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The Sustainable Public Procurement (SPP) Excel Questionnaire Guidelines is an accompaniment to the “SPP Index Calculation Methodology” and provides step-by-step instructions on data reporting for Sustainable Development Goal (SDG) indicator 12.7.1, officially designated as the “Number of countries implementing SPP policies and action plans.”

If you require clarification on the reporting process, or the excel questionnaire, you may contact: unep-spp@un.org

1. DATA REPORTING PROCESS

The data collection process\(^1\) for SDG indicator 12.7.1 entails:

1. **Official designation of focal points and alternates**

   These are public officials who are responsible for the coordination of data collection efforts at the national level. The focal point is also the main contact point, who will liaise with United Nations Environment Programme (UNEP)\(^2\) during the data collection period.

   For a country-by-country list of focal points and alternates please click here.

2. **Completion of the excel questionnaire**

   The excel-based questionnaire, henceforth referred to as the “excel questionnaire,” is the reporting tool that has been developed to collect information from countries on their SPP\(^3\) policies and action plans, implementation measures, and monitoring efforts. The excel questionnaire is based on the SPP Index Calculation Methodology. It is structured according to six parameters, or sub-indicators, and consists of 24 questions. The questionnaire should be completed in its entirety by national governments.

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\(^1\) Data collection for SDG indicator 12.7.1 occurs every other year: 2022, 2024, 2026, etc. The first data collection exercise for SDG indicator 12.7.1 occurred in 2020.

\(^2\) UNEP is the custodian for SDG indicator 12.7.1, responsible for the development of the indicator calculation methodology, as well as for the collection of the data.

\(^3\) “Sustainable public procurement” (SPP) embraces all three dimensions of sustainable development (economic, environmental and social) and is therefore the preferred term by UNEP for describing the integration of sustainability considerations in public procurement processes. However, UNEP recognizes that countries may use other terms to describe the concept, such as “green public procurement” (GPP), “environmentally-preferable procurement,” “socially-responsible procurement,” etc., and data on such policies and practices should be included in reporting on SDG indicator 12.7.1.
The 2022 data collection timeline is detailed below in Figure 1.

FIGURE 1. 2022 SDG 12.7.1 INDICATOR DATA COLLECTION TIMELINE

<table>
<thead>
<tr>
<th>Month</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May - Jul</td>
<td>Focal point and alternate designation</td>
</tr>
<tr>
<td>Aug - Oct</td>
<td>Completion of excel questionnaire</td>
</tr>
<tr>
<td>Nov - Dec</td>
<td>Bilateral exchanges between UNEP and countries for clarifications (if necessary)</td>
</tr>
<tr>
<td>Jan - Feb 23</td>
<td>National reports and evidence reviewed by UNEP</td>
</tr>
<tr>
<td>March 23</td>
<td>Publication of aggregate data on the United Nations SDG Global Database (UNSTAT)</td>
</tr>
</tbody>
</table>

THE DEADLINE FOR DATA REPORTING SUBMISSIONS IS OCTOBER 17, 2022.

2. DATA DISCLOSURE

Once the data collection effort is completed, the UNEP SPP Team will send an internal report to the UN Statistics Division featuring a list of countries which participated in the 2022 reporting exercise, their final “country index” calculated for each country (based on data provided by national governments), and whether those countries, based on the data provided, are confirmed to be “implementing SPP policies and action plans” and can be accounted in the final calculation of the global SDG 12.7.1 indicator.

Please note, however, that general conclusions on global or regional SPP trends will be drawn from the aggregate data and will be published in a report on SDG indicator 12.7.1 monitoring, but specific names of countries to which those conclusions may relate will not be featured in those conclusions. Such drawn conclusions may be, for example: a certain percentage of countries with SPP policies and/or legal frameworks, published guidelines, monitoring systems, etc. Please click here to see the 2020 report on SDG indicator 12.7.1.
3. DATA REPORTING DOCUMENTS

Each country focal point and alternate will receive an SDG indicator 12.7.1 data reporting country “folder” (see Figure 2). This One Drive folder contains the following files and sub-folders:

- The **excel questionnaire**;

- This **Guidelines document**; and

- A “**Supporting documents**” sub-folder for uploading documents that are unavailable online and therefore cannot be referenced as links in the excel questionnaire.

In addition, for those countries that participated in the first SDG indicator 12.7.1 data collection exercise in 2020, included in the data reporting country folder will be:

- A “**2020 completed questionnaire**” sub-folder. This sub-folder will include the country’s previously completed excel questionnaire.

**FIGURE 2. ONE DRIVE COUNTRY FOLDER OVERVIEW**
4. DATA REPORTING GENERAL GUIDELINES

The excel questionnaire has been designed to aggregate data on SPP at the country level, therefore a single questionnaire should be completed by all public officials contributing to the reporting effort. The coordination of the data reporting effort should be carried-out by the officially-designated SDG indicator 12.7.1 focal point, with support from the alternate(s).

Unlike the earlier (2020) version of the excel questionnaire that covered all three levels of government (national/federal, state/provinces and municipalities/cities), this questionnaire seeks to obtain data only at the national level.

REPORTING ONLINE VS. OFFLINE

REPORTING ONLINE

Focal points and alternates can easily share the excel questionnaire and/or their country folder with their colleagues and/or other public officials contributing to the reporting effort, simply by sending a link to the excel questionnaire file and/or country folder. The easiest way is to share your country’s folder link that UNEP provided to you in the email correspondence. The folder is devised so that anyone with the link can edit documents within the folder.

Given that One Drive is cloud-based, public officials can work collaboratively and in real-time on the excel questionnaire. In addition, there is no need to submit the completed excel questionnaire to UNEP, as UNEP has access to all country folders. Countries only need to:

- Complete the excel questionnaire, along with uploading supporting documents (if documents are unavailable online), by the October 17th deadline; and
- Send an email to UNEP indicating that the excel questionnaire has been completed.
REPORTING OFFLINE

Alternatively, focal points can choose to download the excel questionnaire and complete it offline. If this approach is taken, then the focal point will need to either upload the file back to their One Drive country folder and follow the two steps outlined above, or alternatively, send the excel questionnaire as an email attachment along with supporting documents to UNEP before the October 17th deadline.

IMPORTANCE OF EVIDENCE

Data will only be considered if it is supported by evidence. While the majority of questions contain drop-down menus from which responses can be selected, public officials should provide details and evidence for each of their responses. These may include references to a specific provision in a legal document, as well as a link to the document itself. In the event that the document is not accessible online, the document should be uploaded to the “Supporting documents” sub-folder or shared via email at the time of data reporting submission.

It is recommended that documents or webpages are provided in English, Spanish or French, although it is also acceptable if the documents are in their original language. However, for those documents that are provided in
a language other than English, Spanish or French and which are shared as a PDF, the document settings should allow for text selection so that online translation can be carried out.

**The excel questionnaire automatically generates a score based on each question answered. However, the score is only considered official after data has been reviewed by UNEP. Points will only be granted for responses that are supported by evidence and, when necessary, explanations.**

**USING EXCEL**

The excel questionnaire has been designed to be user-friendly. Questions and responses are colour-coded in red and yellow respectively, as shown in Figure 4.

**FIGURE 4. QUESTIONNAIRE COLOUR CODING**

Darker yellow cells contain drop-down menus where responses can be selected from a proposed list. The drop-down menu is accessible by clicking on the cell, and then on the small arrow displayed in the bottom-right corner, as shown in Figure 5.
Lighter yellow cells require type-in responses, usually in support of an answer provided in the darker yellow cell. When hovering the cursor over the light-yellow cell, a pop-up will appear providing suggestions for supporting documents, as shown in Figure 6.
5. MAIN SECTIONS OF THE EXCEL QUESTIONNAIRE

The excel questionnaire consists of four sections that appear as tabs at the bottom of the spreadsheet. Each section is accessible by clicking on the tab, as shown in Figure 7.
INSTRUCTIONS TAB

The “Instructions” tab provides general guidelines on how to complete the excel questionnaire. It also provides a direct link to these Guidelines, as well as links to the SPP Index Calculation Methodology and a list of focal points.

CONTACT DETAILS TAB

Each public official participating in data reporting for SDG indicator 12.7.1, should list their name, contact information and date of data entry in this section.

QUESTIONNAIRE TAB

Coloured green for easy recognition, this tab contains the main questionnaire. Questions are organized according to sub-indicator and assess the level of SPP implementation by the national/federal government. Step-by-step guidance on the completion of these questions is provided in the next section.

SUPPORTING DOCUMENTS A1 TAB

The “Supporting documents A1” tab is a continuation of Question A1 in the questionnaire. Completion of this section is required if credit is to be given for A1.

6. SUB-INDICATORS, QUESTIONS AND SCORING

The main questionnaire assesses the level of SPP implementation by the national/federal government according to 6 parameters, henceforth referred to as “sub-indicators,” labelled “A” to “F”, as shown below in Table 1.

<table>
<thead>
<tr>
<th>Parameters/sub-indicators</th>
<th>Scoring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> Existence of an SPP policy, action plan and/or SPP regulatory requirements</td>
<td>0 or 1</td>
</tr>
<tr>
<td><strong>B</strong> Public procurement regulatory framework conducive to SPP</td>
<td>0 to 20</td>
</tr>
<tr>
<td><strong>C</strong> Practical support delivered to public procurement practitioners in the implementation of SPP</td>
<td>0 to 20</td>
</tr>
<tr>
<td><strong>D</strong> SPP purchasing criteria/ buying standards / requirements</td>
<td>0 to 20</td>
</tr>
</tbody>
</table>
These sub-indicators measure the level of SPP policy development, implementation and monitoring, as shown in Table 2 below:

### TABLE 2. ASPECTS MEASURED ACCORDING TO SUB-INDICATOR

<table>
<thead>
<tr>
<th>SPP Policy development</th>
<th>SPP Implementation</th>
<th>SPP Monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-indicators A &amp; B</td>
<td>Sub-indicators C &amp; D</td>
<td>Sub-indicators E &amp; F</td>
</tr>
</tbody>
</table>

For each sub-indicator there is a set of questions (see Table 3 below):

### TABLE 3. SUB-INDICATORS AND QUESTIONS

<table>
<thead>
<tr>
<th>Sub-indicator and question</th>
<th>Max score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Existence of a SPP action plan/policy, and/or SPP regulatory requirements</td>
<td>1</td>
</tr>
<tr>
<td>- A.1 Does your country have an approved (national/federal) SPP policy/action plan that is under implementation and/or SPP regulatory requirements?</td>
<td>1</td>
</tr>
<tr>
<td>B. Public procurement regulatory framework conducive to sustainable public procurement</td>
<td>20</td>
</tr>
<tr>
<td>- B.1 Does the legal and regulatory framework allow for sustainability requirements (environmental and/or social) to be included in technical specifications? AND/OR Can type I Eco-labels, social labels, or relevant sustainability standards be used as reference to specify the minimum level of compliance?</td>
<td>2</td>
</tr>
<tr>
<td>- B.2 Does the legal and regulatory framework allow for Functional / Output-based / Performance-based specifications be used as criteria?</td>
<td>2</td>
</tr>
<tr>
<td>- B.3 Does the legal and regulatory framework allow for sustainability requirements to be specified as pre-qualification / selection criteria?</td>
<td>2</td>
</tr>
<tr>
<td>- B.4 Does the legal and regulatory framework allow for sustainability requirements be specified as exclusion criteria?</td>
<td>2</td>
</tr>
<tr>
<td>- B.5 Does the legal and regulatory framework allow for contract award to be based on criteria other than price (including sustainability criteria)?</td>
<td>2</td>
</tr>
<tr>
<td>- B.6 Does the legal and regulatory framework allow for life-cycle costing (LCC) to be used in the evaluation of tenders?</td>
<td>2</td>
</tr>
<tr>
<td>- B.7 Does the legal and regulatory framework allow for sustainability requirements be specified in contract performance clauses?</td>
<td>2</td>
</tr>
<tr>
<td>- B.8 Does the legal and regulatory framework mandate the procurement of sustainable alternatives for at least one or more categories?</td>
<td>6</td>
</tr>
<tr>
<td>C. Practical support delivered to procurement practitioners in the implementation of SPP</td>
<td>20</td>
</tr>
<tr>
<td>- C.1 Have guidelines and tools, or an official catalogue of eco-labelled products, been developed in the last five years?</td>
<td>4</td>
</tr>
<tr>
<td>- C.2 Are specific communication channels used to provide information or tools to procurement practitioners, at least twice a year?</td>
<td>4</td>
</tr>
<tr>
<td>- C.3 Are training sessions organised at least once a year to build the capacity of public procurement practitioners in the implementation of SPP?</td>
<td>4</td>
</tr>
<tr>
<td>- C.4 Are best practices or case studies (at least 3) shared with procurement practitioners?</td>
<td>2</td>
</tr>
</tbody>
</table>
A.1 Does your country have an approved (national/ federal) SPP policy/action plan that is under implementation and/or SPP regulatory requirements?

The following types of policies and legal instruments will be considered for credit:

- Policy-type documents
Such as dedicated SPP policies, action plans, strategies, and road maps; and/or overarching policies, such as sustainable development policies, sustainable consumption and production policies, etc. with comprehensive SPP provisions.

- Legal instruments supporting SPP

Such as dedicated SPP legal instruments, including specific acts, decrees, orders and/or resolutions promoting SPP; and/or public procurement laws and regulations with comprehensive SPP provisions; and/or sectoral laws with comprehensive SPP provisions.

Note that the policy and/or legal instrument needs to be approved and should be under implementation; if a policy is still under development the country will not receive credit for it.

Responding to this question is critical, as the score obtained for this sub-indicator is multiplied by the sum of the scores obtained in the other five. In other words, if no response is provided to this question, or if the response is unsubstantiated (ie. “Supporting documents A1” tab is incomplete), a score of 0 will be given, which means that even if other questions are completed in the main questionnaire the final country score will be 0:

\[ \text{TOTAL SCORE} = A \times (B+C+D+E+F) \]

\[ \text{TOTAL SCORE} = 0 \times (B+C+D+E+F) = 0 \]

The steps for responding to this question are shown in Figure 8.

**FIGURE 8. STEPS FOR RESPONDING TO SUB-INDICATOR A**

Completion of the “Supporting documents A1” tab is required if countries would like to receive credit for their response to Question A1. This tab allows for countries to report one or more relevant policies and legal instruments. Each policy and/or legal instrument should be reported on a separate line in the “Supporting documents A1” tab, according to these steps outlined in Figure 9.
FIGURE 9. STEPS FOR REPORTING IN “SUPPORTING DOCUMENTS A1”

Step 1: Click on the dark yellow cell and arrow in column C and select from the drop-down menu the type of policy or legal instrument. If you do not know the type, select “other.”

Step 2: Click on the dark yellow cell and arrow in column D and select from the drop-down menu the objective of the instrument. If you do not know the type, select the “blank” cell.

Step 3: Enter the date of approval of the policy or legal instrument in column D. If unknown leave blank.

Step 4: Enter the name of the policy or legal instrument in column F.
SUB-INDICATOR B: THE PUBLIC PROCUREMENT REGULATORY FRAMEWORK IS CONDUCIVE TO SPP

Sub-indicator B measures two aspects of the legal and regulatory framework, labelled “B(a)” and “B(b)”:  

- B(a): Whether the legal and regulatory framework supports the inclusion of sustainability considerations in public procurement processes  
- B(b): Whether the procurement of sustainable alternatives is mandated

---

B(A): PROVISIONS IN THE LEGAL AND REGULATORY FRAMEWORK ALLOW FOR SUSTAINABILITY CONSIDERATIONS (ENVIRONMENTAL AND/OR SOCIAL) TO BE INCORPORATED AT THE FOLLOWING STAGES OF THE PROCUREMENT PROCESS

B(a) assesses whether sustainability considerations can be included in the following stages of the procurement process:
- Requirement definitions

B.1 Does the legal and regulatory framework allow for sustainability requirements (environmental and/or social) be included in technical specifications? AND/OR Can type I Eco-labels, social labels, or relevant sustainability standards be used as reference to specify the minimum level of compliance?

B.2 Does the legal and regulatory framework allow for Functional / Output-based / Performance-based specifications be used as criteria?

- Prequalification/qualification

B.3 Does the legal and regulatory framework allow for sustainability requirements be specified as pre-qualification / selection criteria?

B.4 Does the legal and regulatory framework allow for sustainability requirements be specified as exclusion criteria?

- Evaluation and selection

B.5 Does the legal and regulatory framework allow for contract award to be based on criteria other than price (including sustainability criteria)?

B.6 Does the legal and regulatory framework allow for life-cycle costing (LCC) to be used in the evaluation of tenders?

- Contract award and management

B.7 Does the legal and regulatory framework allow for sustainability requirements be specified in contract performance clauses?

The steps for responding to these questions are outlined in Figure 10.

FIGURE 10. STEPS FOR RESPONDING TO QUESTIONS IN SUB-INDICATOR B(A)
B(B) PROVISIONS IN THE LEGAL AND REGULATORY FRAMEWORK MANDATE THE PROCUREMENT OF SUSTAINABLE ALTERNATIVES

B(b) assesses whether procurement of sustainable alternatives is mandated:

**B.8 Does the legal and regulatory framework mandate the procurement of sustainable alternatives for at least one or more categories?**

For example, public authorities may be required to purchase from an official catalogue of products bearing the national ecolabel, or, as in the case of the European Union, they may be required to purchase “cleaner” vehicles (as per the Clean Vehicles Directive “making it mandatory for contracting authorities to take energy and environmental impacts into account when purchasing road transport vehicles”).

The steps for responding to this question are detailed in Figure 11.

**FIGURE 11. STEPS FOR RESPONDING TO QUESTION B.8**

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**SUB-INDICATOR C: PRACTICAL SUPPORT DELIVERED TO PROCUREMENT PRACTITIONERS ON THE IMPLEMENTATION OF SPP**

This sub-indicator assesses the level of practical support provided to public procurement practitioners through the following five questions:

**C.1 Have guidelines and tools, or an official catalogue of eco-labelled products, been developed in the last 5 years?**

**C.2 Are specific communication channels used to provide information or tools to procurement practitioners, at least twice a year?**

**C.3 Are training sessions organized at least once a year to build the capacity of public procurement practitioners in the implementation of SPP/GPP?**

**C.4 Are best practices or case studies (at least 3) shared with procurement practitioners?**

**C.6 Is an SPP helpdesk available for procurement practitioners?**
The steps for responding to these questions are outlined in Figure 12.

**FIGURE 12. STEPS FOR RESPONDING TO QUESTIONS IN SUB-INDICATOR C**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Have guidelines, or an official catalogue of accredited products, been developed and are periodically reviewed? (4 pts)</td>
</tr>
<tr>
<td>1.2</td>
<td>Are specific communication channels used to provide information or tools to procurement practitioners, at least twice a year? (4 pts)</td>
</tr>
<tr>
<td>1.3</td>
<td>Are training sessions organized at least once a year to build the capacity of public procurement practitioners in the implementation of SPP? (4 pts)</td>
</tr>
<tr>
<td>1.4</td>
<td>Is an external or one-of-a-kind database with procurement practitioners? (2 pts)</td>
</tr>
<tr>
<td>1.5</td>
<td>Are the internal government messages SPP best practices and achievements through awards and/or incentives? (2 pts)</td>
</tr>
<tr>
<td>1.6</td>
<td>Are SPP tools available for procurement practitioners? (4 pts)</td>
</tr>
</tbody>
</table>

**SUB-INDICATOR D: SPP PURCHASING CRITERIA / BUYING STANDARDS / REQUIREMENTS**

Sub-indicator D measures two aspects of SPP implementation, labelled “D(a)” and “D(b)”: 
- the existence of environmental criteria 
- the inclusion of social, economic and/or governance-related considerations in contracts

**D(A) ENVIRONMENTAL CRITERIA**

D(a) asks countries if specific environmental purchasing criteria have been developed, or environmental labels have been recommended for specific categories of products and services:
D.1 Have environmental criteria been defined, or environmental standards/labels been recommended for specific categories of products and services?

If environmental criteria have been defined, or environmental standards/labels been recommended for specific categories of products, please follow the steps in Figure 13. Otherwise, skip to the next question D(b). A list of 24 product/service categories is provided, from which countries can select up to 18.

FIGURE 13. STEPS FOR RESPONDING TO QUESTIONS IN SUB-INDICATOR D(A)
Note that product categories can only be selected once. Two “blank” categories have been left empty to allow for the inclusion of additional categories for which such criteria or labels may have been defined, but which do not fall under the ones listed in the drop-down menu.

D(B) SOCIAL / ECONOMIC / GOVERNANCE-RELATED CRITERIA

D(b) asks countries if social, economic, or governance-related criteria are considered in the procurement of products and services:

D.2 Have social requirements been defined, or social standards/ labels been applied to public procurement?

If such requirements and/or labels have been applied, please follow the steps in Figure 14. Otherwise, skip to the next question (E). A list of 11 social, economic, or governance-related considerations is provided, from which countries can choose up to 9.
Note that each social/economic/governance-related consideration can only be selected once. One “blank” category has been left empty to allow for the inclusion of additional considerations for which such requirements or labels may have been defined, but which do not fall under the ones already listed.

**SUB-INDICATOR E: EXISTENCE OF AN SPP MONITORING SYSTEM**

This sub-indicator assesses two aspects of SPP implementation monitoring, labelled E(a) and E(b):

- whether the implementation of the SPP action plan/policy is monitored
- whether a monitoring system has been developed to track the results and outcomes of SPP implementation

**E(A) MONITORING OF SPP ACTION PLAN / POLICY IMPLEMENTATION (DEGREE OF SPP INSTITUTIONALIZATION)**

E(a) asks countries if progress in the implementation of SPP policies/action plans is monitored:

*E.1 Is the progress of your SPP action plan/policy implementation monitored?*
This question relates to the monitoring of SPP institutionalization, or the measures undertaken by a government to integrate SPP into their culture and daily operations, such as the adoption of SPP policies and/or integration of sustainability considerations in procedures and tools; training of procurement practitioners on SPP, etc.

E.2 Has a specific target been set for sustainable procurement implementation?

E.3 Is the progress towards the achievement of your target monitored?

For these questions, countries should follow the steps in Figure 15.

E.2 Has a specific target been set for sustainable procurement implementation?

E.3 Is the progress towards the achievement of your target monitored?

For these questions, countries should follow the steps in Figure 15.

FIGURE 15. STEPS FOR RESPONDING TO QUESTIONS IN SUB-INDICATOR E(A)

E.2 Has a specific target been set for sustainable procurement implementation?

E.3 Is the progress towards the achievement of your target monitored?

FIGURE 15. STEPS FOR RESPONDING TO QUESTIONS IN SUB-INDICATOR E(A)

E.2 Has a specific target been set for sustainable procurement implementation?

E.3 Is the progress towards the achievement of your target monitored?

For these questions, countries should follow the steps in Figure 15.

E.2 Has a specific target been set for sustainable procurement implementation?

E.3 Is the progress towards the achievement of your target monitored?

For these questions, countries should follow the steps in Figure 15.

E.2 Has a specific target been set for sustainable procurement implementation?

E.3 Is the progress towards the achievement of your target monitored?

For these questions, countries should follow the steps in Figure 15.

E.2 Has a specific target been set for sustainable procurement implementation?

E.3 Is the progress towards the achievement of your target monitored?

For these questions, countries should follow the steps in Figure 15.

E.2 Has a specific target been set for sustainable procurement implementation?

E.3 Is the progress towards the achievement of your target monitored?

For these questions, countries should follow the steps in Figure 15.

E.2 Has a specific target been set for sustainable procurement implementation?

E.3 Is the progress towards the achievement of your target monitored?

For these questions, countries should follow the steps in Figure 15.

E.2 Has a specific target been set for sustainable procurement implementation?

E.3 Is the progress towards the achievement of your target monitored?

For these questions, countries should follow the steps in Figure 15.

E.2 Has a specific target been set for sustainable procurement implementation?

E.3 Is the progress towards the achievement of your target monitored?

For these questions, countries should follow the steps in Figure 15.

E.2 Has a specific target been set for sustainable procurement implementation?

E.3 Is the progress towards the achievement of your target monitored?

For these questions, countries should follow the steps in Figure 15.

E.2 Has a specific target been set for sustainable procurement implementation?

E.3 Is the progress towards the achievement of your target monitored?

For these questions, countries should follow the steps in Figure 15.

E.2 Has a specific target been set for sustainable procurement implementation?

E.3 Is the progress towards the achievement of your target monitored?

For these questions, countries should follow the steps in Figure 15.
FIGURE 16. STEPS FOR RESPONDING TO QUESTIONS IN SUB-INDICATOR E(B)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click on the dark yellow cell and arrow in column D and select “Yes” or “No”.</td>
</tr>
<tr>
<td>2.</td>
<td>Countries that select “No” can skip to the next question. Countries which select “Yes” should provide further detail and links to supporting documents in the two light yellow cells to the right.</td>
</tr>
</tbody>
</table>

SUB-INDICATOR F: PERCENTAGE OF SUSTAINABLE PUBLIC PROCUREMENT

Section F focuses on the actual results of SPP implementation, in terms of contract value. It aims at calculating the actual percentage of public procurement which is sustainable.

**F.1 Does your country measure the percentage of SPP for the prioritized product/service categories listed in sub-indicator D.1. and/or social/economic/governance related considerations in D.2?**

If your country measures the percentage of SPP for the prioritized product/service categories, then follow the steps in Figure 17 otherwise the main questionnaire is now complete.

FIGURE 17. STEPS FOR RESPONDING TO QUESTIONS IN SUB-INDICATOR F

| Step 1: In column B: copy/paste the titles of your government’s sustainable procurement spend categories. |
FIGURE 17 CONTINUED.

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Value of Federal / National Sustainable Public Procurement</th>
<th>Indicative percentage of SPP per procurement category</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>--</td>
<td>0.00%</td>
</tr>
<tr>
<td>2021</td>
<td>--</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>--</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>--</td>
<td>0.00%</td>
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<tr>
<td></td>
<td>--</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>--</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

Step 2: In column C, select the year of reference for procurement data from the drop-down menu.

Step 3: In column D, indicate the total value of contracts including sustainability requirements.

Step 4: In column E/F, please provide details regarding what is considered a "sustainable contract" and provide supporting evidence such as legal mandates / policies. Please also provide evidence supporting the data, such as reports, screenshots, etc.

Step 5: Optional: In column G indicate the total value of all procurement contracts for that product/service category. This will allow the calculation of the percentage of sustainable procurement per spend category, which will appear in column H. However, note that it will not influence the score calculation in this section.

Step 6: In cell D115, input the total value of your country’s federal / national public procurement. This number is necessary for the calculation of sub-indicator F.