



SDG INDICATOR 12.7.1

SPP index calculation methodology

VERSION 6 - JULY 2022







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1. INTRODUCTION TO SDG INDICATOR 12.7.1

The 2030 Agenda for Sustainable Development, "a plan of action for people, planet and prosperity", was adopted by all United Nations Member States in 2015.¹ It seeks to build on the Millennium Development Goals, recognizing the eradication of poverty as the greatest global challenge, and the determination of Member States to "take the bold and transformative steps which are urgently needed to shift the world onto a sustainable and resilient path" and to "realize the human rights of all and to achieve gender equality and the empowerment of all women and girls".

It includes 17 Sustainable Development Goals (SDGs) and 169 targets, among which <u>Goal 12</u> specifically addresses the need to "Ensure sustainable consumption and production patterns" through eleven different targets, one of which – <u>target 12.7</u> – aims to "Promote public procurement practices that are sustainable, in accordance with national policies and priorities."²

Public procurement represents an average of 12% of GDP in OECD countries³ and 14.5% in low-income countries⁴. Thus, it exerts a significant impact on a country's economic development and can play a critical role in promoting inclusive and sustainable economic growth upheld by the SDGs. Currently, public procurement – which is generally guided by the principles of fairness, transparency, openness, and non-discrimination – is evolving into a strategic instrument aimed at fostering sustainable development and contributing to market transformation.

Many countries are designing and implementing sustainable public procurement (SPP) policies. This was acknowledged by the international community when it designed a specific target -12.7 - to foster more SPP practices, and indicator -12.7.1 - to measure the "Number of countries implementing sustainable public procurement policies and action plans."



As custodian of SDG indicator 12.7.1, the United Nations Environment Programme (UNEP) is responsible for developing a methodology for measuring this indicator.

Given the objective of SDG indicator 12.7.1 (to measure the "Number of countries implementing sustainable public procurement policies and action plans), it is important to assess whether countries:

- (i) have developed SPP policies and actions plans,
- *(ii) and are implementing them.*

The methodology therefore aims to assess the level of SPP implementation in a single country, to determine which countries will be counted in the final measurement of SDG indicator 12.7.1.

¹ <u>https://sustainabledevelopment.un.org/post2015/transformingourworld</u>

² <u>https://sdgs.un.org/goals/goal12</u>

³ <u>www.oecd.org/gov/public-procurement/</u>

⁴ www.piie.com/blogs/realtime-economic-issues-watch/how-large-public-procurement-developing-countries





2. DEFINING AN SPP POLICY & ACTION PLAN

The SPP Index Calculation Methodology provides a detailed description of the methodology that has been developed for measuring SDG indicator 12.7.1. Given that SDG indicator 12.7.1 measures the "Number of countries implementing sustainable public procurement policies and action plans," it is important to first understand the concept of SPP, as well as what is meant by an "SPP policy and action plan".

WHAT IS SPP?

The internationally-accepted definition of SPP is as follows:

Sustainable Public Procurement is "a process whereby public organizations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life cycle basis in terms of generating benefits not only to the organization, but also to society and the economy, whilst significantly reducing, and if possible avoiding, negative impacts on the environment".⁵

In this manner, SPP is considered a strategic policy instrument that can be leveraged in support of national and international sustainable development objectives.

WHAT IS AN SPP POLICY?

An SPP policy, or strategy, expresses a government's commitment to sustainable public procurement, sending a clear message to public officials and the market. SPP policies can vary in scope, covering one or more of the three pillars of sustainable development (social, economic and environmental), addressing diverse issues areas from climate change to job creation, equality and diversity, etc. SPP policies generally include at minimum:

- a vision, providing the long-term desired scenario
- objectives, detailing priorities and expected outcomes, as well as specific targets in terms of volume of SPP, etc.

reference to compliance with relevant legal instruments

WHAT IS AN SPP ACTION PLAN?

An SPP action plan, ⁶ or road map, is a document articulating the priorities and actions that public authorities will adopt to support the implementation of SPP.

A comprehensive action plan generally addresses the following:

- Development of a legal framework supporting SPP
- Development of tools to facilitate SPP implementation, such as sustainability criteria, guidelines, etc.
- Capacity building of public procurement practitioners
- Development of a communications plan
- Monitoring SPP implementation and measuring outcomes
- Engagement with the market and other relevant stakeholders
- Allocation of resources to SPP implementation

3. WHO CAN APPLY THE METHODOLOGY AND WHAT ARE THE BENEFITS OF REPORTING ON SDG INDICATOR 12.7.1?

The *SPP Index Calculation Methodology* is intended to provide public officials with an understanding of the methodology developed for calculating SDG indicator 12.7.1. The methodology is applicable to countries at any level of SPP implementation - from those just beginning on the journey, to those further along - seeking to improve and report on their efforts. Designed to be flexible, the methodology can adapt to specific country circumstances and existing practices. It can assess the level of SPP implementation at the national and sub-national level, although for the time-being official reporting on SDG

⁵ Definition updated by the Multistakeholder Advisory Committee of the 10YFP SPP Programme from: Procuring the Future – the report of the UK Sustainable Procurement Task Force, June 2006. The footnote to the definition reads: Sustainable Procurement should consider the environmental, social, and economic consequences of: Design; material use; manufacture and production methods; logistics; service delivery; use; operation.

⁶ Examples of action plans can be found in the resource library of the One Planet Network website, at www.oneplanetnetwork.org/knowledge-hub





indicator 12.7.1 is only carried-out at the national/federal level.

National reporting on SDG indicator 12.7.1 is important as the aggregate data will be used for:

- Compiling indicators for SDG 12 ("Ensure sustainable consumption and production patterns")
- Measuring progress toward the achievement of SDG Target 12.7 ("Promote public procurement practices that are sustainable, in accordance with national policies and priorities")
- Disseminating the data for SDG Indicator 12.7.1 on the Statistical Division of the United Nations (UNSTAT) <u>SDG Global Database</u>.

This will also be an opportunity for countries to set a baseline and monitor progress in SPP implementation, as well as to benchmark against the global average. It can also offer insights into the strengths and weaknesses of current SPP policy frameworks, implementation efforts and monitoring systems, identifying gaps and opportunities for future improvement.

4. METHODOLOGY DEVELOPMENT

The first draft of the methodology for measuring SDG indicator 12.7.1 was developed in 2016 by a Technical Expert Group of the <u>One Planet Sustainable Public</u> <u>Procurement (SPP) Programme</u>⁷. This Programme builds synergies between various partners to accelerate the shift towards SPP and achieve SDG target 12.7, while the One Planet Network brings together actors from all regions and all sectors around a commitment toward more sustainable consumption and production patterns. In addition to UNEP, the Technical Expert Group included: ICLEI - Local Governments for Sustainability, the Korea Environmental Industry and Technology Committee (KEITI), Ecoinstitut, and Industrial Economics (IEc).

In 2017, UNEP developed the second edition of the *Global Review of Sustainable Public Procurement*.⁸ National Focal

Points in charge of SPP policies were identified in 55 countries and a survey was circulated to assess the progress of their policies. The results of the survey provided elements to further refine the 12.7.1 methodology and better understand how SDG indicator 12.7.1 could be measured. The updated methodology took into consideration the main components of a standard SPP policy and action plan.

PILOT TESTING & DESIGN OF REPORTING TOOLS

JUNE 2019 - SEPTEMBER 2019: INITIAL CONSULTATION AND PILOT TESTING

Consultations and pilot testing sessions were conducted throughout the development process of the methodology so as to ensure its consistency and robustness.

A consultation was first conducted with experts in order to collect feedback on a preliminary copy of the methodology. Fifty-two experts from 40 different organizations provided their feedback regarding the methodology (6 of which were based in Africa, 11 in Asia, 26 in Europe, 5 in North America and 4 in South America).

In parallel, a Microsoft Excel®-based calculation tool, henceforth referred to as the "excel questionnaire," was developed to facilitate data reporting and practical pilot testing by national and sub-national government representatives.

Twenty-three national governments and provinces participated in the pilot testing process, 16 of which completed the entire excel questionnaire.

FEBRUARY 2020: OFFICIAL RE-CLASSIFICATION OF SDG INDICATOR 12.7.1

In February 2020, SDG indicator 12.7.1 was re-classified from the "Tier 3" group of indicators to the "Tier 2"⁹

⁷ To know more about the UNEP 10YFP program, <u>www.unenvironment.org/explore-topics/resource-efficiency/what-we-do/one-planet-network/10yfp-10-year-framework-programmes</u>

⁸ <u>https://www.oneplanetnetwork.org/resource/2017-global-review-sustainable-public-procurement</u>

⁹ https://unstats.un.org/sdgs/iaeg-sdgs/tier-classification/





category by the UN Inter-Agency Expert Group (IAEG), meaning that the

"Indicator is conceptually clear, has an internationally established methodology and standards are available, but data are not regularly produced by countries."

SEPTEMBER – OCTOBER 2020: REFINEMENT OF THE METHODOLOGY & PILOT TESTING OF THE EXCEL-BASED CALCULATOR

The methodology was further tested at a smaller scale, a process which included the consultation of representatives from 10 federal and regional governments, and 4 expert organizations. This allowed for further fine-tuning of the methodology.

FIRST OFFICIAL DATA COLLECTION EXERCISE OCTOBER 2020 – MARCH 2021

The first official data collection exercise on SDG indicator 12.7.1 was launched in October 2020. Out of 55 national governments that had nominated focal points for data reporting on SDG indicator 12.7.1, 40 countries took part in the exercise. Based on the defined methodology, 33 reports on national or federal governments' SPP implementation were deemed compliant with the methodological requirements and considered in the final measurement of SDG indicator 12.7.1. The outcome and general conclusions drawn from the data are presented in a <u>report</u> published in January 2022.¹⁰

With regard to the defined evaluation framework, although the methodology had originally been designed to generate an index taking into account SPP implementation at three levels of government (national/federal, provincial and municipal levels) based on the share of their public procurement value in the total value of procurement at country level, due to the unavailability of those figures in most countries, the final evaluation was eventually based on the SPP implementation score received by the national or federal government.

REFINEMENT OF THE METHODOLOGY & REPORTING TOOLS

In May 2022, a survey was launched to gather feedback on the first official data collection exercise for SDG indicator 12.7.1. The survey was distributed among government representatives/focal points who participated in the 12.7.1 reporting exercise in 2020/2021. The main challenges encountered in data reporting, as indicated by survey respondents, related to exogenous factors, such as the coordination of data collection across government agencies, difficulty in supporting responses with evidence and insufficient time to complete the exercise.

Based on survey feedback, as well as lessons learned from the data submissions in 2020/2021, the following revisions were made to the methodology and excel questionnaire:

- The scope was narrowed to national governments.
- The scoring system was converted from a 1-5 scale to 0-100. However, this did not affect the weight attributed to each response, or the excel calculation methodology.
- Sub-indicator D(c) on "Risk-assessment and impact prioritization" was removed, and the points were evenly distributed among D(a) "environmental criteria" and D(b) "consideration of social, economic and governance-related issues".
- An additional question (C5) was added to subindicator C: "Does the national government recognize SPP/GPP best practices and achievements through awards and/or incentives?" Ten points were attributed to this question, removing 10 points from question C4 "Are best practices or case studies (at least 3) shared with procurement practitioners?"

In addition to these changes, the excel questionnaire was redesigned to make it more user-friendly:

- The colour scheme was changed from blue to green to allow for easy distinction between the 2020 and 2022 versions of the questionnaire.
- Statements were rewritten as questions, to facilitate understanding of what is being asked.

¹⁰ https://wedocs.unep.org/bitstream/handle/20.500.11822/37967/SDG.pdf





- All questions were highlighted in red font and numbered according to sub-indicator (ie. A1, B1, B2, B3... C1... etc.).
- Point allocation was provided per question.
- Cells were colour-coded yellow and pale yellow to facilitate an understanding of what action should be taken in response to the question (ie. yellow indicates selecting a response from a drop-down menu, whereas pale yellow indicates that an answer needs to be typed in).
- Pop-ups were developed to provide guidance on what types of documents can be used to support an answer.
- A separate worksheet was created for responses to sub-indicator A "existence of an SPP policy/action and/or SPP regulatory requirements".
- An instruction worksheet was added providing general instructions, as well as the link to the methodology, full instructions, as well as the list of SDG indicator 12.7.1 focal points
- Tabs for the sub-national and cities/municipalities worksheets were removed.

5. SDG INDICATOR 12.7.1 MEASUREMENT AND SPP SCORE CALCULATION

This section provides a description of how SDG indicator 12.7.1 is assessed. It also details the methodology that has been developed to measure the level of SPP implementation at the country-level.

ASSESSMENT OF THE DEGREE OF SPP IMPLEMENTATION AT THE COUNTRY LEVEL

In order to evaluate the "number of countries implementing sustainable public procurement policies and action plans" (official designation of SDG indicator 12.7.1), a specific threshold above which a country is considered as having a sound SPP policy or action plan has been set, so as to determine whether a country will be considered compliant with the indicator and will be included in the final calculation of the indicator.

This assessment is based on the evaluation of the degree, scope and comprehensiveness of a national government's SPP implementation through the appraisal of:

- 1. The existence of SPP policies/action plans, SPP legislation and/or regulatory requirements
- 2. The efforts undertaken by countries to support the implementation of SPP and the outputs developed through these policies (output indicators)
- 3. The results achieved by these policies (outcome indicators)

This evaluation is based on 6 specific parameters, or subindicators, (labelled A through F), which together lead to the calculation of an *SDG indicator 12.7.1 score according to the following formula:*

SDG Indicator 12.7.1 Formula

Total score =
$$A \times \sum_{i=B}^{F} i = A \times (B + C + D + E + F)$$

Where each letter corresponds to the parameters/subindicators shown in Figure 1.

FIGURE 1. SUBINDICATOR LABELING AND SCORING

	Parameters/sub-indicators	Scoring				
A	Existence of an SPP policy, action plan and/or 0 or 1 SPP regulatory requirements					
В	B Public procurement regulatory framework conducive to SPP					
С	 Practical support delivered to public procurement practitioners in the implementation of SPP 					
D						
Ε	Existence of an SPP monitoring system	0 to 20				
F	Percentage of sustainable purchase of priority products/services	0 to 20				

To facilitate the data collection effort and reporting process, an excel questionnaire was designed to collect inputs. Note that the questionnaire automatically generates a score in accordance with the formula described above.

Governments are required to provide evidence for each answer given, in order to receive credit for their responses.





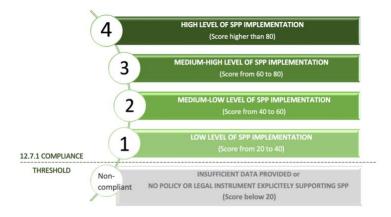
These can take the form of links to documents such as procurement guidelines inclusive of sustainability criteria, enabling legislation, training contents, "green" procurement tenders and contracts, etc. See Annex 3 for a proposed list of documents which can be provided as evidence.

COMPLIANCE THRESHOLD

The specific threshold above which a country is considered as having a sound SPP policy or action plan and considered compliant with SDG indicator 12.7.1. is set at Score = or > 20.

Five classification groups are proposed to reflect the different stages in the advancement of SPP implementation, as shown in Figure 2 below.

FIGURE 2. SPP IMPLEMENTATION CLASSIFICATION



FUTURE INCLUSION OF SPP IMPLEMENTATION EFFORTS AT THE SUB-NATIONAL LEVEL AND PUBLIC PROCUREMENT VALUE WEIGHTING

It should be noted that, for the assessment to reflect the degree of SPP implementation at the sub-national level as well, and not solely at the national/federal level, it had been planned to calculate a country-level SPP Index based on the aggregation of three sub-indices reflecting three different levels of government, including a weighting representing the government's share of procurement in total public procurement value at country level, which would provide a fairer evaluation of SPP efforts at country level.

The actual scope of the national/federal government's SPP implementation might indeed vary considerably from one country to another, as in some countries, SPP implementation when directed by the central government may apply to most public entities in the country, while in other countries, implementation conducted by the federal government might only represent a small share of public procurement at country level.

The proposed formula below included an additional weighting "p", representing the share of the (considered) government's public procurement value in the country's total public procurement value, and the global country Index would be equal to the aggregation of three different sub-indices:

Sub-index 1: based on data/information provided by a country's federal/national government on SPP implementation.

Sub-index 2: based on data/information provided by a country's sub-national government(s) (higher level) – e.g., state(s), province(s), region(s).

Sub-index 3: based on data/information provided by a country's sub-national government(s) (lower level) – e.g., city(ies) or municipality(ies).

Where:

Sub-Index $1 = p \times A_1 \times \sum_{i=B}^F i_1 = p \times A_1 \times (B_1 + C_1)$	$C_{1} +$
$D_1 + E_1 + F_1)$	
Sub-Index 2 = $p \times A_2 \times \sum_{i=B}^F i_2 = p \times A_2 \times (B_2 + G_2)$	$C_2 +$
$D_2 + E_2 + F_2$)	
Sub-Index 3 = $p \times A_3 \times \sum_{i=B}^F i_3 = p \times A_3 \times (B_3 + C_3)$	$C_{3} +$
$D_3 + E_3 + F_3$)	

The first data collection exercise however showed that public procurement value at the country level, or at the level of the considered government, is not always available, therefore not allowing for the calculation of such an index in the timeframe allocated for data collection.





The first reporting exercise, therefore, only took into account national/federal government SPP implementation efforts in the calculation of the SPP Index. For this reason, data collection on SPP implementation was limited to the national/federal level in 2022 and this will likely continue until data collection processes become more robust at the country level.

Sub-national governments, while for the time-being are not formally a part of official 12.7.1 data reporting, are encouraged to use the methodology and excel questionnaire as a monitoring tool for SPP implementation.

6. DETAILED DESCRIPTION OF THE EVALUATION METHODOLOGY

This section provides a detailed presentation of the evaluation methodology, sub-indicator-by-sub-indicator, used to determine the degree of SPP implementation by a given country.

It is important to note that Green Public Procurement, or Socially-Responsible Public Procurement activities may be considered in the scope of the following evaluation proposed for the measurement of SPP implementation.

A: EXISTENCE OF AN SPP POLICY, ACTION PLAN AND/OR SPP REGULATORY REQUIREMENTS

This sub-indicator assesses whether a country has developed an SPP policy, action plan and/or has enacted regulatory requirements in support of SPP.

SPP may be addressed in various policies and legal instruments. For example, it may appear as a component of an overarching policy such as a sustainable development strategy, or green economy roadmap, etc. It may also be addressed directly in a dedicated SPP policy or action plan, or through regulatory means, ¹¹ such as specific provisions in the public procurement legal framework.

Scoring for sub-indicator A is based on whether:

 A national SPP policy, action plan, and/or SPP regulatory requirement(s) has/have been developed and approved by the government (1 pt.)

B: PUBLIC PROCUREMENT REGULATORY FRAMEWORK CONDUCIVE TO SPP

Sub-indicator B assesses whether, in addition to political measures, specific provisions have been adopted in the legal and regulatory framework (applying to public procurement) to facilitate, or, in the most advanced case, to mandate the implementation of SPP. The sub-indicator is composed of B(a) and B(b).

B(A) PROVISIONS IN THE LEGAL AND REGULATORY FRAMEWORK ALLOW FOR SUSTAINABILITY CONSIDERATIONS TO BE INCORPORATED IN THE PROCUREMENT PROCESS (14 PTS)

B(a) assesses whether the legal and regulatory framework allows for sustainability considerations to the included in public procurement.

Scoring for B(a) is based on whether:

- Sustainability considerations are included in any of the following stages of the procurement cycle:

1/REQUIREMENT DEFINITIONS (6 PTS)

Sustainability requirements can be included in contracts to procure products or services by the means of:

- Technical specifications (4 pts)

Defining a minimum level of sustainability (environmental and/or social-related criteria) in products or services procured. Those requirements could be, for example, the use of sustainable/recycled raw material in the product procured; the biodegradability of products; environmentally friendly packaging; limited power consumption; or a guarantee of availability of parts and components.

OR:

¹¹ The United States has enacted <u>Executive Order 13834</u> (and associated Implementing Instruction). In Italy <u>article 34 of Public Contracts Code</u> also includes SPP requirements.





Type I Eco-labels or social labels (or relevant sustainability standards)

Used as reference to specify the minimum level of compliance in terms of sustainability of the product or service procured.

Sustainability requirements may also take a more elaborate shape, as:

- Functional or output/performance-based specifications (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 vehicles with limited CO₂ emissions).

2/PRE-QUALIFICATION (2 PTS)

When sourcing suppliers, the following criteria can be applied:

- Pre-qualification/Selection criteria (1 pt.)

Selection criteria assess the suitability of an economic operator to carry out a contract. For example, suppliers may be asked to provide proof of compliance with social or environmental standards, evidence that they have adopted an environmental management system approach or a supplychain management and tracking system.

- Exclusion criteria (1 pt.)

Suppliers in breach with environmental or social laws, or, not complying with certain environmental or social standards (such as ILO core conventions), can be excluded from the procurement process.

3/EVALUATION AND SELECTION (4 PTS)

- Award criteria (3 pts)

The legal and regulatory framework allows for contract award to be based on criteria other than price (i.e., sustainability criteria), for instance by resorting to the "Best Value for Money" or "Most Economically Advantageous Tender (MEAT)¹² " approaches, and mandatory use of eco-labels.

- Life-cycle costing (LCC)¹³ (1 pt.)

The legal and regulatory framework allows for LCC^{14} to be used in the evaluation of tenders.

LCC means considering all the costs that will be incurred during the lifetime of a product, work or service (purchase price including delivery, installation costs; operating costs and maintenance; end-of-life costs such as disposal)¹⁵.

4/CONTRACT AWARD AND MANAGEMENT (2 PTS)

- Sustainability requirements can be specified in contract performance/execution clauses (2 pts)

For example, by requiring: compliance with labour rights in the supply chain (e.g., ILO core standards); efficient use of resources such as electricity and water on construction sites; the reduction of CO_2 emissions associated with transport; packaging taken away for reuse, recycling or appropriate disposal.

B(B) PROVISIONS IN THE LEGAL AND REGULATORY FRAMEWORK MANDATE THE PROCUREMENT OF SUSTAINABLE ALTERNATIVES (6 PTS)

Scoring for B(b) is based on whether the legal and regulatory framework:

- mandates the procurement of sustainable alternatives (6 pts)

For example, the EU "Clean Vehicles" Directive makes it "mandatory for contracting authorities to take energy and environmental impacts into account when purchasing road transport vehicles".¹⁶

¹² See proposed definition in the *Useful Terms and Abbreviations* section.

¹³ Ibidem.

¹⁴ Ibidem.

¹⁵ Source: European Union 2016 *Buying Green* handbook on Green Public Procurement, 3rd edition, available at www.ec.europa.eu/environment/gpp/buying_handbook_en.htm

¹⁶ Source: European Union 2016 *Buying Green* handbook on Green Public Procurement, 3rd edition, available at <u>www.ec.europa.eu/environment/gpp/buying_handbook_en.htm</u>





C: PRACTICAL SUPPORT DELIVERED TO PROCUREMENT PRACTITIONERS IN THE IMPLEMENTATION OF SPP

This sub-indicator assesses the level of practical support provided to public procurement practitioners.

Credit is given for the following measures:

- Guidelines and tools (4 pts), or an official catalogue of green/eco-labelled products, have been developed in the last 5 years.
- **Specific communication channels** (4 pts), such as a newsletter, website, intranet, social media, etc. are used to provide information or tools to procurement practitioners, at least twice a year.
- **Training** (4 pts) is organized at least once a year to build the capacity of public procurement practitioners in the implementation of SPP. This can include self-learning virtual training modules.
- **Case studies** (2 pts), at least 3, are shared with procurement practitioners, which may include the translation of relevant documents developed by other countries. Such studies should have been published no more than 5 years ago.
- Encouragement of SPP best practices and achievements (2 *pts*) through awards and incentives.
- An SPP helpdesk (4 pts) providing guidance on SPP.

D: SPP PURCHASING CRITERIA¹⁷/BUYING STANDARDS/REQUIREMENTS

This sub-indicator measures the inclusion of environmental purchasing criteria and/or social, economic and/or governance-related considerations in public contracting.

D(A): ENVIRONMENTAL CRITERIA (10 PTS)

Scoring for D(a) is based on whether:

 environmental purchasing criteria have been defined, or specific sustainability standards or ecolabels have been recommended for use by public contracting authorities for up to 20 categories of products/services¹⁸.

Criteria and/or sustainability standards/ecolabel criteria for certain priority product categories should be periodically reviewed, and recommendations should be updated (at least every five years).

A list of common product/service categories is provided in Figure 3. Responding countries can select up to 18 categories from the suggested listed of 24 categories and indicate the product or service groups that fall under those categories for which they have defined environmental criteria. Each product/service category can only be selected once. Countries may also indicate two categories of their choice, in the case when relevant product groups would not fall into the ones provided in the list.

A maximum of 10 points will be attributed for up to 20 categories of products or services considered (0.5 points per category) for which environmental criteria or eco-labels/sustainability standards have been set or recommended.

In the case when the scope of categories would be smaller than that of the ones listed, or when several small categories would be identified as belonging to one larger family, they would count as only one product or service category.

For example, three small groups of products defined as "Finishing Materials for Wall or Ceiling", "Paints" and "Indoor floor coverings" would all fall into the larger "Building interior products" category, and therefore generate 0.5 points (not 1.5 pts.).

¹⁷ Purchasing criteria usually correspond to a set of detailed specifications intended to facilitate the purchase of sustainable products or services by public procurement practitioners. Examples of criteria or buying standards can be found below:

⁻ EU GPP criteria: <u>http://ec.europa.eu/environment/gpp/eu_gpp_criteria_en.htm</u>.

⁻ UK government buying standards: <u>www.gov.uk/government/organisations/department-for-work-pensions/about/procurement#sustainable-procurement</u>

⁻ US federal sustainable purchasing requirements: <u>https://sftool.gov/greenprocurement</u>

¹⁸ Usually, categories chosen as a priority for SPP implementation would be categories representing the largest amount of spend or having the most significant impacts in terms of outcomes.





Two small groups of products defined as "LED lamp bulbs" and "Fluorescent lamp bulbs" would all fall into the larger "Lighting products and equipment" category, and therefore generate 0.5 points (not 1 pt.).

FIGURE 3. COMMONLY-FOUND CATEGORIES OF PRODUCTS AND SERVICES

1	Appliances				
2	Building interior products (carpeting, wallboards, paint and stains, etc.)				
3	Building management and maintenance				
4	Cleaning products, janitorial and laundry services				
5	Construction materials and services (including concrete, insulation materials, etc.)				
6	Doors and windows				
7	Electricity acquisition and Renewable energy				
8	Food, catering services and vending machines				
9	Furniture				
10	Healthcare, biomedical equipment and supplies				
11	Heating, venting and cooling products				
12	Landscaping and park services	0.5 points			
13	Lighting products and equipment (incl. lamp bulbs, indoor and outdoor lighting).	per			
14	Meeting and conference services	category			
15	Office electronics (incl. computers, monitors and imaging equipment) and electronic equipment leasing				
16	(Non-paper) Office supplies				
17	Paper and paper products				
18	Road Design, Construction and Maintenance				
19	Shipping, Packaging & Packing Supplies				
20	Textiles (including workwear)				
21	Transportation services and vehicles (including fleet maintenance)				
22	Urban Waste collection				
23	23 Wastewater infrastructure				
24	Water-using products/plumbing systems				



D(B): CONSIDERATION OF SOCIAL, ECONOMIC AND GOVERNANCE-RELATED ISSUES (10 PTS)

This sub-indicator assesses whether public procurement is used as a strategic instrument to achieve social, economic and/or governance-related objectives.

Scoring is based on whether:

 social, economic, and/or governance-related considerations are used in public contracting.

A list of social/economic/governance-related categories is presented in Figure 4. Responding countries can select up to 9 categories from the suggested list of 11. Each category can only be selected once, although responding countries can list one additional category if it does not appear in the list. A maximum of 10 points will be attributed for up to 10 categories (1 pt. per category).

FIGURE 4. SOCIAL, ECONOMIC, AND GOVERNANCE-RELATED FOCUS AREAS

 Protection against human rights abuses (for example, discrimination, unsafe working conditions child labour, forced labour, and human trafficking). It is advised to refer to the UN Guiding Principles for Business and Human Rights in the definition of such considerations. Protection and promoting groups at risk (for example, minorities, indigenous people, persons with disabilities, migrant workers) through social inclusion, which may include employment opportunities. Promotion of compliance with ILO standards and decent work Promotion of transparency and accountability and combatting corruption Promotion of SMEs Promotion of fair trade (for example, by ensuring fair living wages for those along the supply chain) Promotion of gender equality (for example, through the promotion of women-led businesses, or requiring a certain percentage of women in the workplace) Promotion of Responsible Business Conduct among suppliers. Governments may refer to the 		
 example, minorities, indigenous people, persons with disabilities, migrant workers) through social inclusion, which may include employment opportunities. Promotion of compliance with ILO standards and decent work Promotion of transparency and accountability and combatting corruption Promotion of SMEs Promotion of fair trade (for example, by ensuring fair living wages for those along the supply chain) Promotion of gender equality (for example, through the promotion of women-led businesses, or requiring a certain percentage of women in the workplace) Promotion of Responsible Business Conduct 	1	example, discrimination, unsafe working conditions child labour, forced labour, and human trafficking). It is advised to refer to the <u>UN Guiding Principles for Business and Human</u>
 decent work Promotion of transparency and accountability and combatting corruption Promotion of SMEs Promotion of fair trade (for example, by ensuring fair living wages for those along the supply chain) Promotion of gender equality (for example, through the promotion of women-led businesses, or requiring a certain percentage of women in the workplace) Promotion of opportunities for social economy enterprises (NGOs, etc.) Promotion of Responsible Business Conduct 	2	example, minorities, indigenous people, persons with disabilities, migrant workers) through social inclusion, which may include employment
 and combatting corruption Promotion of SMEs Promotion of fair trade (for example, by ensuring fair living wages for those along the supply chain) Promotion of gender equality (for example, through the promotion of women-led businesses, or requiring a certain percentage of women in the workplace) Promotion of opportunities for social economy enterprises (NGOs, etc.) Promotion of Responsible Business Conduct 	3	
 6 Promotion of fair trade (for example, by ensuring fair living wages for those along the supply chain) 7 Promotion of gender equality (for example, through the promotion of women-led businesses, or requiring a certain percentage of women in the workplace) 8 Promotion of opportunities for social economy enterprises (NGOs, etc.) 9 Promotion of Responsible Business Conduct 	4	
 fair living wages for those along the supply chain) Promotion of gender equality (for example, through the promotion of women-led businesses, or requiring a certain percentage of women in the workplace) Promotion of opportunities for social economy enterprises (NGOs, etc.) Promotion of Responsible Business Conduct 	5	Promotion of SMEs
 through the promotion of women-led businesses, or requiring a certain percentage of women in the workplace) Promotion of opportunities for social economy enterprises (NGOs, etc.) Promotion of Responsible Business Conduct 	6	
enterprises (NGOs, etc.) 9 Promotion of Responsible Business Conduct	7	through the promotion of women-led businesses, or requiring a certain percentage of
	8	
	9	Promotion of Responsible Business Conduct

<u>OECD Guidelines for Multinational Enterprises</u> when defining these.

Promotion of inclusive and equitable quality education, and lifelong learning opportunities for all (such as apprenticeship or training opportunities)

E: Existence of an SPP monitoring system

This sub-indicator assesses whether the SPP action plan implementation progress, and the practical results of SPP implementation itself, are monitored.

An evaluation scale is proposed below, so as to measure the scope and level of detail of monitoring.

E (A) MONITORING OF SPP ACTION PLAN/POLICY IMPLEMENTATION (8 PTS)

Credit is given for the following measures:

- Progress on SPP policy/action plan implementation is monitored (4 pts)
- A specific target has been set for sustainable procurement implementation (for example, a specific percentage of "green", or socially-responsible contracts) (2 pts)
- Progress towards the achievement of this target is monitored (2 pts)

E(B) MONITORING OF SPP IMPLEMENTATION (12 PTS)

Credit is given for the following measures:

- The number and/or value of contracts which included sustainability requirements is (are) monitored (6 pts)
- The monitoring aspects also entail the measurement of sustainability outcome(s) (such as the monitoring of reduction in CO2 emissions, or the creation of green jobs) (2 pts).
- Monitoring of SPP-related data is carried out by the means of (from 2 to 4 pts):
 - a. Surveys, self-assessment, or traditional reporting to management, or internal/external audit, or; (2 pts)
 - b. An information system, or; (3 pts)
 - c. An elaborate e-procurement platform (4 pts)



10





F: PERCENTAGE OF SUSTAINABLE PURCHASE OF PRIORITY PRODUCTS/SERVICES¹⁹

This sub-indicator assesses the actual percentage of "sustainable" purchasing in the total value of the considered government's procurement spend.

Governments are asked to provide:

- The total value of contracts ²⁰ which included sustainability requirements,
- The total value of the considered government's public procurement (i.e., the value of concluded contracts).

Based on the information provided, a score reflecting the percentage of sustainable public procurement in the government's overall procurement is calculated.

Sub-indicator $F = \frac{\text{total value of sustainable procurement}}{\text{total value of national procurement}} \times 20$

Governments are required to specify what is considered a "sustainable" purchase in the calculation and provision of those data.

A government which would be tracking the percentage in terms of the number of contracts, and not in terms of value may also provide that type of information.

7. HOW WERE KNOWLEDGE GAPS ADDRESSED?

The SPP index has been designed to minimize the risk of data gaps by selecting easily verifiable and measurable sub-indicators (e.g., sub-indicator A: the existence of an SPP policy, 0 for no and 1 for yes).

Additionally, most of the sub-indicators are **addends**; this implies that the absence of one or more of the addends (one or more of the sub-indicators) will not significantly impact the global score and will not result in a global data gap. Therefore, countries which are implementing an SPP policy (A=1), but which are not able to calculate some addends (sub-indicators B, C, D, E, and F), will only be marginally affected.

In order to minimize data gaps, UNEP developed this methodology in close consultation and collaboration with the public departments in charge of SPP policy design, implementation and monitoring which are the main contributors to the data collection effort.

The soon-to-be-published 2022 UNEP "Factsheets on Sustainable Public Procurement in national governments" ²¹ is a supplement to the 2022 Global Review of Sustainable Public Procurement and may also be used to complement missing information. These Factsheets illustrate the state of sustainable public procurement policies, implementation activities, and monitoring and evaluation systems in 45 national governments around the world. The main research aim of the 2022 Global Review was to explore the progress made in terms of SPP in the previous four years on a global scale while highlighting regional trends.

As noted above, the index can be used not only to report on SDG Indicator 12.7.1, but also to benchmark the performance of countries. It serves as a **maturity model** which motivates countries to progress and helps them identify gaps and areas in which they should concentrate to enhance their SPP strategies and programmes.

¹⁹ Ibidem (see footnote 4)

²⁰ Countries should consider the largest base of public procurement when calculating this value, i.e., the value of all public procurement contracts per "priority" product group, awarded by public procurement entities, and public bodies with procurement functions.

²¹ https://www.oneplanetnetwork.org/sites/default/files/factsheets2017.pdf





ANNEX 1: USEFUL TERMS AND ABBREVIATIONS

Best Value for Money: can be defined as the "optimum combination of whole-life cost and quality to meet the enduser's requirements." (Source: European Union *Buying Social*²² guide).

Life-cycle costing (LCC): (Definition adapted from: https://ec.europa.eu/environment/gpp/lcc.htm)

Life-cycle costing (LCC) is used to evaluate costs which may not be reflected in the purchase price of a product, work or service, and which will be incurred during their lifetime, such as:

- Purchase price and all associated costs (delivery, installation, insurance, etc.);
- Operating costs, including energy, fuel and water use, spares, and maintenance;
- End-of-life costs (such as decommissioning or disposal) or residual value (i.e., revenue from sale of product)"

LCC may also include the cost of externalities (such as greenhouse gas emissions). (...)

Often this will lead to 'win-win' situations whereby a greener product, work or service is also cheaper overall.

MEAT: The **Most Economically Advantageous Tender** (MEAT) criterion enables the contracting authority to take account of criteria that reflect qualitative, technical and sustainable aspects of the tender submission as well as price when reaching an award decision (Source: <u>https://www.felp.ac.uk/content/most-economically-advantageous-tender-meat</u>).

²² Buying Social – A guide to taking account of social considerations in public procurement, accessible at https://publication.cb70c481-0e29-4040-9be2-c408cddf081f/language-en





ANNEX 2: INDICATIVE LIST OF INTERNATIONAL CONVENTIONS OR AGREEMENTS WHICH MAY BE RELEVANT TO SPP

List of relevant International Labour Organization (ILO) conventions:

- Worst Forms of Child Labour Convention, 1999 (No. 182)
- Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87)
- Forced Labour Convention, 1930 (No. 29)
- Abolition of Forced Labour Convention, 1957 (No.105)
- Equal Remuneration Convention, 1951 (No. 100)
- Discrimination (Employment and Occupation) Convention, 1958 (No. 111)
- Minimum Age Convention, 1973 (No. 138)
- Right to Organize and Collective Bargaining Convention, 1949 (No.98)
- International Labour Standards on Working time
- International Labour Standards on Occupational Safety and Health
- International Labour Standards on Wages
- International Labour Standards on Maternity Protection
- International Labour Standards on Migrant Workers
- International Labour Standards on Indigenous and Tribal Peoples

Further International Labour Standards can be found at the following link for further reference: www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/lang--en/index.htm

International agreements in the environmental field:

- The 1979 Geneva Convention on Long-Range Transboundary Air Pollution (LRTAP)
- Stockholm Convention on Persistent Organic Pollutions (POPs)
- United Nations Framework Convention on Climate Change (UNFCCC) Kyoto Protocol
- <u>Convention on Environmental Impact Assessment in a Transboundary Context</u> (Espoo Convention)
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal
- <u>Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)</u>
- The Montreal Protocol on Substances That Deplete the Ozone Layer
- <u>Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in</u> <u>International Trade</u>
- <u>Convention on Biological Diversity</u>
- <u>Aarhus Convention on Access to Information Public Participation in Decision Making and Access to Justice in</u> <u>Environmental Matters</u>
- <u>Convention On the Transboundary Effects of Industrial Accidents</u>
- Convention on the Prevention of Marine Pollution by Dumping of Wastes and Other Matter
- International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto (MARPOL 73/78)
- The Antarctic Treaty
- <u>The Regional Agreement on Access to Information, Public Participation and Justice in Environmental Matters in Latin</u> <u>America and the Caribbean</u>
- Paris Agreement
- UN Convention on the Law of the Sea

Relevant instruments in the field of human rights:

- UN Guiding Principles on Business and Human Rights





- <u>9 core UN human rights treaties</u>
- <u>UN Declaration on the Rights of Indigenous Peoples</u>





ANNEX 3: SUGGESTIONS OF DOCUMENTS WHICH MAY BE PROVIDED AS EVIDENCE

Sub-indicator	Relevant documents which can be provided		
A: Existence of an SPP action plan/policy, and/or SPP regulatory requirements			
An SPP action plan, policy and/or SPP regulatory requirements has/have been developed and approved by the government. Action plan, policy-related documents and/or relevant regulatory requirements should be accessible online.	 SPP action Plan. SPP policy. Other overarching policy including SPP-focused sections (with specific references in the Excel®-based file to the sections/pages with the relevant contents). SPP regulatory requirements included in public procurement laws or in sectoral legislations. 		
B. The Public Procurement regulatory framework is conducive to sustainable public procurement			
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:			
1/Defining technical specifications			
o Sustainability requirements (environmental and/or social) can be included in technical specifications. AND/OR o Type I Eco-labels, social labels, or relevant sustainability standards can be used as reference to specify the minimum level of compliance.	 Relevant regulatory or legal provisions specifying that sustainability requirements can be included. Examples of technical specifications inclusive of sustainability requirements/references to Eco-labels. 		
o Functional/Output-based/Performance-based specifications can be used as criteria. 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 vehicles with limited CO2 emissions).	 Relevant regulatory or legal provisions which may specify that minimum compliance criteria can refer to a specific level of performance, or outputs delivered by a product or service. Examples of technical specifications inclusive of performance-based criteria. 		
2/Sourcing of suppliers			
o Sustainability requirements can be specified as pre- qualification/selection criteria: o Sustainability requirements can be specified as exclusion criteria	 Relevant regulatory or legal provisions which may specify that qualification/selection/exclusion criteria based on sustainability requirements. Examples of such pre-qualification/selection criteria based on sustainability requirements. 		
3/Award criteria			
o The legal and regulatory framework allows for contract award to be based on criteria other than price (including sustainability criteria) , for instance by resorting to the " Best Value for Money " or " Most Economically Advantageous Tender (MEAT) " approaches.	 Relevant regulatory or legal provisions which may specify that award criteria may be based on criteria other than price, specifically sustainability criteria. Past examples of contracts awarded based on sustainability criteria. 		
o The legal and regulatory framework allows for life-cycle costing (LCC) to be used in the evaluation of tenders.	 Relevant regulatory or legal provisions which may specify that the evaluation of tenders may be based on LCC. Past examples of awarded contracts which included an LCC evaluation in the assessment of tenders. 		





 4/Contract performance: o Sustainability requirements can be specified in contract performance clauses. 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. 	 Relevant regulatory or legal provisions which may specify that contract clauses may include sustainability requirements. Past examples of awarded contracts which execution clauses included sustainability requirements. 		
B(b) Provisions in the legal and regulatory framework mandate the procurement of sustainable alternatives	Relevant regulatory or legal provisions which may specify that the procurement of "greener", or socially-responsible alternatives is mandatory for certain products or services.		
C: Practical support delivered to procurement practitioners on the implementation of SPP/GPP			
o Guidelines and tools, or an official catalogue of eco-labelled products, have been developed and <u>are periodically revised</u>	Web link to the developed guidelines and tools, the catalogue, etc. specifying the last year of revision.		
o Specific communication channels (newsletter, website, intranet, social media, etc.) are used to provide information or tools to procurement practitioners, at least twice a year.	Examples of sent out emailing or communications, webpages where information is disseminated, etc.		
o Training sessions are organised at least once a year to build the capacity of public procurement practitioners in the implementation of SPP/GPP.	Web link to training modules, training contents, dates and length of training, etc.		
o Best practices or (at least 3) case studies are shared with procurement practitioners (please only take account of studies developed in the last 3 years), which may include the translation of relevant documents developed by other countries	Web link to disseminated best practice, case studies, etc.		
o SPP is encouraged through awards and incentives	Web link to award; document describing incentive, etc.		
o A helpdesk is available for procurement practitioners	Details of the helpdesk, staff number, web page, etc.		
D: SPP purchasing criteria/buying standards/requirements			
D(a): Environmental criteria	 Documents showing such developed criteria or recommendations, such as: https://ec.europa.eu/environment/gpp/eu_gpp_criteria_en.htm. Please note that in the case of European Union countries, if EU GPP criteria are used by a member country as their own, those criteria should have been adapted (and translated, if relevant, in local language of the country), and shared with procurement practitioners. Official reports or guidelines including links and references to those criteria. Official reports on the inclusion of such criteria in public procurement. Examples of tenders or contracts concluded, which included such criteria. Legal documents mandating the use of such criteria in public procurement. 		
D(b) Social, economic, and governance-related criteria	 Documents showing such developed criteria or recommendations. Official reports or guidelines including links and references to those criteria. Examples of tenders or contracts concluded, which included such criteria. Official reports on the inclusion of such criteria in public procurement. Legal documents mandating the use of the criteria in public procurement. 		
E: Existence of an SPP monitoring system			
E (a) Monitoring of SPP <u>action plan/policy</u> implementation			
1. Is the progress of your SPP action plan/policy implementation monitored?	Please provide any details and relevant link or document which may		
2. Has a specific target been set for sustainable procurement implementation?	 indicate that this progress is tracked. Please indicate which target has been chosen and provide links and specific references to the mention of this target. 		





 3.Is the progress towards the achievement of your target monitored? E(b) Monitoring of SPP implementation 1. Is the number and/or value of contracts which included sustainability requirements monitored? (If yes, please provide more details on the scope and data monitored, in column E) 2. Does monitoring also entail the measurement of sustainability outcomes? (such as the monitoring of reduction in CO2 emissions, or the creation of green jobs) 3. How is data monitored? via surveys, self-assessment, internal/external audit, or traditional reporting to management via an information system via an elaborate e-procurement platform 	 Please provide proof of such monitoring (if possible, web link or screengrab, or presentation of the said monitoring system. Please describe in detail the kind of data monitored, and kindly provide screengrabs. Please provide proof of such monitoring, as documents, conducted self-assessments, reports, etc., or, if possible, web link or screengrab, or presentation of the said monitoring system.
F: Percentage of sustainable public procurement	 Please provide details regarding what has been considered a "sustainable" contract in the definition and calculation of this total value. Please provide any document supporting those figures.





ANNEX 4: EXCEL QUESTIONNAIRE USED TO COLLECT DATA AND CALCULATE AN SPP IMPLEMENTATION SCORE

Federal/National Government SPP Implementation Main Questionnaire



Supporting Documents

				SUPPORTING DOCUMENTS A1	Return to Questionnaire
		Po	licies/strategies a	nd action plans/roadmaps supporting SPP	
		Please select the SPP objective from the drop-down list below	Date of approval (dd/mm/yy)	Document name and link	If the document is an overarching policy with SPP provisions, please make reference to the relevant sections and pages that relate to SPP.
			-	-	-
hat policies/strategies or action			-	-	-
plans/roadmaps does your			-	-	-
ernment (federal/national) have at support SPP implementation?			-	-	-
at ropport are implementation?			-	_	-
ese can be dedicated SPP policies,					
tion plans, strategies, road maps;			-		-
d/or overarching policies (such as ustainable Development policies,					-
Sustainable Consumption and			-	_	
Production policies, etc.) with			-		
comprehensive SPP provisions.					
			- Am	-	
				-	-
				-	
				-	-
			-	-	
			Legal inst	ruments supporting SPP	
	Please select the document type from the drop-down list	Please select the SPP objective	Date of approval (dd/mm/yy)	Document name and link	If the document is a procurement law or sectoral law with SPP provisions, please make reference to the relevant sections and pages that relate to SPP.
	12		-	-	
hat legal instruments does your vernment (federal/national) have			12	2	-
at support SPP implementation?			-		
			122		-
These can be dedicated SPP legal			144	-	-
struments, such as a specific act, decree, order and/or resolution					-
supporting SPP; and/or public			-	_	-
curement laws and regulations with					
nprehensive SPP provisions; and/or toral laws with comprehensive SPP			-		
toral laws with comprehensive SPP provisions.			-		
			1.5		
			-		-