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Tender

Be a Councillor campaign Independent Programme

Improvement and Development Agency for Local Government (IDeA)

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-079839

Procurement identifier (OCID): ocds-h6vhtk-05eef0

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Scope

Reference

BE A COUNCILLOR

Description

The Local Government Association (LGA) Leadership Team and Independent Group Office are seeking proposals for the planning, organisation, and delivery of the Independent Group's 'Be a Councillor' programme for the 2025/26 financial year. This initiative aims to increase the number and diversity of candidates standing for election as councillors from an Independent, Green, or other smaller and non-affiliated perspective. The total budget for this programme is £15,000 (exclusive of VAT), and all activities must be completed by March 31, 2026 and reporting requirements must be completed by May 31, 2026.

Total value (estimated)

- £15,000 excluding VAT
- £18,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 17 December 2025 to 17 December 2026
- Possible extension to 17 December 2027
- 2 years, 1 day

Description of possible extension:

This is a 1-year contract. Subject to mutual agreement and the availability of continued funding, this contract may be extended for a further year at the discretion of the purchaser.

Main procurement category

Services

CPV classifications

- 80511000 - Staff training services

Participation

This procurement is reserved for

- UK suppliers
- Small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs)

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

11 December 2025, 11:59pm

Tender submission deadline

15 December 2025, 5:00pm

Submission address and any special instructions

<https://app.panacea-software.com/LGA-Sourcing/eRFX-Suppliers/Open.aspx?requirementId=bc35f4d1-e54f-4d3f-92b7-5844ab505500>

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type	Weighting
Skills and experience	Your skills and experience	Quality	25%
Delivery Methodology	Delivery Methodology	Quality	25%
Timescales	Ability to deliver within the set timescale	Quality	25%
Quality assurance	Quality assurance, including equality, diversity and inclusion actions and outcomes	Quality	25%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Draft Contract Agreement.docx](#)

Draft Contract Agreement

[Procurement Specification - Independent Group - Be A Councillor Programme - 2025-26.docx](#)

Procurement Specification - Independent Group - Be A Councillor Programme - 2025-26

[Independent Be a Councillor Programme Request for Quotation.docx](#)

Independent Be a Councillor Programme Request for Quotation

Contracting authority

Improvement and Development Agency for Local Government (IDeA)

- Companies House: 03675577

18 smith square

london

sw1p 3hz

United Kingdom

Contact name: tanya.khatun

Email: tanya.khatun@local.gov.uk

Region: UKI32 - Westminster

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)

