



Terms of Reference for the SPP Policy and Action Plan Expert

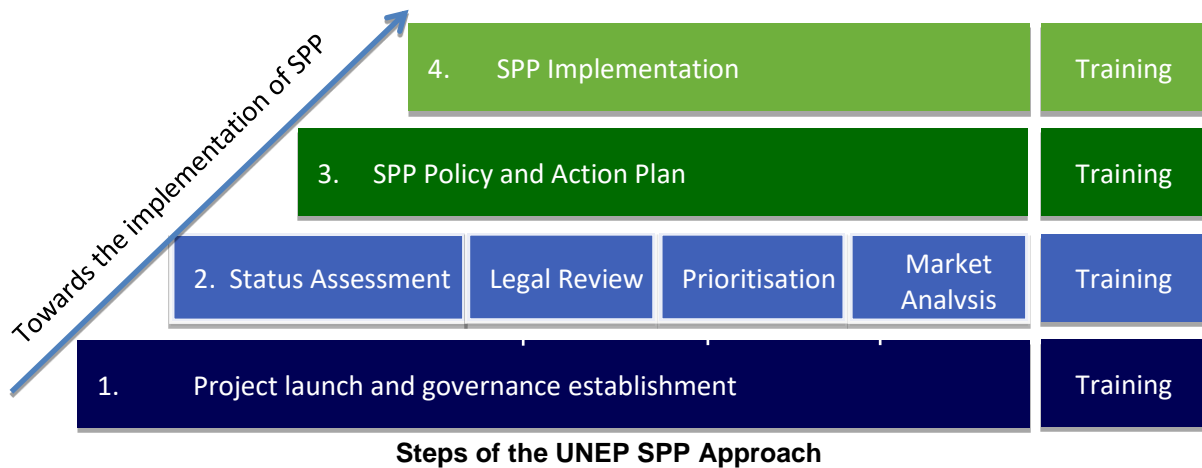
Objective & Scope of Work

UNEP provides support to countries to develop and implement Sustainable Public Procurement (SPP) policies by increasing awareness and building the capacities of policy makers and procurement managers.

The methodology applied at country- level is the “UNEP SPP Approach” which is conceived as a series of steps that must be followed by governments to first design and then implement an action plan (see below graph).

In countries with national ecolabelling scheme in place (hereby referred to as “core countries”) the project focuses on the implementation of UNEP’s SPP Approach combined with a proactive use of ecolabels

The SPP Approach stresses the need to **design a Strategic Plan for the Implementation of the National Policy on Sustainable Public Procurement**. This plan should be exhaustive and detailed, and should at least cover a period of 5 years. *In core countries, this Plan should integrate recommendations from the SWOT analysis on the ecolabelling scheme in view of a better alignment and integration of national ecolabels into the SPP national policies and tools. Prioritisation*



Tasks & Expected Output

Specific objectives

- **Review** the Status Assessment report, Market Analysis and legal study and **extract** key recommendations to be included in the SPP Plan. Name **stakeholders** associated to the implementation of the SPP Action Plan and/or invited to the Policy workshop;
- **Draft a SPP Policy and 5-year Action Plan** to achieve the targets and ensure that public procurement fully contributes to the country’s Sustainable development objectives.

- **Organize an SPP policy workshop** to present and discuss the draft SPP Policy and Action Plan;
- **Revise the draft SPP plan in line with the recommendations and proposals made at the SPP workshop;**

Methodology of Work

The methodology of work will consist in the review of relevant project documentation including the first reports already produced (Status Assessment, Legal review, Market Analysis), similar action plans implemented in other countries & best practices, in addition to direct consultations with key local stakeholders and recommendations made at the SPP Policy workshop. *In case of core countries, the review should also include the results of the SWOT analysis of the national ecolabelling scheme and a review of best practices in relation with ecolabelling in the context of SPP.*

The Action Plan shall be designed for a period of 5 years, emphasizing the first year activities.

Required tasks and Report outline

The expert will draft the SPP Policy and 5-year National Action Plan covering as a minimum the aspects below. Each chapter shall include one or more blocks/pieces of the final Action Plan Matrix, whose parts will be aggregated at the end of the report in the appendix section. Each component shall also specify the allocated budget, which will be likewise summarized in the appendix section.

Note: illustrative charts and tables are provided in the **Powerpoint presentation** to help clarify the expected content of the Action Plan. You can include the visual supports in the Action Plan. See in particular the proposed template for the summary table of “blocks” which should be included in each chapter.

A. Context & background

This section will serve as an introduction and present the general background for the implementation of SPP in the local country.

- Summarize the history of the implementation of SPP in the country: indicate initial SPP attempts (real procurement processes, if any) and any other progress in this regard (e.g. the existence of an institutional arrangement through the establishment of an SPP Steering Committee, the inclusion of SPP in policy or legal public procurement documents, etc.).
- Demonstrate how the SPP Action Plan will contribute to the country’s sustainable development objectives (e.g. climate change, water consumption, reduction of waste, working conditions, wages in service contracts, etc.). This part shall highlight the expected SPP benefits & impacts show how SPP is in line with the national sustainable development objectives.
- *In the case of core countries with national ecolabelling scheme in place, this section should also cover a brief overview of the implementation of the scheme, expected alignment with SPP and benefits resulting from the alignment of the two instruments.*

B. Legal Framework

This section shall provide a summary of the Legal Review main outcomes:

- Provide a summary of the different laws and regulations which can impact/are related to the implementation of SPP, *and the proactive use of ecolabels in case of core countries.*

- List and draft all legal/regulatory amendments planned to facilitate and support the implementation of SPP. The elaboration of a technical norm on SPP can also be included here if necessary.

C. Institutional framework & definition of roles and responsibilities

This section shall present a model of **shared responsibility and accountability** of all entities involved in the action plan implementation at different levels for all activities foreseen in the 5-year Action Plan:

- Clarify the respective roles of the taskforce (formerly the Steering Committee), in charge of implementing the SPP Action Plan, of the SPP Implementation Unit (formerly the NFO), the public procurement authority and other public or private entities involved in the implementation of SPP. *In the case of core countries, clarify the role of the authority in charge of the national ecolabelling scheme.*
- Illustrate with an organizational chart and relevant explanations (please see Powerpoint presentation provided as a complement for examples).

D. SPP Implementation

This section will more specifically describe the practical implementation of sustainable public procurement. The initial and subsequent dialogue with the market, as well as the involvement of all stakeholders, is of paramount importance to the success of the implementation. Gaining their engagement and support for SPP will facilitate the introduction of SPP at all stages.

- List selected categories of priority sustainable products. This part shall present a brief summary of how and why these categories were selected;
- List all organizations (ministries, departments, cities, etc.) which will be implementing pilot tenders for the 1st year and subsequent years, and their targets in terms of sustainable purchase;
- *In case of core countries, dialogue with national ecolabelling scheme authorities to ensure the development or review of technical norms for priority products.*
- Lead dialogue and engagement with suppliers and market players about the SPP Action Plan: plan information/training sessions with all identified stakeholders. Suppliers and contractors must have a clear understanding of the role expected of them in the implementation of sustainable public procurement;
- Adapt/develop new procurement tools (e.g. guidelines or manual) taking into account the new SPP criteria at all stages of the procurement cycle (Identifying needs & improving efficiency, defining specifications & inviting bids, evaluating and selecting suppliers, evaluating & awarding contracts, auditing & improving supplier performance, managing contracts);

E. Capacity Building (Training & Awareness-raising)

This section shall focus on raising awareness among decision-makers, and training of procurement practitioners. *Additional training for companies shall be foreseen in core countries.* Training needs will have been identified at the Status Assessment stage.

- Arrange for the development of new training tools focusing on SPP and ecolabelling in order to prepare for the training of procurement practitioners;
- Plan & organize training of practitioners within a specific timeframe, while specifying clear objectives and targets (objective and number of attendees);
- Organise training for suppliers in view to help them meet the requirements of SPP specifications. *In core countries, the training will also aim at building the capacity of suppliers to meet requirements of existing national ecolabels.*

- Identify main stakeholders and influential parties among decision-makers, organize & plan information sessions or meetings to raise their awareness and gain their support/engagement.

F. Communication Strategy & Awareness-raising

This section will present the communication strategy which will support the introduction of SPP. It shall clearly specify the objectives of all planned activities and how these will be assessed. The communication strategy shall reflect the clear planning of all actions, including a timeline and listing of all departments responsible for monitoring and evaluating the communication operations.

- Identify target audience from the public and private sectors, i.e. procurement departments from other ministries, market players (suppliers, manufacturers, industry associations, national ecolabelling schemes authorities, etc.);
- Outline & plan the main communication activities: set objectives & specific goals (number of people reached), describe tools & channels used and how these activities will be evaluated (e.g. via campaign analysis tool), set timeframe for implementation, etc.

G. Monitoring & Control

The monitoring and control functions are important mechanisms to ensure the effective and successful implementation of sustainable public procurement. The SPP Action Plan should **address how the internal monitoring process will evolve to reflect the incorporation of environmental and socio-economic concerns** in the national public procurement system.

It should clearly define **monitoring and reporting activities**, frequency, responsibilities and a set of indicators measuring the implementation progress of the SPP Action plan, as the evaluation process can help contract managers maximize the sustainability impacts over the life of the contracts (reduced greenhouse gas emissions, waste reduction and recycling, water consumption, as well as other socio-economic aspects). More specifically, this Chapter should set the base to:

- Define the reporting process across all public procuring entities taking part in the SPP implementation, and illustrate with an organizational/flow chart;
- Adapt/Develop new reporting tools to support SPP monitoring, specifying how the national SPP statistics will be gathered, analyzed and reported, how frequent this will be done and at which level.
- Adapt/Develop new reporting tools to determine if the national SPP strategy is *increasing the use of national ecolabelling (in case of core countries)*, or other internationally recognized ecolabelling schemes.
- Develop indicators to measure the degree of implementation of the SPP Action Plan and produce an SPP Action Plan Monitoring Report (as a minimum on a yearly basis);
- Develop indicators to measure impact for SPP (in environmental, social and economic terms), at an entity level and national level.
- Plan the regular update of the Status Assessment Questionnaire;
- Plan a biennial SPP implementation evaluation supported by an evaluation questionnaire (to be sent to UNEP).

H. Budget

The SPP Action Plan shall at all stages specify the allocated budget and cost of all activities, for which a summary will be presented in the Appendix section. The public/private entities contributing to this budget, and their respective contribution share, should be specified in this chapter as well.

I. Appendices

Appendix 1: aggregated Action Plan Matrix, which will summarize all the activities of the SPP Action Plan with a set timeframe for implementation

Appendix 2: aggregated Budget Matrix

Outputs and deliverables

- **A draft SPP Action Plan** drafted in English, to be submitted for comments by NFO, UNEP and Steering Committee members before the SPP Policy Workshop;
- **A finalized SPP Action Plan** drafted in English (approx. **30-40 pages without annexes**);
- The Action Plan shall feature the SPPEL project logo (which will be provided by UNEP).

Competencies

- Demonstrated experience in preparation of policy documents, action plans, reviews, recommendations development, using both quantitative and qualitative methods;
- Extensive experience in the environmental, sustainability and/or business sector;
- Experience in development and formulation of policies and strategies, with the use of stakeholders' participatory methods;
- Knowledge of the country's economy and business sector particularly in the areas related to sustainable development, sustainable business practice, environmental technologies and service provision;
- Independence from any given sector's or stakeholder's interests;
- Excellent writing and analytical skills;
- Excellent interpersonal and communication skills as well as ability to establish and maintain good relationship with stakeholders;
- Ability to meet deadlines and prioritize multiple tasks;
- Experience in public procurement is an asset.

IV. Recruitment Qualifications

Education:	Graduate degree (at the Masters level) in environmental management, business administration, public procurement, public policy, public administration, law or closely related fields. Post graduate degree is an asset.
Experience:	<ul style="list-style-type: none">• Expert in public procurement, law, economics, business, engineering, environmental management or related field with at least 10 years of relevant experience, preferably in preparation of action plans, reviews, recommendations development.• Experience in development and formulation of strategies
Language Requirements:	Fluency in the local official language. Good knowledge of English is an asset.