The capacity, capability & effective practice of the workforce generating sector-led improvement.
3. **Build 'with':** partners to innovate, encourage cross-sector collaboration and strengthen our collective ambition.
4. **Build 'in':** Young people and parent/carers voices at the heart of future development.

The anticipated benefits of this programme are:

- Improved learning outcomes for pupils with SEND in curriculum PE.
- Improved opportunities for pupils with SEND to thrive through PE and Sport (e.g. resilience, leadership and belonging)
- Increased confidence of classroom teachers to teach high quality PE.
- Improved confidence of classroom teachers to provide school sport activities to pupils with SEND.
- Improved sharing of best practice between school and teacher networks around the PE teaching of pupils with SEND.
- An increase in the number of pupils with SEND taking part in at least 20 minutes of physical activity every day.
- Improved behaviour and attainment of pupils with SEND through the sense of belonging created in school settings and the opportunity for them to thrive.

### Activities for a Lead Inclusion School

Each Lead Inclusion School must deliver a range of core activities in the 2025-26, 2026-27 and 2027-28 academic years, with the additional option of delivering an innovation project. The specific activities for Lead Inclusion Schools that this research project needs to focus on for the first year are briefly outlined in the table below. For full details of the activities within year one of Inclusion 2028, please see Appendix 2.

ACTIVITY	DESCRIPTION
<b>Build increased access to opportunities and empowerment of pupils with SEND</b>	Provide equal opportunities for pupils with SEND through the inspiration of the Paralympic Games 2028 to ensure all pupils are active for a minimum of 20 active minutes a day and profile the importance of strength and balance activities (in line with the Chief Medical Officers guidelines for young disabled people).
<b>Build further sector led improvement in the capacity and capability of the workforce</b>	Provide e-learning, inclusive resources and face to face training for teachers with a particular focus on those schools who need support most.
<b>Build with high-profile partners to encourage cross-sector collaboration</b>	Collaborate with partners across the sector including Association for PE, Swim England, Activity Alliance and the National Disability Sport Organisations to

	strengthen teaching training and raise awareness of inclusive resources.
<b>Building in the voices of young people, parents/carers</b>	Develop a deeper relationship with the National Network of Parent/Carer Forum and establish a new inclusive youth voice collective.
<b>OPTIONAL: Innovation Projects</b>	There is <b>one</b> Innovation Project that each Lead Inclusion School can apply for in 2025/26 (see appendix for full details). This innovation project will focus on Alternative Provision and Pupil Referral Unit settings seeking to improve life skills (such as resilience and self-belief) through physical education, enabling pupils to thrive.

### Delivery milestones

Each Lead Inclusion school must adhere to a set of reporting deadlines and delivery deadlines across the contract of Inclusion 2028. Please see Appendix 2 for full details.

The activities for 2026/27 and 2027/28 will be released on completion of the year one objectives and subject to the Government's spending review.

# About the Research

## Research aim

To undertake an independent evaluation of the Inclusion 2028 grant to provide evidence of the outcomes achieved and to draw out recommendations for the future development of the network.

## Research questions

The key research questions are outlined in the following table.

Table 1: Key Research Questions

RESEARCH COMPONENT	KEY RESEARCH QUESTIONS
Process Evaluation	<ul style="list-style-type: none"><li>- What delivery aspects worked well and less well?</li><li>- What factors helped or hindered the project?</li><li>- What were the key barriers and motivations to participating in the project?</li><li>- How were young people effectively reached / engaged in the project?</li><li>- How were families/carers effectively reached / engaged in the project?</li><li>- What are the key criteria for successful implementation across the main project and the innovation project(s)?</li><li>- What factors need to be in place to ensure lasting impacts?</li></ul>
Outcome Evaluation <sup>1</sup>	<ul style="list-style-type: none"><li>- What outcomes did the project achieve (across key stakeholders), as outlined in the logic model)?</li><li>- For young people specifically, what impact has the project had on their opportunity and ability to achieve the CMO guidelines?</li><li>- To what extent would the outcomes have been achieved without the project?</li><li>- To what extent did the project contribute to long term / sustainable outcomes?</li></ul>

The YST aims to put young people at the heart of everything we do and are therefore keen to inform and improve our delivery with insight from young people. A particular area of focus for the YST in this research will be to capture the views of young people directly and measure the impact of Inclusion 2028 through a baseline and follow up methodology (where possible) for example, revisiting pupils at the end of year delivery, and consideration should be given to how the research can effectively include 'youth voice'.

It is important to be able to demonstrate impact for young people with SEND and how their experiences and opportunities in relation to PESSPA have changed because of the project. Additionally, we would like the research organisation to consider how they can share back with young people directly the research findings.

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<sup>1</sup> The outcome evaluation should focus on assessing whether the short term outcomes were achieved, but the YST would welcome consideration for whether participants are on the right path to achieving the longer term outcomes.



## Methodology

The YST would like researchers to propose a methodology that best meets our needs. However, we have outlined a number of key methodological considerations:

- A focus on both quantitative and qualitative research methods. Extra consideration will be given to research methods which will involve young people with additional support needs, and if these methods are an appropriate measure to capture this data.
- On a termly basis, the YST distributes an online survey to all Lead Inclusion Schools. The survey collects data on reach (including demographics of participants), outcomes and views of the project. This data will be made available to the successful research organisation.
- How views of the project and impact on schools and key stakeholders (outside of each individual Lead Inclusion School) are proposed to be captured.
- The YST has a monitoring and evaluation framework in place to assess progress and impact against our latest strategy. The monitoring and evaluation framework would be shared with the successful research organisation, but we would expect our core outputs and outcomes to be captured through the evaluation.
- Case studies covering a range of perspectives and activities. These should be available as stand-alone documents but also integrated into the main report structure.
- We welcome suggestions as to how the experiences of young people and their families/carers can be gathered and showcased in creative ways.
- The YST will make school contact details available to the successful researcher, and any additional data / information that would help the research project.

## Research Deliverables

The following deliverables are required from this research project:

1. **Inception note:** Following the inception meeting, a full research methodology, with associated timescales and research tools.
2. **Monthly progress updates:** Regular updates on progress and any challenges/risks in the project.
3. **Interim report (March 2026, March 2027, March 2028):** A written report / slide deck to focus on the activity to date plus any broader emerging findings from wider programme delivery.
4. **Final annual reports (June 2026, June 2027, June 2028):** The YST would like one final report that integrates all sources of evidence and provides us with an understanding of the outcomes achieved, and recommendations to inform future delivery (maximum of 20 pages). There will be one single report, but we would value individual sections that look in more detail at each of the component parts. The report should be accompanied by a two-page executive summary and where appropriate, we would welcome the integration of visual diagrams and infographics to help present the findings. The report for year one and two will present an overview of the findings from each year independently, whereas year three will present cumulative data across all three years.
5. **Data files:** Any survey data files should be made available, in an appropriate format.

Further guidance on the report content, style and structure will be given to the successful organisation at the inception meeting. Please note that the project will need to be reported on by financial year rather than academic year.

## Key Contacts

The research project will be overseen by Lucy Slavin (Research and Insight Specialist) and Kelly Fellows (Development Manager – Inclusion).

## Research Timescales

We are looking to commission a research organisation to work collaboratively with us across the potential 3 years of the grant funding agreement (until April 2028) and are therefore looking for a proposal to demonstrate how evidence will be collected across this full period. However, the YST reserves the right to end the research contract with the successful organisation at the end of financial year 2025/6 or financial year 2026/7, if either the Department for Education ends the grant funding, or YST deems that the research output does not meet the needs of this brief.

The timescales for year one of the research project are detailed in the following table.

Table 2:

MILESTONE	DATE
Inception Meeting	Monday 9 <sup>th</sup> June
Inception Note	Friday 13 <sup>th</sup> June
Monthly update reports	Monthly
Interim Report	March 2026
Final Report	June 2026

## Research Budget

The total budget for the research project is **£90,000** (inclusive of expenses and VAT, if applicable). This is broken down into £30,000 per year, for three years<sup>2</sup>

The successful Bidder will be paid against the following terms<sup>3</sup>:

Year one:

- 10% on a signed contract (June 2025)
- 40% upon satisfactory completion of the interim report (March 2026)
- 50% upon satisfactory completion of the final report (June 2026)

Years two and three

- 50% upon satisfactory completion of the interim report (March 2027, March 2028)
- 50% upon satisfactory completion of the final annual report (June 2027, June 2028)

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<sup>2</sup> Year 2 and year 3 are subject to continuation of the government funding, reviewed annually

<sup>3</sup> Year 2 and year 3 are satisfactory to performance in years 1 and 2 respectively – performance to be assessed by YST against the requirements set out in this research brief

# The Bidding Process

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

## Process

The bidding process is as follows:

- Step 1: Bidders are asked to notify the YST by 5pm on Wednesday 14<sup>th</sup> May if they intend to submit a written proposal. You can notify us by emailing [lucy.slavin@youthsporttrust.org](mailto:lucy.slavin@youthsporttrust.org)
- Step 2: Full written proposals will be submitted, in line with the requirements outlined below and in Appendix 3.
- Step 3: Following a review of these, shortlisted organisations may be invited for interview.

## Timetable

MILESTONE	DATE
Deadline for intention to submit a written proposal	5pm Wednesday 14 <sup>th</sup> May
Deadline for questions	5pm Wednesday 14 <sup>th</sup> May
Response to questions shared with all interested bidders	Friday 16 <sup>th</sup> May
Deadline for proposals	5pm Friday 23 <sup>rd</sup> May
Interviews	Friday 30 <sup>th</sup> May
Successful organisation notified	Monday 2 <sup>nd</sup> June
Inception meeting	Monday 9 <sup>th</sup> June

## Proposal Requirements

Bidders are required to submit their proposal in line with the proposal requirements set out in Appendix 4, which includes the following sections:

- Part A: Organisation Details
- Part B: Proposal
- Part C: Contact Details and Declaration

Part B will be assessed as follows:

SECTION	CRITERIA	WEIGHTING
B1	Understanding Requirements	15%
B2	Team and Experience	25%
B3	Methodology and Deliverables	25%
B4	Timetable	5%
B5	Quality Assurance	10%
B6	Pricing	20%
<b>TOTAL</b>		<b>100%</b>

Responses to each section will be allocated a score based on the methodology contained below.

ASSESSMENT	SCORE	INTERPRETATION
Excellent	5	Exceptional demonstration by the Bidder that the Proposal fully meets the requirements and demonstrates added value.
Good	4	Above average demonstration by the Bidder that the Proposal fully meets the requirements to an acceptable standard.
Acceptable	3	Demonstration by the Bidder that the Proposal meets the requirements to an acceptable standard.
Minor reservations	2	The Proposal shows that the requirements are met but minor reservations exist about the quality, extent or value for money of the offer provided. The Proposal may lack details on how the requirement will be fulfilled in certain areas.
Major reservations	1	The Proposal shows that the requirements are met but major reservations exist about the quality, extent or value for money of the offer provided. The Proposal lacked detail with regard to how many requirements will be delivered to an acceptable standard.
Unacceptable	0	Failed to demonstrate or provide evidence of an ability to meet the requirements.

Bidders will be ranked in respect of their evaluation score from highest to lowest. The rankings will inform which organisations progress to the next stage of the process.

### Further Information

Any questions you have which will help support the development of your proposals should be emailed to Lucy Slavin ([lucy.slavin@youthsporttrust.org](mailto:lucy.slavin@youthsporttrust.org)) by 5pm Wednesday 14<sup>th</sup> May.


The YST will endeavour to answer all questions as quickly as possible but cannot guarantee a minimum response time. Responses to queries will be emailed to all interested organisations, in line with the timetable outlined above. The source of the questions will not be shared.

### Proposal Submission

Your final proposal should be emailed to [Lucy.Slavin@youthsporttrust.org](mailto:Lucy.Slavin@youthsporttrust.org) and [Kelly.Fellows@youthsporttrust.org](mailto:Kelly.Fellows@youthsporttrust.org) and received no later than 5pm on Friday 23<sup>rd</sup> May.

You will receive acknowledgement within two working days that your proposal has been submitted. If you do not receive this or have any questions please contact [research@youthsporttrust.org](mailto:research@youthsporttrust.org)

# Appendix 1: Logic Model

Context	Aims	Inputs	Activities	Outputs	Short term outcomes	Long term outcomes
						
<b>Young people</b>	<p>To ensure that every child has the <b>chance</b> and <b>choice</b> to participate in physical education, school sport and physical activity through:</p> <p>Building increased access to opportunities and empowerment of SEND pupils.</p> <p>Building further sector-led improvement in the capacity and capability of the workforce.</p> <p>Building with high-profile partners to encourage cross-sector collaboration.</p> <p>Building in the voices of young people, parents/carers.</p>	<p>Funding from the <b>Department for Education</b></p> <p><b>YST resources and expertise</b></p> <p>Internal Inclusion Team, Inclusion Development Coaches and trained network of deliverers.</p> <p><b>Consortium Expertise</b> collaborating through the national steering group made up of: Activity Alliance, nasen, Paralympics GB and Swim England.</p> <p>The voices of <b>young people</b> through the youth voice collective.</p> <p><b>Supporting partners</b> extending the reach and audiences targeted through Association for PE, National Network of Parents and Carers forum and Sport for Confidence.</p>	<b>Young people</b>			
Physical ill health Poor mental wellbeing Lonely and disconnected Increased inequality – young people with SEND experience more barriers to physical activity			<p>Opportunities for young people to participate in PESSPA through Paralympic inspired activities and Inclusive programme of sport</p> <p>Establish an Inclusive Young People Collective</p>	<p>5000 young people participating in Inclusive programmes of Sport (70% with SEND)</p> <p>Young people with SEND in partner school settings</p>	<p>Improved <b>physical health</b> (<i>physical activity levels, enjoyment of /confidence to take part in PA</i>)</p> <p>Improved <b>mental health</b> (<i>happiness</i>)</p> <p>Improved <b>social wellbeing</b> (<i>connectedness / belonging</i>)</p> <p>Improved <b>resilience and self-belief</b> (<i>supporting pupils to thrive</i>)</p>	<p>Build back healthier, happier and more resilient young people and level the playing field for those most disadvantaged</p> <p>Increase in attainment within schools through the sense of belonging created through PE, school sport and physical activity. With a positive effect on wider school outcomes including behaviour and staff/pupil relationships.</p>
<b>Educators</b>			<b>Educators (YST Strategy Tactic 1)</b>			
Lack of confidence and competence to support pupils with SEND in their settings			<p>Provision of tools, resources and content</p> <p>Deliver training</p> <p>Deliver inclusive festivals of sport designed to raise awareness of para-sport and global multi-sport events</p>	<p>Upskilling 1000 practitioners</p> <p>Upskilling 500 teaching assistants</p>	<p>Increased <b>confidence and competence</b> (<i>to support young people with SEND</i>)</p> <p>More <b>inspired / motivated</b> (<i>to unlock the power of PE, sport and PA</i>)</p>	<p>Educators are effectively supporting young people's wellbeing and life chances</p>
<b>Young Leaders</b>			<b>Young Leaders (YST Strategy Tactic 2)</b>			
<p>Feel powerless to change their own future and feel their opinions don't matter</p> <p>Ensuring young leaders are representative</p>			<p>Training</p> <p>Opportunities for young people with SEND to lead PESSPA opportunities for peers</p> <p>Opportunities for young people to influence future thinking through young person collective</p>	<p>500 young people trained through Inclusive programmes of Sport</p>	<p>Improved <b>leadership</b> (<i>leadership skills</i>)</p> <p>Increased <b>voice</b> / empowerment</p>	<p>Young people continue to create and deliver opportunities for their peers</p> <p>Young people's voices shaping the next generation's PESS offer</p>
<b>Organisations</b>			<b>Organisations (YST Strategy Tactic 3)</b>			
<p>Declining PE, sport and PA</p> <p>Inequality in provision</p>			<p>Networking opportunities</p> <p>Events e.g. conferences and Inclusion Live week</p> <p>Supporting the National Inclusive Education Hub</p> <p>Inclusive PE training</p>	<p>50 Lead Inclusion Schools</p> <p>1000 partner schools supported</p> <p>10 additional Alternative Provision Settings (through MyPB PRU)</p>	<p>Improved <b>perceptions</b> of PE and sport</p> <p>Improved <b>partnership working</b> (<i>quality and quantity, within and across sectors</i>)</p>	<p>Sport and PA are reclaimed within education (fun and at the heart of what they do) and the playing field is levelled for those most disadvantaged.</p>

## Appendix 2: Delivery details

INNOVATION ACTIVITY	DESCRIPTION
<b>Innovation Projects:</b>  <b>My Personal Best for Alternative Provision</b>	<p>There is <b>one</b> Innovation Project that Lead Inclusion Schools can apply for in 2025/26. This is the My Personal Best for Alternative Provision programme. To date, 50 schools have been involved in this programme, with a further 10 coming on board for 25-26. Schools receive training in the YST programme 'My PB' which will see young people with SEND attending Alternative Provision settings, accessing high quality curriculum PE approached in a way that clearly communicates life skills, with each young person thriving and achieving their personal best in physical education, in school, in work, as a citizen and in their personal life. Teachers involved in this project will take an action-research style approach to reposition the purpose and relevance of PE and share effective practice to adopting this approach with colleagues. This project requires a specific focus on engaging young people with SEND in Alternative Provision.</p>

Timescales for delivery which Lead Inclusion Schools must adhere to are as follows:

MILESTONE	NOTES	DATE
<b>Lead Inclusion School Innovation Projects Assigned</b>	<ul style="list-style-type: none"> <li>10 schools delivering My PB Innovation project</li> </ul>	October 2025
<b>Provision of termly data to YST</b>	<ul style="list-style-type: none"> <li>Each school to report at the end of each term on KPI's and progress</li> </ul>	July 2025 December 2025 March 2026
<b>50 schools hosting a Commonwealth Games Festival to inspire educators and increase participation</b>	<ul style="list-style-type: none"> <li>5000 participants (70% with SEND)</li> <li>500 young leaders delivering (30% with SEND)</li> <li>50 schools trained nationally</li> <li>200 extracurricular clubs set up to create sustainable activity</li> </ul>	31 <sup>st</sup> March 2026
<b>National networking events for Lead Schools</b>	<ul style="list-style-type: none"> <li>3 national events to upskill Lead Inclusion Schools and inform future thinking</li> </ul>	19 Sept 2025, 4 March 2026, 26 June 2026
<b>Increased awareness of the importance of School</b>	<ul style="list-style-type: none"> <li>66 water safety champions to be identified across the country</li> </ul>	31st March 2026

<b>Swimming &amp; Water Safety activities for pupils with SEND</b>	<ul style="list-style-type: none"> <li>• 9 inclusive swimming tutors delivering in-person training to school swimming teachers nationally.</li> <li>• Collaboration with National Disability Sport Organisations to create impairment-specific resources embedding the Chief Medical Officers' guidelines into school swimming and water safety</li> </ul>	
<b>CPD for educational practitioners in how to create an inspiring, accessible and meaningful PE, school sport and physical activity environment for pupils with SEND</b>	<ul style="list-style-type: none"> <li>• Promotion and engagement of the Inclusive PE and Supporting PE: an introduction to inclusive practice e-learning modules</li> <li>• Refresh of content on the national inclusive education hub platform reaching 4000 educators</li> <li>• Work with two higher education institutes to influence and educate ITTs</li> <li>• Deliver an Inclusion Live week inspiring and educating the nation on the what, the why and the how to complete inclusive practice.</li> </ul>	31 <sup>st</sup> March 2026
<b>Establish an Inclusive Youth Voice Collective</b>	<ul style="list-style-type: none"> <li>• Recruit and engage a new inclusive youth voice collective</li> <li>• Host 3 national meetings to influence and inform future thinking</li> </ul>	31 <sup>st</sup> March 2026
<b>Completion of My PB Innovation Project</b>	<ul style="list-style-type: none"> <li>• 10 schools delivering My PB in their settings</li> <li>• Two community of practice forum's hosted for the graduate schools from previous My Personal Best cohorts.</li> </ul>	31 <sup>st</sup> March 2026



# Appendix 3: Conditions of Participation

## Bidding Instructions

Bidders should read the bidding instructions carefully before completing their proposal. Failure to comply with these requirements for completion and submission of the proposal may result in the rejection of the proposal.

Participation in the bidding process automatically signals that the Bidder accepts these conditions of participation.

This Research Brief is not an offer or guarantee of award of business and it does not form a contract between YST and the Bidder.

## Intellectual Property Rights

All material issued in connection with this Research Brief shall remain the property of YST and shall be used only for the purpose of this procurement exercise.

## Costs

Bidders must obtain for themselves at their own responsibility and expense all information necessary for the preparation of Proposals.

Bidders are solely responsible for the costs and expenses incurred in connection with the preparation and submission of their Proposal and all other stages of the selection process.

Under no circumstances will YST be liable for any costs or expenses borne by Bidders, sub-contractors, suppliers, or advisers in this process.

## Confidentiality

Bidders shall treat the contents of the Research Brief and any related information as confidential information and shall only use this confidential information for the purposes of submitting (or deciding whether to submit) a Proposal.

Bidders may only disclose, distribute, or pass on any of the confidential information to their advisers or sub-contractors provided that this is done for the sole purpose of enabling a Proposal to be submitted and that the receiver of the information undertakes in writing to keep the information confidential on the same terms as if they were the Bidder.

YST may disclose, distribute, or pass on any of the information contained in the Bidder's proposal to external partners, where they are contractually involved in the project that is the subject of the research.

## Modification by YST

At any time prior to the deadline for the receipt of Proposal, YST may modify the Research Brief and/or terms and conditions of the process. Any such amendment will be issued by YST to all prospective Bidders. To give prospective Bidders reasonable time in which to take the amendment into account in preparing their Proposals, YST may, at its discretion, extend the Deadline for receipt of Proposals.

## Proposal Deadline

YST may at its own absolute discretion extend the closing date and the time for receipt of Proposals. Any extension granted will apply to all Bidders.



Any Proposal received at the designated point after the deadline outlined in the Research Brief may be rejected.

### Confirmation of Proposal Submission

Unless otherwise stated, YST will send an email to the key contact to confirm receipt of the Proposal within 2 working days of receiving the Proposal.

### Proposal Validity

Your Proposal should remain open for acceptance for a period of 90 days.

### Modification by Bidder

Bidders may modify their Proposal prior to the deadline by giving notice to YST.

No Proposal may be modified subsequent to the deadline for receipt.

### Withdrawal by Bidder

Bidders may withdraw their Proposal at any time prior to the deadline or any other time prior to accepting the offer of a Contract. The notice to withdraw the Proposal must be in writing and sent to YST.

### Right to Cancel

YST reserves the right to cancel the tender process at any stage prior to the award of the contract, without incurring any liability to the affected Bidders.

### Right to Clarify

YST reserves the right to require the Bidder to clarify its Proposal in writing and/or provide additional information.

### Right to Reject/Disqualify

YST reserves the right to reject or disqualify a Proposal where:

- The Bidder fails to comply fully with the requirements of this Research Brief or is guilty of a serious misrepresentation in supplying any information required in this document.
- The Bidder is guilty of serious misrepresentation in relation to its Proposal.
- There is a change in identity, control, financial standing, or other factor impacting on the selection and/or evaluation process affecting the Bidder.

### Right to Accept

YST reserves the right to accept all or part of an offer unless the Bidder expressly stipulates to the contrary.

### Data Protection

YST will comply with all applicable Data Protection Legislation, including the Data Protection Act 2018 and the UK GDPR. For further information on the lawful basis for processing any personal information and how we are committed to respecting your privacy, please see our full privacy notice on our website found here: <https://www.youthsporttrust.org/privacy-policy>

Unless the Bidder requests for their contact details to be deleted, YST will retain the Bidder's key contact details. YST may use these contact details to notify organisations of future research opportunities that may be of interest.

## Appendix 4: Proposal Requirements

To be completed by all bidders. Maximum of 10 pages. Each sub-section is to be completed in order, but the format and presentation of this information can be decided by the Bidder. CV's, along with any other relevant information can be provided in appendices.

### Part A: Organisation Details

Full name of organisation (or of organisation acting as lead contact if a consortium bid is being submitted):	
Registered office address:	
Company or charity registration number:	
VAT registration number:	

### Part B: Proposal

#### Part B1: Understanding Requirements (weighting = 15%)

We are looking to appoint an organisation that has a clear understanding of our requirements for this research project.

Please provide an overview of:

- Your understanding of the key aims and objectives of the project
- Your understanding of the key aims and objectives of the research project

#### Part B2: Team and Experience (weighting = 25%)

We are looking to appoint an organisation that can demonstrate a strong track record of delivering research that focuses on: young people with special educational needs and disabilities and schools.

Please provide an overview of your organisation's experience, including:

- Examples of similar research projects your organisation has delivered.
- Experience of effectively engaging similar beneficiaries and stakeholders in research.
- Details of the team who will be working on the research project, including their role, previous experience and DBS status (if applicable).

### **Part B3: Methodology and Deliverables (weighting = 25%)**

We are looking to appoint an organisation that offers a robust and appropriate methodology for this project.

Please detail your proposed methodology, including:

- How you will effectively engage all relevant stakeholders in the research.
- How you will ensure high levels of confidence in the research, including an indication of sample sizes.
- An overview of your outputs / deliverables that are appropriate for key audiences.

### **Part B4: Timetable (weighting = 5%)**

We are looking to appoint an organisation that can deliver the research within the specified timetable.

Please provide a timetable for delivering the research, including:

- Key milestones for research activities.
- Key milestone for outputs / deliverables.

### **Part B5: Quality assurance (weighting = 10%)**

Please provide details on your quality assurance processes, including:

- Arrangements for managing the research.
- Arrangements for securing the necessary research ethics and consent.
- Processes for quality assuring the research activities and deliverables.

### **Part B6: Pricing (weighting = 20%)**

It is essential that the YST enters into an arrangement where the process for achieving competitive pricing and best value is clearly defined and transparent.

Please provide a breakdown of costs for undertaking the research, including:

- A breakdown of time and costs per activity and per team member
- Inclusion of expenses (if applicable)

*Note: Costs should include all travel and expenses, and VAT, if applicable.*

## Part C: Contact Details and Declaration

### Part C1: Agreement to terms and conditions

This contract will be delivered under our standard terms and conditions for research services, a link to which is included below.

<https://www.youthsporttrust.org/research-terms-and-conditions>

Any amendment requests will only be considered during the assessment process and therefore must be included below, as part of your Proposal submission.

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### Part C2: Contact details

Please provide contact details for enquiries about this proposal.

Name:	
Organisation:	
Telephone:	
Email:	

### Part C3: Declaration

I confirm that I am authorised to sign on the behalf of the organisation and that all the information given in this proposal submission is true and accurate.

Name:	
Position:	
Organisation name:	
Signed:	
Date:	

### Appendix: Additional supporting information

Please provide any additional information that may support your submission.
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