

# Invitation to Tender

## Fundraising & bid writing services for

### **METRO Charity**

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## Introduction

We invite proposals from experienced fundraisers to support METRO Charity in developing and submitting successful trust and foundation bids, as well as responding to sector tenders. We are currently navigating a period of transformation and development, and we are looking for a skilled professional to support our fundraising efforts. This role will involve writing trust and foundation bids, as well as responding to relevant public sector tenders. This tender aims to secure a six-month engagement with the possibility of extension.

## About METRO Charity

We are METRO Charity, an equality and diversity organisation providing health, community, and youth services across London and the south-east. Our mission is to empower people and communities, especially marginalised groups, to develop personally and collectively. We focus on areas such as sexual and reproductive health, community support, mental health and wellbeing, youth services, and HIV support.

## Scope of work

We are seeking a professional who can:

- Write and submit compelling trust and foundation bids.
- Respond to relevant public-sector tenders.
- Assist in developing a strategic fundraising pipeline in collaboration with our team.
- Work closely with our Director of Services and relevant Heads of Services, as well as the Chief Executive.

## Key funding priorities

The following represent current organisational needs, and service delivery contracts coming to a point of re-commissioning:

- Core / unrestricted funding
  - Digital Infrastructure
- Public sector re-commissioning
  - Sexual Reproductive Health / HIV services: Royal Borough of Greenwich
    - Community Sexual Health Clinics
    - Sexual health telephone service/results follow-up
    - Pathology Testing
    - HIV prevention & support
  - Relationships & Sex Education: Young Greenwich (Oxleas NHS Foundation Trust)
    - Risk and resilience: Early intervention mentoring service 13-19 year-olds
    - LGBT Support: Mentoring & Peer support programme for LGBTQ+ YP
    - Parenting Support: Parenting support for families of LGBTQ+ and neurodivergent young people.



## Budget and Timeline

The approximate budget for this six-month engagement is **£20,000 inc. VAT**

Activity	Date
Proposal Submission Deadline	1 <sup>st</sup> September 2025, 10am
Virtual Meeting to discuss proposal	w/c 8 <sup>th</sup> September
Contract Award date	15 <sup>th</sup> September 2025
Contract initiation meeting	w/c 15 <sup>th</sup> September (exact date tbc)

## Proposal requirements

In your proposal, please include:

- An overview of your relevant experience and past successes in similar fundraising roles.
- Your proposed approach to developing and writing bids and tenders for METRO Charity.
- Any initial thoughts on building a fundraising pipeline and strategy.
- A breakdown of your fees within the stated budget of £20,000.
- Any other support or value you can offer during the engagement period.

## Submission details

Please direct your proposals and any questions to [tony.wong@metrocharity.com](mailto:tony.wong@metrocharity.com). We look forward to hearing from you.