



One planet
procure with care



SDG INDICATOR 12.7.1

SPP index

**excel questionnaire
guidelines**

VERSION 6 - JULY 2022



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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 process¹ 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 SPP³ 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.

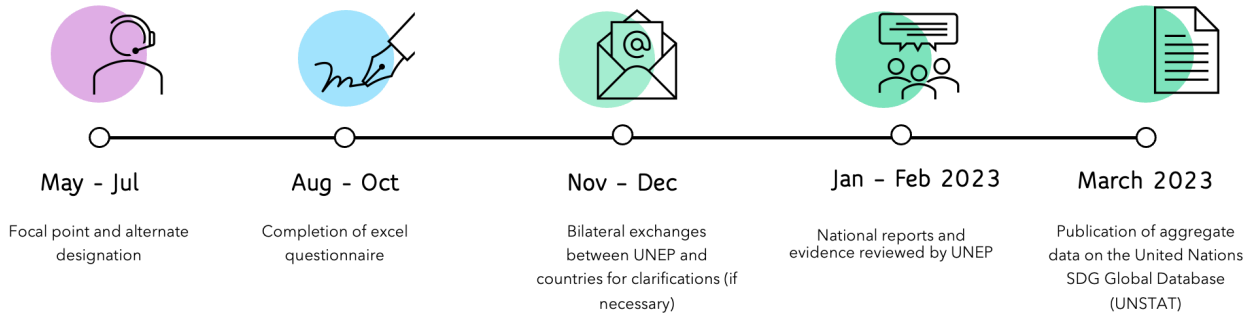
¹ Data collection for SDG indicator 12.7.1 occurs every other year: 2022, 2024, 2026, etc. The first data collection exercise for SDG indicator 12.7.1 occurred in 2020.

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



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

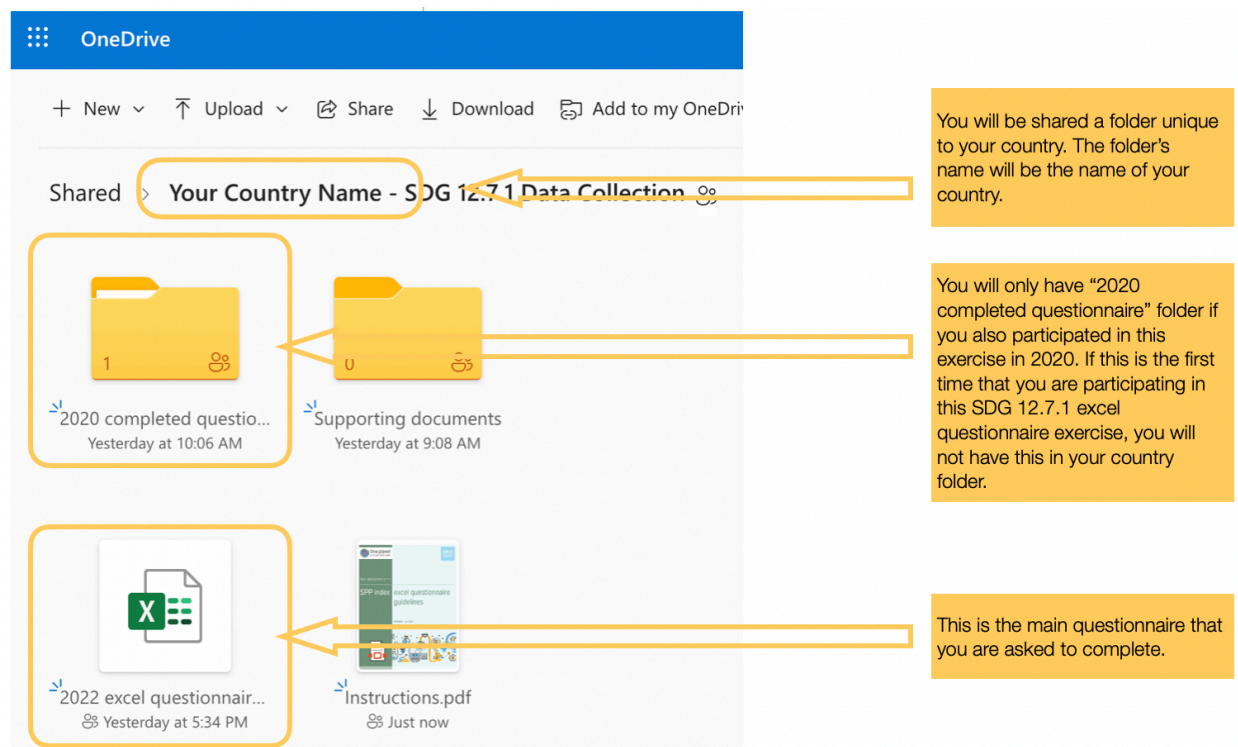
Each country focal point and alternate will receive an SDG indicator 12.7.1 data reporting country “folder” (see Figure 2). This One Drive folder contains the following files and sub-folders:

- 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

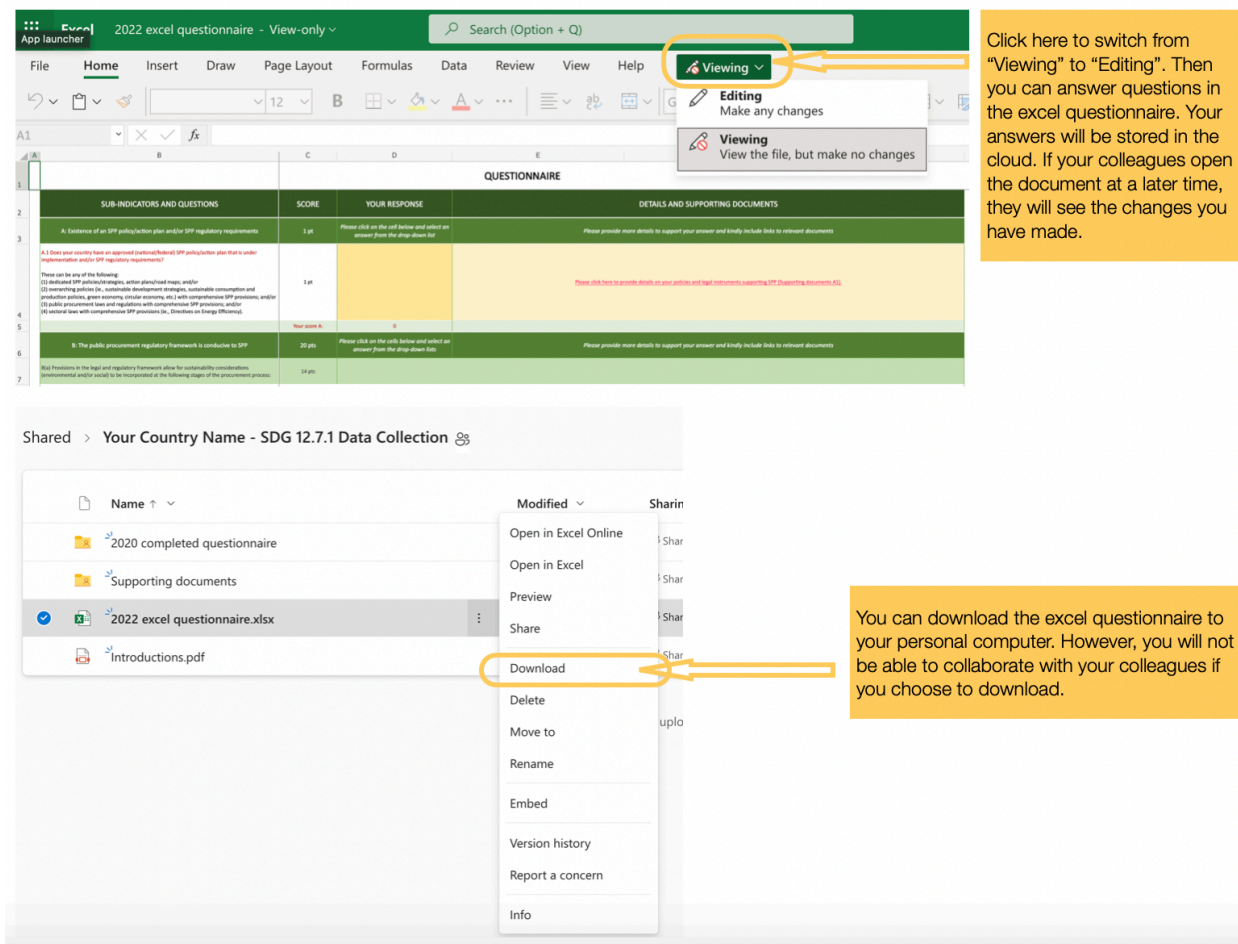
REPORTING ONLINE

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.**

FIGURE 3. COLLABORATION IN ONE DRIVE



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

| | | |
|--|-------|----------|
| C.5 Does the national government encourage SPP best practices and achievements through awards and/or incentives? | 2 pts | |
| Awards and incentives increase employee investment in SPP and create a culture that encourages the integration of sustainability considerations in public procurement. Examples include creative competitions among or across organization units, or for specific purchasing categories. | | |
| C.6 Is an SPP helpdesk available for procurement practitioners? | 4 pts | |
| An SPP help desk provides direct assistance by phone, internet, email or through site visits to public contracting authorities on issues related to SPP implementation. This can also be a general public procurement help desk that addresses issues pertaining to SPP. | | |
| Your score C: | | 0 |

Questions are in red and bold.

Your score is calculated at the end of each section, and appears in red.

| D. Have your procurement-related activities been recommended for specific categories of products and services? | Please select up to 10 relevant categories from the drop-down menu (if you select more than 10, the categories will be sorted by relevance based on the number of products and services selected). | Please list and describe the names of the products and services (if you select more than 10, the categories will be sorted by relevance based on the number of products and services selected). | Please provide more details regarding the products and services (if you select more than 10, the categories will be sorted by relevance based on the number of products and services selected). | Optional: If they have been recommended for these products, please add them from the drop-down menu (if you select more than 10, the categories will be sorted by relevance based on the number of products and services selected). | Optional: Other type of other (please specify) |
|--|--|---|---|---|--|
| Immediately based on categories of products and services appearing in the drop-down list to the right. | 0.5 pts | -- | -- | -- | -- |
| (a) Building materials (e.g., steel, aluminum, wood, brick, concrete, etc.) | 0.5 pts | -- | -- | -- | -- |
| (b) Building services (e.g., construction, maintenance, etc.) | 0.5 pts | -- | -- | -- | -- |
| (c) Building management and maintenance | 0.5 pts | -- | -- | -- | -- |
| (d) Energy services (e.g., electricity, gas, etc.) | 0.5 pts | -- | -- | -- | -- |
| (e) Water and wastewater services (e.g., drinking water, sewerage, etc.) | 0.5 pts | -- | -- | -- | -- |
| (f) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (g) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (h) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (i) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (j) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (k) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (l) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (m) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (n) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (o) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (p) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (q) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (r) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (s) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (t) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (u) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (v) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (w) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (x) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (y) Other (please specify) | 0.5 pts | -- | -- | -- | -- |
| (z) Other (please specify) | 0.5 pts | -- | -- | -- | -- |

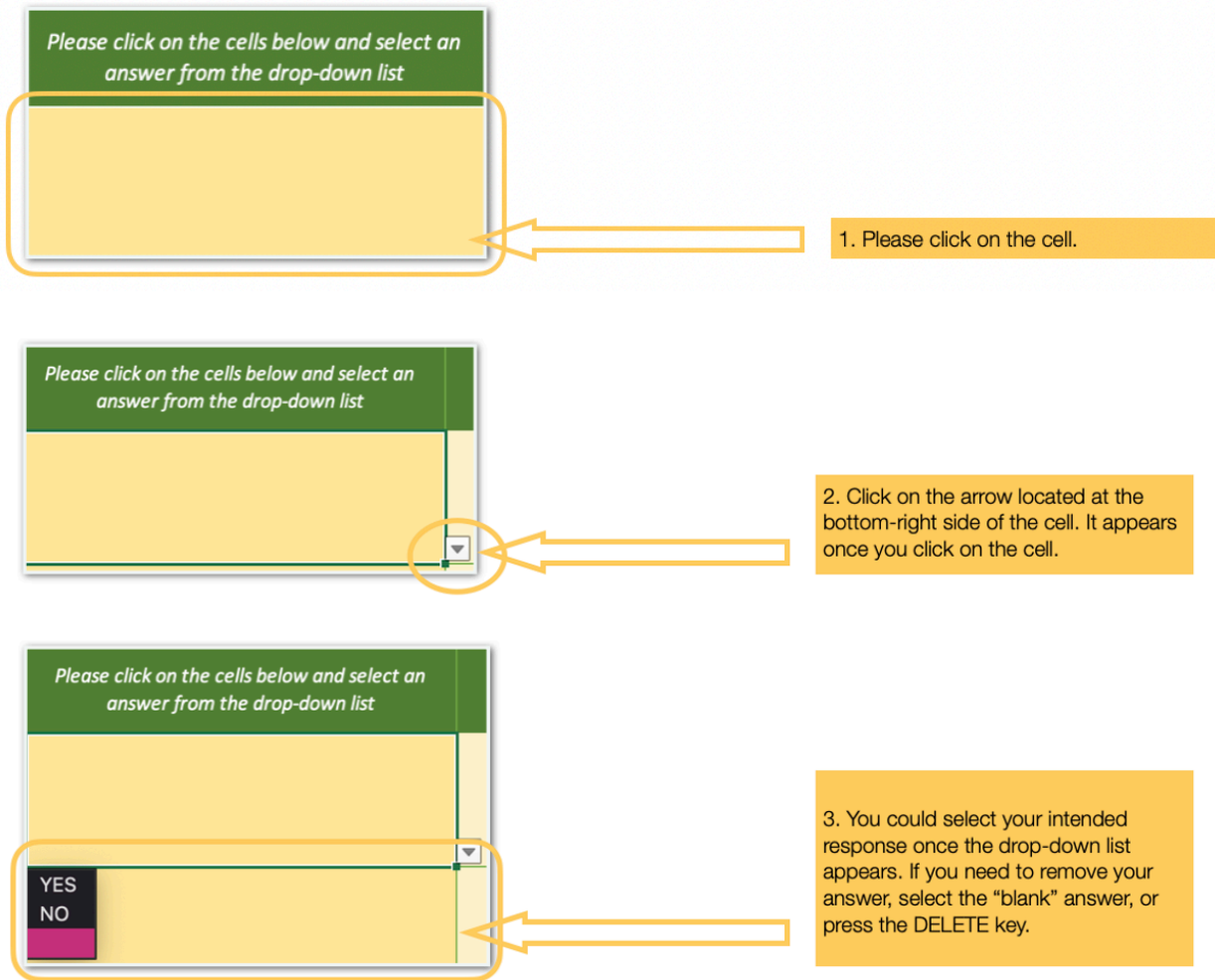
Dark yellow indicates this cell contains a drop-down menu.

Light yellow indicates this cell requires a type-in answer.

Light grey indicates this cell is not required, or optional.

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.

FIGURE 5. ACCESSING THE DROP-DOWN MENU



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.

FIGURE 6. ACCESSING TYPE-IN CELLS

1. Please click on the cell.

2. A pop-up description that explains the expected type-in answer in this cell will appear. Please kindly note that the description might not include all possible answers.

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.

FIGURE 7. ACCESSING TABS

| SUB-INDICATORS AND QUESTIONS | Score | YOUR RESPON |
|---|--------|--|
| A: Existence of an SPP policy/action plan and/or SPP regulatory requirements | 1 pt | Please click on the cell below answer from the drop |
| A.1 Does your country have an approved (national/federal) SPP policy/action plan that is under implementation and/or SPP regulatory requirements? | 1 pt | |
| These can be any of the following: (1) dedicated SPP policies/strategies, action plans/road maps, and regulatory requirements; and/or (2) overarching policies (i.e., sustainable development strategies, sustainable consumption and production policies, green economy, circular economy, etc.) with comprehensive SPP provisions; and/or (3) public procurement laws and regulations with comprehensive SPP provisions; and/or (4) sectoral laws with comprehensive SPP provisions (i.e. Directives on Energy Efficiency). | | |
| Your score A: | | 0 |
| B: The public procurement regulatory framework is conducive to SPP | 20 pt | Please click on the cells below answer from the drop |
| 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: | 14 pts | |
| 1/ Requirement definitions | | |
| 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 1 eco-labels, social labels, or relevant sustainability standards to be used as reference to specify the minimum level of compliance? | 2 pts | |
| When defining minimum compliance criteria for a contract, sustainability requirements can be specified. For example: use of sustainable / recycled raw material; biodegradability of products; avoidance of use of harmful substances; environmentally friendly packaging; power consumption level; warranty and durability; guarantee of availability of parts and components. | | |
| B.2 Does the legal and regulatory framework allow for Functional / Output-based / Performance-based specifications to be used as criteria? | 2 pts | |
| Such specifications indicate what the procured items should achieve in terms of the functions performed, the level of performance reached, or the delivered outputs/outcomes. For example: light bulbs with limited energy consumption, or, shades with limited CO2 emissions. | | |

The excel questionnaire contains four sections: Instructions, Contact details, Questionnaire, and Supporting documents A1. You can switch to another section by clicking on its tab at the bottom of the spreadsheet.

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 1. SUB-INDICATORS AND SCORING

| | <i>Parameters/sub-indicators</i> | <i>Scoring</i> |
|----------|--|----------------|
| A | Existence of an SPP policy, action plan and/or SPP regulatory requirements | <i>0 or 1</i> |
| B | Public procurement regulatory framework conducive to SPP | <i>0 to 20</i> |
| C | Practical support delivered to public procurement practitioners in the implementation of SPP | <i>0 to 20</i> |
| D | SPP purchasing criteria/ buying standards / requirements | <i>0 to 20</i> |

| | | |
|----------|--|---------|
| E | Existence of a SPP monitoring system | 0 to 20 |
| F | Percentage of sustainable purchase of priority products/services | 0 to 20 |

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

| | | |
|--|--|--|
| SPP Policy development Sub-indicators A & B | SPP Implementation Sub-indicators C & D | SPP Monitoring Sub-indicators E & F |
|--|--|--|

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

TABLE 3. SUB-INDICATORS AND QUESTIONS

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

| | |
|---|-----------|
| - C.5 Does the national government encourage SPP best practices and achievements through awards and/or incentives? | 2 |
| - C.6 Is an SPP helpdesk available for procurement practitioners? | 4 |
| D. SPP purchasing criteria / buying standards / requirements | 20 |
| - D.1 Have green procurement criteria been defined or environmental standards/labels been recommended for specific categories of products and services? | 10 |
| - D.2 Have social requirements have been defined, and/or social standards/labels been applied to public procurement? | 10 |
| E. Existence of an SPP monitoring system | 20 |
| - E.1 Is the progress of your SPP action plan / policy implementation monitored? | 4 |
| - E.2 Has a specific target been set for sustainable procurement implementation? | 2 |
| - E.3 Is the progress towards the achievement of this target monitored? | 2 |
| - E.4 Is the number and/or value of contracts which include sustainability requirements monitored? | 6 |
| - E.5 Does monitoring also entail the measurement of sustainability outcome(s)? | 2 |
| - E.6 How are data monitored? | 4 |
| F. Percentage of sustainable public procurement | 20 |
| - F.1 Does your country measure the percentage of SPP for the prioritized product/service categories listed in sub-indicator D.1 and D.2? | 20 |

A score is automatically generated based on the responses provided for each question, according to the following formula:

$$TOTAL SCORE = A \times (B+C+D+E+F)$$

For further information on the scoring calculation, please see the [“SPP Index Calculation Methodology.”](#)

7. STEP-BY-STEP GUIDANCE ON COMPLETION OF THE QUESTIONNAIRE

The main questionnaire should be completed in its entirety. Step-by-step guidance on the completion of each sub-indicator and related question(s) is provided below.

SUB-INDICATOR A: EXISTENCE OF AN SPP POLICY / ACTION PLAN AND / OR SPP REGULATORY REQUIREMENTS

This sub-indicator aims to assess whether a country has developed, approved and is currently implementing an SPP policy, action plan and/or SPP regulatory requirements:

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:

$$TOTAL SCORE = A \times (B+C+D+E+F)$$

$$TOTAL SCORE = 0 \times (B+C+D+E+F) = 0$$

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

FIGURE 8. STEPS FOR RESPONDING TO SUB-INDICATOR A

| SUB-INDICATORS AND QUESTIONS | Score | YOUR RESPONSE |
|--|-------|---|
| A: Existence of an SPP policy/action plan and/or SPP regulatory requirements | 1 pt | Please click on the cell below and select an answer from the drop-down list |
| A.1 Does your country have an approved (national/federal) SPP policy/action plan that is under implementation and/or SPP regulatory requirements? These can be any of the following: (1) dedicated SPP policies/strategies, action plans/road maps, and regulatory requirements; and/or (2) overarching policies (ie., sustainable development strategies, sustainable consumption and production policies, green economy, circular economy, etc.) with comprehensive SPP provisions; and/or (3) public procurement laws and regulations with comprehensive SPP provisions; and/or (4) sectoral laws with comprehensive SPP provisions (ie. Directives on Energy Efficiency). | 1 pt | <div style="border: 1px solid black; padding: 5px;"> YES NO </div> |
| Your score A: | | 0 |
| B: The public procurement regulatory framework is conducive to SPP | 20 pt | Please click on the cells below and select an |

Step 1: Click on the dark yellow cell and arrow in column D and select from “Yes” or “No”.

| YOUR RESPONSE | DETAILS AND SUPPORTING DOCUMENTS |
|---|---|
| Please click on the cell below and select an answer from the drop-down list | Please provide more details to support your answer and kindly include links to relevant documents |
| YES | <div style="border: 1px solid black; padding: 5px; text-align: center;"> Please click here to provide details on your policies and legal instruments supporting SPP (Supporting documents A1). </div> |

Step 2: Countries that select “No” can skip to Sub-indicator C. Countries that select “yes” should click on the light-yellow cell to the right which will take them to the “Supporting documents A1” tab.

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”

| B | C | D | E | F |
|--|---|---|-----------------------------|------------------------|
| SUPPORTING DOCUMENTS A1 | | | | |
| Policies/strategies and action plans/roadmaps supporting SPP | | | | |
| <p>What policies/strategies or action plans/roadmaps does your government (federal/national) have that support SPP implementation?</p> <p>These can be dedicated SPP policies, action plans, strategies, road maps, and/or overarching policies (such as Sustainable Development policies, Sustainable Consumption and Production policies, etc.) with comprehensive SPP provisions.</p> | Please select the document type from the drop-down list below | Please select the SPP objective from the drop-down list below | Date of approval (dd/mm/yy) | Document name and link |
| | SPP policy/strategy | | ... | ... |
| | SPP action plan/road map | | ... | ... |
| | SPP promoted in national procurement strategy | | ... | ... |
| | SPP promoted in overarching strategy | | ... | ... |
| Other | | ... | ... | |

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.”

| Policies/strategies and act | | |
|---|---|-----------------------------|
| Please select the document type from the drop-down list below | Please select the SPP objective from the drop-down list below | Date of approval (dd/mm/yy) |
| SPP policy/strategy | environmental social environmental and social | ... |

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.

| D | E |
|---|-----------------------------|
| SUPP | |
| Policies/strategies and action plans/ro. | |
| Please select the SPP objective from the drop-down list below | Date of approval (dd/mm/yy) |
| | ... |
| | ... |

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

| F |
|--|
| SUPPORTING DOCUMENTS A1 |
| ion plans/roadmaps supporting SPP |
| Document name and link |
| ... |
| ... |
| ... |
| ... |

Step 4: Enter the name of the policy or legal instrument in column F.

FIGURE 9 CONTINUED.

The screenshot shows a questionnaire interface with several key elements:

- Step 5:** A yellow callout box at the top right explains that column G/H is for providing a link to the policy or legal instrument document. It notes that if the document is not online, it should be uploaded to the "Supporting documents" sub-folder or attached to the submission email.
- Step 6:** A yellow callout box on the right side explains that this step involves providing more details to support the answer, such as references to page numbers and provisions within the policy or legal instrument in column G/H.
- Step 7:** A yellow callout box in the center of the table explains that users should return to the questionnaire by clicking the "Return to Questionnaire" hyperlink in the top right corner or the "Questionnaire" tab at the bottom of the sheet.
- Table Structure:** The main table is titled "SUPPORTING DOCUMENTS A1" and is divided into two sections: "Strategies and action plans/roadmaps supporting SPP" and "Legal instruments supporting SPP". Each section has columns for "Date of approval (dd/mm/yy)", "Document name and link", and a detailed instruction for providing references to relevant sections and pages.
- Navigation:** A "Return to Questionnaire" link is visible in the top right of the table area, and a "Questionnaire" tab is highlighted in the bottom navigation bar.

SUB-INDICATOR B: THE PUBLIC PROCUREMENT REGULATORY FRAMEWORK IS CONDUCTIVE 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)

| | | | |
|---|-------|---|--|
| <p>B.7 Does the legal and regulatory framework allow for sustainability requirements be specified in contract performance clauses?</p> <p><small>For example: requiring compliance with labour rights in the supply chain (e.g. ILO core standards); requiring an efficient use of resources such as electricity and water on construction sites; reduction of CO2 emissions associated with transport; packaging taken away for reuse, recycling or appropriate disposal.</small></p> | 2 pts | <div style="border: 1px solid black; padding: 5px;"> <input type="text"/> </div> | <p>Step 1: Click on the dark yellow cell and arrow in column D and select from the drop-down menu "yes" or "no".</p> |
| <p>B(b) Provisions in the legal and regulatory framework mandate the procurement of sustainable alternatives</p> | 6 pts | <div style="border: 1px solid black; padding: 5px;"> <p>YES, contract performance clauses can specify sustainability requirements</p> <p>NO, contract performance clauses cannot specify sustainability requirements</p> </div> | <p>Step 2: Countries that select "no" can skip to the next question. Countries which select "yes" should provide further details and links to supporting documents in the light-yellow cells to the right.</p> |

Possible examples include regulatory or legal provisions specifying contract clauses that include sustainability requirements, past examples of awarded contracts with execution clauses specifying sustainability requirements, etc.

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

The figure illustrates the steps for answering question B.8. It shows a survey interface with a question, a dropdown menu, and a text input area. Two yellow callout boxes provide instructions:

- Step 1:** Click on the dark yellow cell and arrow in column D and select "yes" or "no."
- Step 2:** Countries that select "No" can skip to the next question. Countries which select "yes" should provide further details and/or examples, as well as links to supporting documents in the light yellow cells to the right.

The text input area also includes a note: "Possible examples include regulatory of legal provisions specifying the procurement of 'greener' or socially-responsible alternatives mandatory for certain products / services, etc." and a prompt: "Please provide more details or examples to support your answer and kindly include links to relevant".

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

| C: Practical support delivered to procurement practitioners in the implementation of SPP | | 20 pts | Please click on the cells below and select an answer from the drop-down list |
|---|-------|-----------|--|
| C1 Have guidelines and tools, or an official catalogue of eco-labelled products, been developed and are periodically revised? <small>Such as sustainable procurement guidelines/manuals, sustainability criteria, official catalogue of sustainable products, etc.</small> | 4 pts | | |
| C2 Are specific communication channels used to provide information or tools to procurement practitioners, at least twice a year? <small>Such as a newsletter, website, intranet, social media, etc.</small> | 4 pts | YES NO | |
| C3 Are training sessions organised at least once a year to build the capacity of public procurement practitioners in the implementation of SPP/GPP? <small>Such training sessions should focus on SPP or contain a significant SPP component. These sessions can be in-person and/or virtual and offered to new employees or as continuing education. Training sessions can also be extended to suppliers. Such sessions usually focus on helping suppliers understand the procurement process and sustainability requirements.</small> | 4 pts | | |
| C4 Are best practices or case studies (at least 3) shared with procurement practitioners? <small>Please only take account of studies developed in the last 3 years, which may include the translation of relevant documents developed by other countries.</small> | 2 pts | | |
| C5 Does the national government encourage SPP best practices and achievements through awards and/or incentives? <small>Awards and incentives increase employee investment in SPP and create a culture that encourages the integration of sustainability considerations in public procurement. Incentives include typical internal recognition and rewards. Other examples include creative competitions among or across organization units, or for specific purchasing categories.</small> | 2 pts | | |
| C6 Is an SPP helpdesk available for procurement practitioners? <small>An SPP help desk provides direct assistance by phone, internet, email or through site visits to public contracting authorities on issues related to SPP implementation. This can also be a general public procurement help desk that addresses issues pertaining to SPP.</small> | 4 pts | | |
| Your score C: | | 0 | |

| Please provide more details or examples to support your answer and kindly include links to relevant documents | |
|---|--|
| .. | |
| .. | Possible examples include developed guidelines / tools / catalogues specifying the last year of revision, etc. |
| .. | |
| .. | |

Step 1: Click on the dark yellow cell and arrow in column D and select "yes" or "no."

Step 2: Countries that select "No" can skip to the next question. Countries which select "yes" should provide further details and/or examples, as well as links to supporting documents in the light yellow cells to the right.

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)

| D: SPP purchasing criteria / buying standards / requirements | 20 pt | Please select relevant categories and products from the drop-down list | Please list in detail below the names of (smaller) product group(s) which may fall under the category selected in column D | Please provide your answer |
|---|---|---|--|--|
| D(a) Environmental criteria | 10 pts | | | |
| <p>D.1 Have green procurement criteria been defined or environmental standards/labels been recommended for specific categories of products and services?</p> <p>If no, please skip to the next question. If yes, please select an answer from the drop-down list in column D.</p> <p>Green procurement criteria and environmental standards levels of a product or service. These can be specified in evaluation and cost analysis of quotations, bids and contracts. They can be used to ensure that products and services do not emit more than a certain amount of pollutants, or greenhouse gases, or energy.</p> | | Please select up to 18 relevant categories from the drop-down list below for which green procurement criteria has been defined or environmental standards/labels have been recommended. Each category can only be selected once. | Please list in detail below the names of (smaller) product or service group(s), which may fall under the category selected in column D. For example, if the product/service category selected in column D is "Office electronics", then possible smaller product groups could be "monitors," "imaging equipment," etc. | Please provide your answer and kind of documents/evidence. |
| <p>Commonly-found categories of products and services</p> <ul style="list-style-type: none"> o Appliances (commercial and residential appliances) o Building interior products (carpeting, wallboards, etc.) o Healthcare, biomedical equipment and supplies o Building management and maintenance o Cleaning products, janitorial and laundry services o Construction materials and services (including concrete, insulation materials, etc.) o Doors and windows o Electricity acquisition and Renewable energy o Food, catering services and vending machines o Furniture o Heating, venting and cooling products o Landscaping and park services o Lighting products and equipment (incl. lamp bulbs, indoor and outdoor lighting). o Meeting and conference services o Office electronics (incl. computers, monitors and imaging equipment) and electronic equipment leasing o Office supplies (non-paper supplies) o Paper and paper products | <p>0.5 pts</p> <p>0.5 pts</p> <p>0.5 pts</p> <p>0.5 pts</p> <p>0.5 pts</p> <p>0.5 pts</p> <p>0.5 pts</p> <p>0.5 pts</p> <p>0.5 pts</p> <p>0.5 pts</p> | <p>o Appliances</p> <p>o Building interior products (carpeting, wallboards, paint and stains, etc.)</p> <p>o Building management and maintenance</p> <p>o Cleaning products, janitorial and laundry services</p> <p>o Construction materials and services (including concrete, insulation materials, etc.)</p> <p>o Doors and windows</p> <p>o Electricity acquisition and Renewable energy</p> <p>o Food, catering services and vending machines</p> <p>o Furniture</p> <p>o Healthcare, biomedical equipment and supplies</p> <p>o Heating, venting and cooling products</p> <p>o Landscaping and park services</p> | | |

Step 1: Click on the cell and arrow in column D and select from the drop-down menu a category of product/services that most closely matches a category for which environmental criteria has been developed and/or labels recommended.

FIGURE 13 CONTINUED.

Step 2: In column E, list the product groups for which criteria has been developed/ labels have been recommended, which fall under the category selected in column D. For example, if the “Office electronics” category was selected in column D, then a possible product group could be “monitors”, “imaging equipment,” “computers.”

Step 3: Provide further detail and links to supporting documents in column F.

Step 4 (optional): If labels are recommended for those categories, these can be indicated in column G by choosing a type of label from the drop-down list, or by directly typing another kind of label in column H. Please note that this is an optional question, which is only informational.

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.

FIGURE 14. STEPS FOR RESPONDING TO QUESTIONS IN SUB-INDICATOR D(B)

| | | | |
|--|--|--------|---|
| D(b) Social / economic / governance-related considerations | | 10 pts | |
| <p>D.2 Have social requirements have been defined, and/or social standards/labels been applied to public procurement?</p> <p>If no, please skip to the next question. If yes, please make a selection from the drop-down list in column D.</p> <p>Social requirements and standards advance certain social objectives, such as those listed below. These can be described in policy/legal document and specified in selection and exclusion criteria, solicitations and contracts, or, if appropriate, can be applied in the technical evaluation and cost analysis of submitted quotations, bids and proposals. For example, it could be required that bidders comply with certain labor and health standards, have a corporate social responsibility policy, etc. In addition, social requirements may specify quotas or set-asides, where a certain percentage of public procurement is reserved for SMEs, groups at risk, etc.</p> <p>Common social/economic/governance criteria appearing in the drop-down menu:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Protecting against human rights abuses (for example, discrimination, unsafe working conditions, forced labour, and human trafficking). It is advised to refer to the UN Guiding Principles in the definition of such considerations. <input type="checkbox"/> Protecting and promoting groups at risk (for example, minorities, indigenous peoples, migrant workers) through social inclusion, which may include employment opportunities. <input type="checkbox"/> Promoting compliance with ILO standards and decent work <input type="checkbox"/> Promoting transparency and accountability and combatting corruption <input type="checkbox"/> Promoting SMEs <input type="checkbox"/> Promoting fair trade (for example, by ensuring fair living wages for those along the supply chain) <input type="checkbox"/> Promoting gender equality (for example, through the promotion of women-owned businesses, or requiring a certain percentage of women in the workplace) <input type="checkbox"/> Promoting youth employment and training opportunities <input type="checkbox"/> Promoting opportunities for social economy enterprises (NGOs, etc.) <input type="checkbox"/> Promoting Responsible Business Conduct among suppliers (governments may refer to the OECD Guidelines for Multinational Enterprises when defining these). <input type="checkbox"/> Promoting inclusive and equitable quality education, and lifelong learning opportunities for all (such as apprenticeship or training opportunities) <input type="checkbox"/> Promoting youth employment and training <p>Additional social/economic/governance consideration that does not appear in the drop-down list above.</p> | | | <p>Please select up to 10 relevant social/economic/governance-related considerations from the drop-down list below. Each consideration can only be selected once.</p> <p>Please describe the sustainability consideration in greater detail below and provide supporting evidence. Indicate the quota or set-aside.</p> |
| <p>Step 1: Click on the cell and arrow in column D and select from the drop-down menu the relevant considerations.</p> | | | <ul style="list-style-type: none"> <input type="checkbox"/> Protecting against human rights abuses (for example, discrimination, unsafe working conditions, forced labour, and human trafficking). It is advised to refer to the UN Guiding Principles in the definition of such considerations. <input type="checkbox"/> Protecting and promoting groups at risk (for example, minorities, indigenous peoples, migrant workers) through social inclusion, which may include employment opportunities. <input type="checkbox"/> Promoting compliance with ILO standards and decent work <input type="checkbox"/> Promoting transparency and accountability and combatting corruption <input type="checkbox"/> Promoting SMEs <input type="checkbox"/> Promoting fair trade (for example, by ensuring fair living wages for those along the supply chain) <input type="checkbox"/> Promoting gender equality (for example, through the promotion of women-owned businesses, or requiring a certain percentage of women in the workplace) <input type="checkbox"/> Promoting youth employment and training opportunities <input type="checkbox"/> Promoting opportunities for social economy enterprises (NGOs, etc.) <input type="checkbox"/> Promoting Responsible Business Conduct among suppliers <input type="checkbox"/> Promoting inclusive and equitable quality education, and lifelong learning opportunities for all (such as apprenticeship or training opportunities) <input type="checkbox"/> Promoting youth employment and training |
| Your score D(b): | | | |
| Your score D: | | 0 | |

Please describe the sustainability consideration in greater detail below and provide links to supporting documents/evidence. For example, if you selected "promoting SMEs", "promoting women-owned businesses" or "promoting groups at risk" then indicate the quota or set-aside and provide a link to the policy/legal document, solicitation, etc. that demonstrates this requirement.

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Step 2: In column E/F/G/H please describe the sustainability consideration in greater detail and provide supporting evidence such as: policies and legal documents; guidelines; examples of tenders, contracts; and reports specifying the inclusion of such considerations, etc.

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.

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

| E: Existence of an SPP monitoring system | | Please click on the cells below and select an answer from the drop-down lists | |
|---|--|--|--|
| E(a) Monitoring of SPP action plan / policy implementation | | | |
| E.1 Is the progress of your SPP action plan / policy implementation monitored? <small>This includes the monitoring of the adoption of SPP policies across organizations, integration of sustainability considerations in procedures and tools, as well as staff trained in SPP. This aspect of SPP monitoring is usually referred to as the "degree of SPP institutionalization."</small> | | <div style="border: 1px solid black; padding: 5px;"> YES, progress of SPP Action plan / policy is monitored NO </div> | |
| E.2 Has a specific target been set for sustainable procurement implementation? <small>For example, a specific % of "green", or socially-responsible contracts.</small> | | | |
| E.3 Is the progress towards the achievement of this target monitored? | | | |
| | | 0 | |

| Please provide more details to support your answer and kindly include links to relevant documents/evidence | |
|---|--|
| ... | |
| <div style="border: 1px solid black; padding: 5px;"> Please specify the aspects / indicators monitored and provide evidence to support your answer, such as links to reports that would show that progress is being monitored, screenshots, etc. </div> | |

Step 1: Click on the dark yellow cell and arrow in column D and select "Yes" or "No".

Step 2: 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.

E(B) MONITORING OF SPP OUTPUTS AND OUTCOMES

E(b) asks countries if SPP outputs and outcomes are monitored, and how these aspects are monitored:

E.4 Is the number and/ or value of contracts which included sustainability requirements monitored?

E.5 Does monitoring also entail the measurement of sustainability outcome(s)?

E.6 How are data monitored?

For these questions, countries should follow the steps in Figure 16.

FIGURE 16. STEPS FOR RESPONDING TO QUESTIONS IN SUB-INDICATOR E(B)

| | | | |
|---|---------|--|--|
| E(b) Monitoring of SPP output and outcomes | | 12 pts | |
| E.4 Is the number and/or value of contracts which include sustainability requirements monitored? | 6 pts | | |
| These are the direct results, or outputs, of sustainable public procurement activities. | | | |
| E.5 Does monitoring also entail the measurement of sustainability outcome(s)? | 2 pts | YES, number and/or value of "sustainable" contracts is monitored NO | |
| Sustainability outcomes are the benefits to or impacts on the environment or society generated by SPP practices, such as reductions in greenhouse gas emissions, the creation of green jobs, etc. | | | |
| E.6 How are data monitored? | 2-4 pts | | |
| Please choose the most suitable option: | | | |
| <input type="radio"/> Via surveys, self-assessment, or traditional reporting to management (2 pts), OR ; <input type="radio"/> Via internal/external audit (2 pts), OR ; <input type="radio"/> Via an information system (3 pts), OR ; <input type="radio"/> Via an elaborate e-procurement platform (4 pts). | | | |
| Your score E(b): | | 0 | |
| Your score E: | | 0 | |

Step 1: Click on the dark yellow cell and arrow in column D and select "Yes" or "No".

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |
| | | | |

Please specify the indicators/data monitored and provide supporting evidence, such as reports, screenshots, etc. Also, please indicate if monitoring of these indicators applies to all or some categories of products/services prioritized for SPP.

Step 2: 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.

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

F: Percentage of sustainable public procurement

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

If yes, please specify the categories and the total value of contracts per category, using the latest available data (2021 or 2020). If no, you have now completed the questionnaire.

Please list the public procurement spend categories used by your government below.

| |
|-----------------------|
| 1. Your category here |
| 2. Your category here |
| 3. Your category here |
| 4. Your category here |

Step 1: In column B: copy/paste the titles of your government's sustainable procurement spend categories.

FIGURE 17 CONTINUED.

| Please enter the requested values in the cells below | | Please provide more details to support your answer and kindly include links to documents/evidence | |
|---|-----|---|-----|
| Please select year of reference: 2020 or 2021 | | Please provide details regarding what is considered a "sustainable contract" in calculating this total value and provide supporting evidence, | |
| Please indicate the total value of contracts including sustainability requirements for the procurement of the procurement categories you listed in column B | | | |
| 2020 | ... | ... | ... |
| 2021 | ... | ... | ... |
| | ... | ... | ... |
| | ... | ... | ... |
| | ... | ... | ... |
| | ... | ... | ... |

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.

Please provide more details to support your answer and kindly include links to documents/evidence

Please provide details regarding what is considered a "sustainable contract" in calculating this total value and provide supporting evidence,

| |
|-----|
| ... |
| ... |
| ... |
| ... |
| ... |

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.

| Please enter the requested values in the cells below | |
|--|---|
| Optional: Please indicate the total value of all procurement contracts (sustainable + non-sustainable) for the category listed in column B | Indicative percentage of SPP per procurement category (Please note that this percentage is not used in calculation, it is only displayed for information) |
| ... | 0.00% |
| ... | 0.00% |
| ... | 0.00% |
| ... | 0.00% |
| ... | 0.00% |

Step 5 (optional): In column G Indicate the total value of all procurement contracts for that product/ service category. This will allow to calculate 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.

| | |
|--|-----|
| Total Value of Federal / National Sustainable Public Procurement | 0 |
| Total Value of Federal / National Public Procurement | ... |
| Your score F: | 0 |

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.