

UNESCO Procurement Sustainable Tenders on the UN Global Market Place (UNGM)

Within the framework of the UN Sustainability Management Strategy (2020-2030), UNESCO has committed to promote and apply sustainable considerations in all its operations, including those related to the procurement of goods, works and services. Contracting entities are therefore encouraged to refer to the UNGM guidance on Sustainable Procurement (SP) available on our intranet ([https://unesco.sharepoint.com/sites/ops/PRO/Sustainable Procurement/ Indicators Guidance](https://unesco.sharepoint.com/sites/ops/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2Fops%2FSiteAssets%2FSitePages%2FSustainable%2DProcurement%2D1%2D%2FUN%2DSustainable%2DProcurement%2DIndicators%5Fguidance%2Ddocument%2Epdf&parent=%2Fsites%2Fops%2FSiteAssets%2FSitePages%2FSustainable%2DProcurement%2D1%2D)) and on the ungm platform (<https://www.ungm.org/Shared/KnowledgeCenter/Pages/SPIndicators>), and select the appropriate Sustainable Procurement (SP) Indicators that would best reflect the sustainability considerations included in the solicitation documents.

It should be noted that, **for a tender to be “flagged” as sustainable** on the UNGM platform, and therefore promote the visibility of UNESCO sustainable procurement, it is required that sustainable considerations be identified for each one of the three sustainable procurement pillars (economic, environmental and social).

As shown in the table below, for each selected indicator (Level 1), the contracting entity shall select the most appropriate sub-indicators (Level 2) and tick the specific stages of the procurement process where sustainable considerations have been incorporated.

Sourcing/ pre-qualification of bidders.

Minimum mandatory technical specifications and tender requirements.

Evaluation criteria.

Contract terms & conditions, KPIs and performance evaluation.

Other.

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| Level 1 indicators | Level 2 sub-indicators |
| Environmental:Prevention of pollution | Requirement for a corporate environmental policy or an environmental management system (ISO 14001 or equivalent).  Requirement about the proper use, storage, movement and disposal of environmentally hazardous materials and chemicals.  Requirement for air emissions generated from operations to be characterized, monitored, controlled or/and treated (e.g. volatile organic compounds, aerosols, corrosives, particulates and ozone depleting substances, etc.).  Requirements for solid waste management and reporting on waste generated/recycled/etc.  Requirements for wastewater management and prevention of effluents reaching water bodies including ground water.  Other |
| Environmental: Sustainable resource use | Requirement for officially recognized eco-labels or equivalent schemes that promote sustainable resource use.  Requirement on design and production to use recycled, recyclable, biodegradable, re-used, reusable, renewable or compostable materials.  Requirement for a take-back programme/end-of-life management system.  Requirements for reduced or bulk packaging of the product.  Other |
| Environmental: Climate change mitigation and adaptation | Requirement to report regularly and publicly on greenhouse gas emissions (e.g., Carbon Disclosure Project, etc.)  Requirement to use low-carbon/energy-efficient technologies, minimum energy performance, and low power mode equipment.  Requirement related to energy-efficient and clean transportation and logistics arrangements.  Requirements for carbon offsetting of emissions during production.  Other |
| Environmental: Protection of the environment, biodiversity and  restoration of natural habitats | Require/promote legal and sustainable agriculture, fishing or forestry, for example through appropriate eco-labels  Other |
| Social:  Human rights and labour issues | Requirement to adhere to the Universal Declaration of Human Rights and the fundamental principles and rights at work as referred to in ILO's core conventions (freedom of association and the effective recognition of the right to collective bargaining, the elimination of all forms of forced labour, the effective abolition of child labour and the elimination of discrimination in respect of employment and occupation).  Requirement to abide by relevant industry's collective labour agreements.  Requirement of a health and safety management system (e.g., ISO 18001 or equivalent).  Requirements for certifications that verify adherence to socially acceptable working conditions (e.g., SA8000 certification or equivalent).  Requirements for ethically or fairly traded goods (e.g., Fairtrade certification or equivalent).  Other |
| Social:  Inclusion of persons with disabilities | The requirement has been reviewed and potentially adapted to ensure accessibility for persons with disabilities.  Requirement for vendors to be disability-inclusive. |
| Social:  Gender issues | Reserved procurement opportunities (lot, subcontract, or entire tender) open only to vendors qualifying as women-owned businesses, i.e., an entity at least 51% owned, managed and controlled by one or more women.  Reserved minimum portion of contracted labour opportunities for women, e.g., SSAs and individual contractors.  Apply price/margin preference or mechanism to award points to gender-responsive vendors during evaluation.  Requirement of bidders to demonstrate commitment to integrate gender mainstreaming in the project's approach and personnel structure.  Other |
| Social:  Social health and well-being | Avoidance of chemicals potentially hazardous to users of the product, like volatile organic compounds (VOCs) etc.  Require labelling of included/ used hazardous chemicals.  Other |
| Economic:  Whole life cycle cost | Utilizes a life-cycle costing/ total cost of ownership methodology in the financial evaluation.  Other |
| Economic:  Local communities, MSMEs, and supplier diversity | Reserved minimum portion of contracted labour opportunities for local communities.  Require suppliers to source the main elements for the product or service locally.  Reserved procurement opportunity (lot, subcontract, or entire tender) open only to vendors qualifying as a local Micro, Small or Medium Enterprise  Reserved procurement opportunity (lot, subcontract, or entire tender) open only to vendors qualifying as vendors employing workers from disadvantaged groups (ethnic minorities, disabled etc.).  Other |
| Economic:  Promoting sustainability throughout the supply chain | Require the prime contractor to extend all sustainability requirements of the contract to its tier 2 suppliers and to report on the status.  Primary contractor's subcontractors need to be identified pre-engagement and their employment is subject to the UN agency's approval based on sustainability considerations.  Other |
| Generic additional indicators:  Promotion of vendors' participation in the UN Global Compact | Require vendors to disclose their UN Global Compact participation  Require vendors to register to UN Global Compact during the course of the contract's duration.  Other |
| Generic  Supplier audits | Does your tender incorporate contract conditions/KPIs that stipulate verification of suppliers' environmental and social claims through “spot checks” and audit provisions? |

 