

UNOPS Sustainable Procurement Framework

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Background and Objectives

According to the High Level Committee on Management's Procurement Network, Sustainable Procurement is defined as "practices that integrate requirements, specifications and criteria that are compatible and in favour of the protection of the environment, of social progress and in support of economic development, namely by seeking resource efficiency, improving the quality of products and services, and ultimately optimizing costs".

Since 2015, UNOPS has been a leader in sustainable procurement. To date, much of the progress that the organization has achieved on Sustainable Procurement (SP) has been the result of voluntary work on the part of procurement officials located in field offices around the world. This work has been done on an ad hoc basis in the absence of a formal SP Framework that mandates when and how to include SP considerations.

With the demonstrated capacity of the field to do SP, and in light of recent UN Board of Auditors audit recommendations that the organization should continue to advance its progress in this area, the UNOPS Procurement Group (PG), in consultation with its field offices and other internal stakeholders, developed a mandatory but flexible Framework for SP. This Framework mandates what sustainability considerations need to be included in procurement processes, according to the solicitation and contract type, the category of products and services in question, as well as a list of products that should no longer be purchased. The objectives of this Framework are to:

1. To enhance the consistency with which SP is applied internally and drive regular improvements
2. Leverage UNOPS purchasing power to drive market changes in favour of sustainable development
3. Protect and enhance UNOPS reputation as a sustainability leader
4. Mitigate risks to the organization and our beneficiaries from the purchase of "harmful" or "outdated" categories
5. Align procurement with other key UNOPS and UN commitments and strategies such as Gender Mainstreaming, Disability Inclusion, Safeguards, Innovation, Risk Management and Health, Safety, Social and Environmental policies
6. Close outstanding audit recommendations

The SP Framework was introduced in April 2019 as part of the OI Procurement Procedures (section 7.3) and [Procurement Manual](#), Revision 6.1 (section 15.2.1) and becomes mandatory for new procurement processes initiated from 1st January 2020 onwards. It will be updated periodically to ensure that it remains relevant and fit for purpose.

Scope of Application for UNOPS SP Framework

The SP Framework applies to all UNOPS procurements of goods or services (including for partners, projects and internal office needs)¹, with the exception² of:

- Procurement of works,
- Shopping (procurements under USD \$5,000),
- Emergency procurement procedures (EPP),
- Procurement done further to an exception to the use of formal methods of solicitation under FRR 118.05(a) justification grounds (ii) to (x)³,
- Pre-selection,
- Call-off orders against LTAs or BPAs established by UNOPS prior to 1st January 2020 or against LTAs established by other UN Agencies,
- Procurement under FRR 118.04, where the Executive Director has agreed to apply the regulations, rules, policies and procedures on procurement of any partner or entity, and
- Advisory procurement projects where UNOPS conducts the solicitation but is not responsible for signing the contract or disbursing funds.

Furthermore, where market conditions are not deemed suitable for such considerations to be included, an exception may be requested from the Director of the Procurement Group (please refer to the section on waivers).

The Framework is divided into three parts as follows:

- 1) Part 1- Considerations by contract and solicitation type
- 2) Part 2- Technical considerations for specific categories of goods and services
- 3) Part 3- Categories that should no longer be purchased

For ease of reference, a decision tree has been included below.

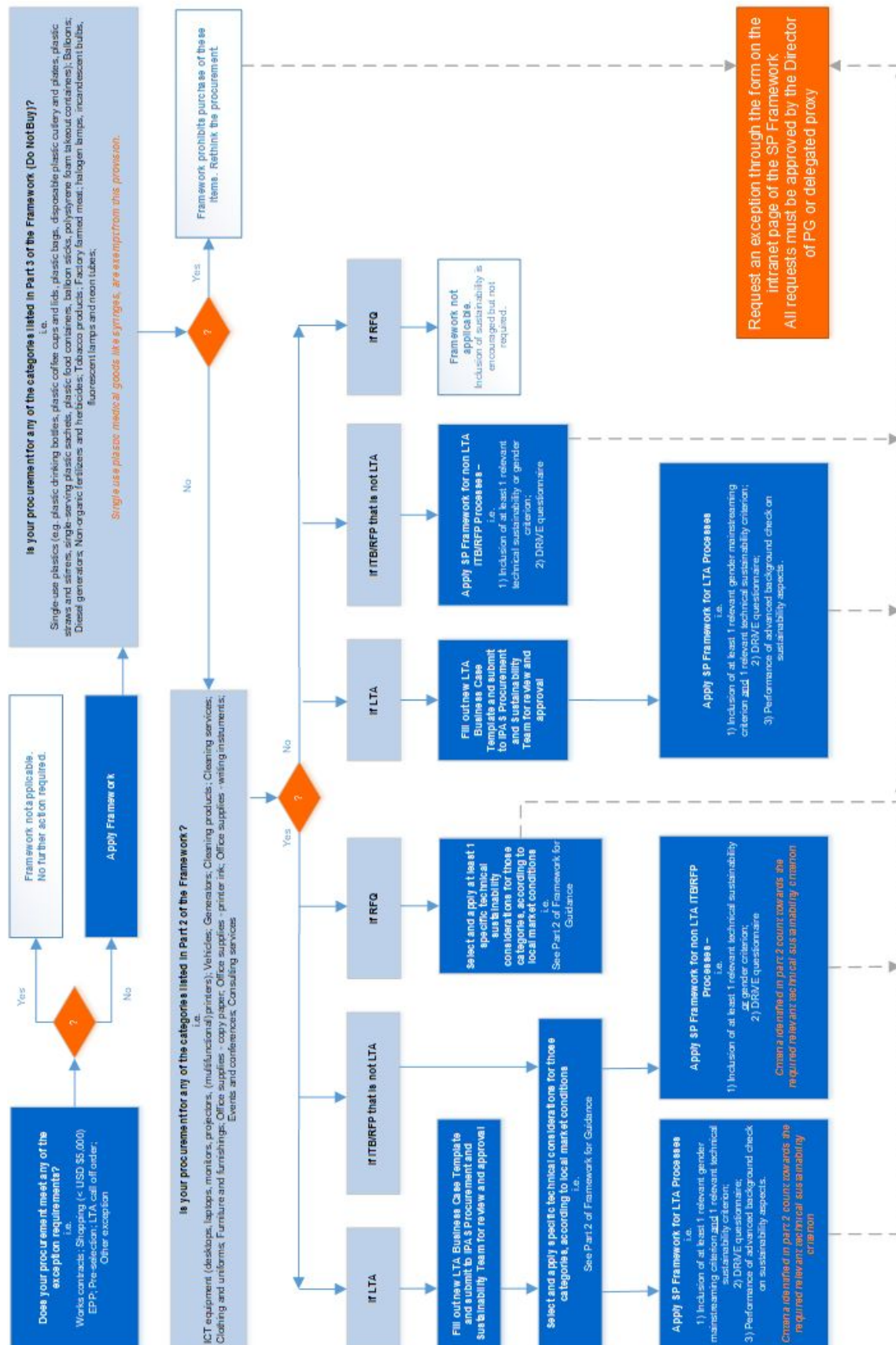
¹ With regards to infrastructure projects, while many of these aspects are already covered under existing guidance documents and templates from IPMG and HSSE, procurement officials are encouraged to reach out to the SP team for additional support and guidance as needed.

² While the SP Framework does not apply to these areas, procurement officials are still encouraged to include sustainability considerations in their procurement process, where possible.

³ For more details, please see procurement manual section 6.8.1.

UNOPS SP Framework - Decision Tree

Please note that the full decision tree is available in PQMS 8.2.14 [here](#).



Part 1 - Considerations by contract and solicitation type

Italicized comments indicate voluntary considerations

Procurement Stage	Contract / Solicitation Type		
	LTA	Other contract types for goods/services ⁴	
	ITB/RFP	ITB/RFP	RFQ
Planning	LTA business case must include a filled out sustainability section. ⁵ This must be reviewed and approved by the SP Team.	Inclusion of specific SP considerations as early as project engagement and development of Project Initiation Document, when relevant and applicable.	
Requirements Definition	**Note: For categories included in Part 2, specific considerations have been identified**		
	For all Goods and Service categories: Inclusion of at least 1 relevant technical sustainability criterion. ⁶ and Inclusion of at least 1 relevant gender mainstreaming criterion, if relevant to the subject matter of the procurement. ⁷	For Goods and Service categories identified in Part 2: Inclusion of at least 1 relevant technical gender or sustainability criterion as identified in Part 2. ⁹ For all other Goods and Service categories: Inclusion of at least 1 relevant technical gender or sustainability criterion. ⁹	For Goods and Service categories identified in Part 2 only: Inclusion of at least 1 relevant technical gender or sustainability criterion as identified in Part 2. ⁹ <i>For all other Goods and Service categories: Inclusion of Sustainability considerations is encouraged but voluntary</i>
Solicitation/ Sourcing	Inclusion of DRiVE supplier sustainability questionnaire as mandatory bid document (check and clarify) and collection of supplier responses. ⁸ <i>Evaluation of DRiVE supplier responses during background check encouraged.</i>		<i>Inclusion of DRiVE supplier sustainability questionnaire encouraged.¹⁰</i> <i>Evaluation of DRiVE supplier responses during background check encouraged.</i>

⁴ Small Services Contract, Professional Services Contract, Blanket Purchase Agreement, Contract for Goods/PO.

⁵ The LTA business case will be revised to ensure that more sustainable alternatives, where applicable, are considered, and that the appropriate sustainability risks and opportunities are considered

⁶ Technical criteria refer to the specific subject matter of what is being procured and not to supplier operational practices, which will be covered through the DRiVE questionnaire (i.e. energy efficiency of a computer vs. manufacturer's internal sustainability policy). For specific categories - procurement officials should see PART 2.

⁷ Please see the SP Criteria List on the SP Intranet page for guidance and inspiration.

⁸ Please note, only the inclusion of the DRiVE questionnaire on a check and clarify basis is mandatory, the evaluation is voluntary and should be agreed upon with the Supply Chain Risk Officer. For more information, please see the Procurement Manual Section 1.5.4.1.

	<p><i>Bids from diverse suppliers including Micro, Small, Medium Enterprises (MSMEs), Women-Owned Businesses (WOBs), Youth-Owned Businesses (YOBs) and Disability Inclusive Businesses (DIBs) are encouraged.</i></p> <p><i>Inclusion of sustainable packaging requirements encouraged (for relevant categories).</i></p>
Evaluation	<p>Evaluation of sustainable procurement criteria, if relevant and applicable.</p> <p><i>Performance of advanced background check on sustainability aspects encouraged.</i></p> <p><i>Financial evaluation based on total cost of ownership encouraged, where applicable.⁹</i></p>
Contract Management	<p>Inclusion of relevant sustainability KPIs or clauses in the contract, if relevant and applicable.</p> <p>Establishment of appropriate monitoring and reporting, if relevant and applicable.</p> <p>DRiVE supplier site inspections, if prioritized and agreed to by the Procurement Group.¹⁰</p>

⁹ Guidance on TCO can be found on the [intranet page](#) of the SP team, including a detailed guide and calculators.

¹⁰ For more information, please see the Procurement Manual Section 1.5.4.1.

Part 2 - Technical requirements for specific categories of goods and services

While the framework applies to everything procured by UNOPS, some categories of products and services have sustainability impacts that are particularly well known. As a result, specific considerations for those categories have been identified below. These categories have been selected on the basis of UNOPS procurement plans and spend reports, their relative sustainability risk profiles, as well as the ease with which sustainability can and should be considered.

For each category, a rationale for incorporating sustainability considerations has been included, as well as guidance on what else to consider. Unless otherwise noted, at least one of the stated considerations must be included in the tender for these categories, if no exception was granted by the Director of Procurement (see the [section on waivers](#)), or unless otherwise indicated in this document.

Please note that the considerations below are not criteria and must be tailored to suit the local context and market in order to be properly and effectively included in a tender. Procurement officials are encouraged to use the existing [SP Criteria List](#) on the intranet to develop their specifications, or to reach out to the SP team for support at Sustainable.Procurement@UNOPS.org.

Part 2 of the UNOPS SP Framework covers the following categories:

- 1) ICT equipment (desktops, laptops, monitors, projectors, (multifunctional printers)
- 2) Vehicles
- 3) Generators
- 4) Cleaning products
- 5) Cleaning services
- 6) Clothing and uniforms
- 7) Furniture and furnishings
- 8) Office supplies - copy paper
- 9) Office supplies - printer ink
- 10) Office supplies - writing instruments
- 11) Events and conferences
- 12) Consulting services

The list of pre-defined sustainability considerations can be found in [Annex 1](#) of this document.

Part 3 - Categories that should no longer be purchased

In line with UNOPS commitment to Sustainability, the following items should no longer be purchased. In cases where the purchase of these categories is necessary or essential for project delivery, a [waiver can to be requested](#) from the Sustainable Procurement team on behalf of the Director of Procurement. Please see the [section on waivers](#).

Do-Not-buy Categories	Endorsed Alternatives
Single-use plastics (e.g. plastic drinking bottles, plastic coffee cups and lids, plastic bags, disposable plastic cutlery and plates, plastic straws and stirrers, single-serving plastic sachets, plastic food containers, balloon sticks, polystyrene foam takeout containers) ¹¹ Note: Medical consumables such as single use syringes and swabs are exempt from this provision.	Reusable or renewable/biodegradable alternatives (e.g. water jars, ceramic mugs, jute bags or no bags if possible, metal or wood cutlery, wooden/metal or no straws if possible etc.)
Balloons	Other decoration items based on renewable, biodegradable material
Diesel generators Note: Hybrid options are allowed, providing a waiver has been obtained from PG.	Hybrid options (i.e. diesel generator in combination with a battery pack and a renewable energy system such as solar or wind) Completely renewable energy systems (i.e. wind or solar powered system)
Disposable paper cups	Ceramic or other reusable mugs
Tobacco products	-
Incandescent light bulbs	LED light bulbs

This list will be updated periodically to reflect new categories.

¹¹ https://ec.europa.eu/commission/news/single-use-plastics-2018-may-28_en

Waivers for the SP Framework

Certain procurement processes are exempt from the SP Framework. This chapter lays out the additional circumstances under which a waiver may be requested from the Procurement Group. Requests must be submitted using [this form](#), and a detailed justification that references one of the following circumstances should be provided.

- 1. Unjustifiable increase in the price:** The procurement official can clearly show that the inclusion of sustainability considerations in the procurement would lead to an unjustifiable increase of the price in comparison to a realistic, alternative offer.
- 2. Unfair discrimination of special interest groups:** Based on our Procurement Principles, UNOPS must ensure a fair process with equal opportunities for all bidders. Under this provision, the procurement official can clearly show that the inclusion of sustainability considerations in the procurement would negatively affect the ability of local *Micro, Small or Medium Enterprises (MSMEs), women-owned or youth-owned businesses or other diverse supplier groups* to bid on the tender. It is important that the procurement official be able to show that the relevant group(s) in question is a realistic target audience for the tender and that a rationale is provided for why this group would be negatively affected.
- 3. Significant limitation of the expected level of competition:** Based on our Procurement Principles, UNOPS must ensure effective competition. Under this provision, the procurement official can clearly show that the inclusion of sustainability considerations in the procurement would negatively affect competition in a significant and unjustifiable way. It is important that the procurement official explain and justify why competition would be negatively affected in a significant way.
- 4. Other**
In addition to the circumstances noted above, the Procurement Group reserves the right to grant a waiver on the basis of “other justifications” which will be reviewed on an ad-hoc basis.

How SP waivers are used in the eSourcing system

As of January 1, 2020, the eSourcing system will be updated to reflect the new SP Framework, in the form of a new “SP Framework” tab, visible on each tender. Through this functionality, the system will verify whether a procurement falls under the SP Framework and what steps are required for compliance to the Framework. Additional details on how to fill out the SP tab in eSourcing are available on [Confluence](#).

Procurement officials will be required to provide specific information in accordance with the SP Framework, where applicable. If the tender is identified by the eSourcing system as mandatory within the SP Framework, then the system will not allow the tender to be submitted for pre-clearance and approval, unless a) adjustments are made to the tender to ensure compliance with the SP Framework, or b) a waiver code is inserted.

Types of waivers

There are two different types that can be requested. These include waivers for:

1. a single procurement case
2. an entire project

Both waiver types can be requested following the same process.

Waiver process

Waivers are granted on an ad hoc basis. To receive a waiver, procurement officials must apply for it using this [form](#). Waivers should be requested before designing the solicitation document.

Prior to submitting the form, procurement officials must obtain approval from their head of office (in writing). For offline processes that are not run through eSourcing, the SP Framework waiver must be documented in the procurement file. Once the request has been submitted, it will be reviewed and processed by the Sustainable Procurement team on behalf of the Director - Procurement Group, as soon as possible.

If the request is approved, the procurement official will receive an email with a unique waiver code that can be used in eSourcing to proceed and finalize the tender. If the request is not approved, the procurement official will receive an email with a rationale or request for clarification. A repository of approved waivers will be collected and be accessible on the intranet page of the SP Framework.

Contact Information

Any questions regarding exceptions or the SP Framework in general can be directed to the SP Team at sustainable.procurement@unops.org.

Annex 1 - Pre-defined sustainability considerations for Part 2 categories

#	Category	Rationale	Sustainability Considerations - <i>Procurement officials must include at least one</i>
1	ICT equipment (desktops, laptops, monitors, projectors, multifunction printers)	<ul style="list-style-type: none"> • ICT equipment is a regular business need • Energy consumption is the most relevant environmental impact • ICT products include toxic chemicals and minerals which need to be properly disposed of; some of these materials are valuable on secondary markets • Products are regularly over packaged (for e.g. Styrofoam or polystyrene) which can create more waste on site 	<p>Energy efficiency: Products must hold a relevant energy efficiency label such as Energy Star, TCO Certification, EPEAT or equivalent.</p> <p>and/or</p> <p>Total cost of ownership: Financial evaluation must be conducted on the basis of Total Cost of Ownership. See guidance material.</p> <p>and/or</p> <p>Responsible return option: Bidders must provide the option to return products at the end of their useful life - either directly or to an officially recognized local e-waste scheme. Bidders must also demonstrate that products will be recycled responsibly in accordance with local environmental regulations.</p> <p>and/or</p> <p>Packaging: Products must be delivered in packaging that is more sustainable. See Sustainable Packaging criterion.</p> <p>and/or</p> <p>Conflict minerals: Bidders must provide proof that manufacturers are in possession of a policy on conflict minerals, i.e. gold, tantalum, tin and tungsten, and ensure they procure them from conflict-free mines or sources.</p> <p>and/or</p> <p>Accessibility: Bidders are required to provide evidence as to how the</p>

			equipment's controls are easy to reach, easy to see, and easy to operate, and can be operated by those with dexterity or mobility limitations.
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2	Passenger Vehicles¹²	<ul style="list-style-type: none"> • Vehicles continue to be one of the most purchased categories at UNOPS; • Emissions standards for these products are often below the latest standards (partly due to poor fuel quality in developing regions) • Particularly in cities, vehicles are major contributors to issues related to health and safety as well as air and noise pollution. • Electric vehicles have not been considered for the time being because of the potentially harmful production process for large batteries as well as the limited availability of renewable energy refuelling stations in countries where UNOPS works 	<p><i>Please note that most vehicle manufacturers already possess a third party Environmental Management System (EMS) - ISO 14001. As a result, Procurement Officials are required to include this as a mandatory consideration <u>and</u> include one additional sustainability consideration</i></p> <p style="text-align: center;">***</p> <p><u>Mandatory: Environmental Management System:</u> Suppliers must provide proof that the manufacturers are in possession of a valid ISO 14001 EMS certificate, or equivalent, for the factories in which the vehicles were produced.</p> <p style="text-align: center;">and</p> <p>Total cost of ownership: Financial evaluation must be conducted on the basis of Total Cost of Ownership. See guidance material.</p> <p style="text-align: center;">and/or</p> <p>Plug-in hybrid electric vehicles: The procured vehicles are Plug-in Hybrid Electric Vehicle (PHEV).</p> <p style="text-align: center;">and/or</p> <p>Fuel economy: The average combined fuel consumption (average of city and highway driving values) of passenger vehicles with combustion engine must not exceed 8 litres per 100km.</p> <p style="text-align: center;">and/or</p>
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¹² <https://www.eea.europa.eu/signals/signals-2017/infographics/range-of-life-cycle-co2/view>
<https://www.epa.gov/fuel-economy-trends/explore-co2-and-fuel-economy-trends-data>
<https://www.theicct.org/publications/EV-battery-manufacturing-emissions>
http://www.greeningtheblue.org/sites/default/files/UNSP_Product%20Sheet_Vehicles_basic%20and%20advanced_all%20regions.pdf
<https://english.rvo.nl/sites/default/files/2013/12/Criteriadocument%20Heavy%20duty%20motor%20vehicles%20and%20mobile%20equipment.pdf>
<https://www.theaa.com/driving-advice/fuels-environment/euro-emissions-standards>
<https://www.epa.gov/fuel-economy-trends/explore-co2-and-fuel-economy-trends-data&sa=D&ust=1545047082758000&usg=AEQjCNE31-tCag3GsqqmGZlg5KAxbw86Lg>

			Accessibility: Bidders are required to provide evidence as to how the vehicles are accessible for all users, including those with disabilities.
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3	Generators¹³	<ul style="list-style-type: none"> Generators are commonly procured items at UNOPS Generators consume considerable amounts of fuel while in use, and are responsible for producing greenhouse gasses and other toxic gasses Many alternatives already exist to generators and these should be widely considered where possible. Diesel generators, unless they are included as part of a hybrid system, are included on the list of categories that should no longer be purchased - Part 3. 	<p><i>Important note: Diesel generators, unless they are included as part of a hybrid system, are included on the list of categories that should no longer be purchased - Part 3.</i></p> <p>Environmental Management System: Suppliers must provide proof that the manufacturers are in possession of a valid ISO 14001 EMS certificate, or equivalent, for the factories in which the generators were produced.</p> <p style="text-align: center;">and</p> <p>Hybrid options: Generator must be procured in combination with a battery pack and a renewable energy system such as solar panels or a wind turbine.</p> <p style="text-align: center;">and/or</p> <p>Completely renewable energy system: The solution that is procured is fully renewable (i.e. wind or solar powered system)</p> <p style="text-align: center;">and/or</p> <p>Total cost of ownership: Financial evaluation must be conducted on the basis of Total Cost of Ownership. See guidance material.</p>
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¹³ <https://www.ungm.org/Shared/KnowledgeCenter/Document?widgetId=1722&documentId=475168>

4	Cleaning products ¹⁴	<ul style="list-style-type: none"> • Cleaning products are a commonly procured items at UNOPS • These products can have a significant impact on the health of the cleaning personnel, office staff as well as on the environment • Cleaning products are well known to hold various environmental and sustainability certifications, and are generally available in most markets. 	<p>Third party environmental label: The cleaning products must hold a valid third party environmental label, such as Ecologo, Green Seal, European Ecolabel, Environmental Choice or equivalent.</p> <p>and/or</p> <p>Avoidance of substances of very high concern: Bidders must confirm products do not contain any of the chemicals listed on the EU REACH List.¹⁵</p> <p>and/or</p> <p>Bulk shipment: Products must be delivered in bulk or concentrated form and include clear dosing instructions for cleaning staff.</p> <p>and/or</p> <p>Biodegradability: Cleaning agents must be biodegradable, i.e. the entire cleaning agent will mineralize within the environment in which the products will be used, as proven by the SCS label, or equivalent.</p> <p>and/or</p> <p>Packaging: Products must be delivered in packaging that is more sustainable. See Sustainable Packaging criterion.</p>
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¹⁴ <https://www.ungm.org/Shared/KnowledgeCenter/Document?widgetId=1716&documentId=475153>
<https://www.epa.gov/saferchoice/safer-choice-criteria-surfactants&sa=D&ust=1545066265960000&usg=AFQjCNFcFmWWWfbc8l82LXF-ET7cT1o6JMA>

¹⁵ Please see <https://chemsec.org/> for support identifying these chemicals.

5	Cleaning services ¹⁶	<ul style="list-style-type: none"> ● If handled improperly, cleaning products can have a significant impact on both the health of cleaning staff, office staff, and the wider natural environment ● Cleaning services provide an excellent opportunity to support local employment and to upskill workers ● Cleaning services tend to be heavily female dominated so it is important to consider gender equality where possible and relevant 	<p>Training: All cleaning personnel will be provided with regular training on the proper handling of chemicals and cleaning products (including dilution of concentrates, if applicable), storage and dosage of the chemicals, as well as water, energy and waste minimization.</p> <p>and/or</p> <p>Waste management: Service providers will include a waste management plan ensuring that all waste is properly sorted and disposed of in accordance with local regulations. The plan should include regular reporting to facilities management and should include opportunities to engage office staff directly in the proper handling/disposal of waste.</p> <p>and/or</p> <p>Gender: Gender equality and mainstreaming will be considered and delivered throughout the contract. See Gender Criteria.</p>
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¹⁶ <https://www.ungm.org/Shared/KnowledgeCenter/Document?widgetId=1716&documentId=475152>
<https://www.epa.gov/greenerproducts/greening-your-purchase-cleaning-products-guide-federal-purchasers>
<https://www.epa.gov/saferchoice/safer-choice-criteria-surfactants>
[http://ec.europa.eu/environment/gpp/pdf/toolkit/181010_EU%20GPP%20criteria%20for%20indoor%20cleaning%20services_SWD%20\(2018\)%20443%20final.pdf](http://ec.europa.eu/environment/gpp/pdf/toolkit/181010_EU%20GPP%20criteria%20for%20indoor%20cleaning%20services_SWD%20(2018)%20443%20final.pdf)

6	Clothing and uniforms ¹⁷	<ul style="list-style-type: none"> • Clothing and uniforms are regularly procured by UNOPS although they are not a high spend item • Clothing and textiles can have important environmental impacts through the use of pesticides in cotton production, dyes in production, and the need to wash them regularly. Clothing is also not easy to “recycle” back into materials that can be turned into something else. • The clothing supply chain is well known to include several labour and human rights issues including modern slavery 	<p>Organic Cotton fibres : Between 30-100% of cotton must be organic, and have a valid third party environmental label such as Global Organic Textile Standard (GOTS), or equivalent.</p> <p>and/or</p> <p>More sustainable materials: The clothing must be made from rapidly renewable materials such as linen, hemp, jute, tencel or equivalent, or be made from at least 30% recycled materials such as recycled plastic.</p> <p>and/or</p> <p>Sustainable dyes/colorants: Colorants and dyes must be from natural/organic origins, i.e. plant-based, or carry a third party environmental label such as the EU Ecolabel for Textiles or equivalent.</p> <p>and/or</p> <p>Packaging: Products must be delivered in packaging that is more sustainable. See Sustainable Packaging criterion.</p> <p>and/or</p> <p>Accessibility: Bidders are required to provide adaptive clothing, i.e. clothing that addresses the special needs of people with mental and physical disabilities.</p> <p>and/or</p> <p>Gender: Gender equality and mainstreaming will be considered and delivered throughout the contract. See Gender Criteria.</p>
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¹⁷http://ec.europa.eu/environment/gpp/pdf/criteria/textiles_2017.pdf
<https://etad.com/en/>
<http://buysweatfree.org/>
<http://www.wrap.org.uk/sites/files/wrap/Sustainable%20Clothing%20Guide%202017.pdf>
<https://english.rvo.nl/sites/default/files/2013/12/Criteriadocument%20Workwear.pdf>

7	Furniture and furnishings (chairs, tables, carpets, curtains, flooring, etc.) 18	<ul style="list-style-type: none"> Furniture and furnishings are a medium-high spend category but can have a very long lifespan. In this sense, quality, durability and maintenance should be prioritized. These categories can also have considerable environmental impacts through the use of pesticides in timber production and unsustainable forest management practices, as well as the use of chemicals, varnishes, adhesives and paints used in the manufacturing They affect indoor air quality through the emission of Volatile Organic Compounds (VOCs) - chemicals that off-gas "i.e. the new car smell". These have been proven to be harmful for human health. Furniture can be very difficult to recycle and as a result, is often disposed of in 	<p>Sustainable forestry: All wood used in the construction of the furniture must be certified to FSC, SFI or PEFC standards or equivalent.</p> <p>and/or</p> <p>Ecolabel: The products are certified with the EU Ecolabel for furniture or other relevant ISO 14024 Type I ecolabel like Blauer Engel, Nordic Swan, or equivalent.</p> <p>and/or</p> <p>Design for disassembly and repair: The goods must be designed in a modular way, i.e. the main elements are removable, replaceable and cleanable and spare parts are available for a minimum period of time.</p> <p>and/or</p> <p>VOC emissions: The amount of VOC emissions from the furniture's coating chemicals, adhesives and glues must be declared and reduced to a minimum. Eco Labels like Greenguard, Nordic Swan, Umweltzeichen, or equivalent shall be requested as proof.</p> <p>and/or</p> <p>Plastic parts free of hazardous substances: Plastic parts shall not contain halogenated flame retardants, phthalates or substances based on lead, cadmium, chrome (VI), mercury and their compounds</p> <p>and/or</p> <p>Packaging: Products must be delivered in packaging that is more sustainable. See Sustainable Packaging criterion.</p>
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¹⁸ http://ec.europa.eu/environment/gpp/pdf/toolkit/furniture_gpp.pdf
https://www.umweltbundesamt.de/sites/default/files/medien/379/dokumente/leitfaden_holzmoebel_en_20012016.pdf
<https://www.ungm.org/Shared/KnowledgeCenter/Document?widgetId=1720&documentId=475155>

		landfills.	<p>and/or</p> <p>Local production: Bidders need to manufacture the goods in local workshops. "Local" needs to be defined, as for instance near the project site or within the country of operation.</p> <p>and/or</p> <p>Accessibility: Bidders are required to provide products that are easy and safe to use by users with physical or mental disabilities.</p>
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8	Office supplies - copy paper, notebooks and other paper-based products¹⁹	<ul style="list-style-type: none"> • Paper is not a high spend category for UNOPS but is a regularly procured item that is also easy to include sustainability considerations for • Bleaching paper with elemental chlorine causes harmful AOX emissions in the aquatic environment • Paper is easily recyclable and recycled paper is readily available as an alternative 	<p><i>Please note that the vast majority of paper-based products are already bleached without the use of chlorine or its derivatives. As a result, Procurement Officials are required to include this as a mandatory consideration and include one additional sustainability consideration.</i></p> <p style="text-align: center;">***</p> <p>Totally Chlorine Free (TCF) or Elemental Chlorine Free (ECF): Paper products will be 100% Chlorine Free, either TCF or ECF.</p> <p style="text-align: center;">and</p> <p>Responsibility forestry: Paper must originate from a sustainably managed forest that is certified to FSC, SFI or PEFC standards or equivalent.</p> <p style="text-align: center;">and/or</p> <p>Recycled content: Paper must contain 30-100% post-consumer recycled content.²⁰</p> <p style="text-align: center;">and/or</p> <p>Ecolabels: The paper-based product must be certified with an Ecolabel like the European Ecolabel, the blue angel, the Nordic Swan, the Umweltzeichen, the Eco Mark, Ecologo or equivalent, directly related to the product or production process.</p> <p style="text-align: center;">and/or</p> <p>Packaging: Products must be delivered in packaging that is more sustainable. See Sustainable Packaging criterion.</p>
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¹⁹ <https://www.ungm.org/Shared/KnowledgeCenter/Document?widgetId=1717&documentId=475157>

²⁰ Post-consumer recycled material refers to recycling of waste products, thrown away by individuals after use, as opposed to production waste or other alternative sources. By using post-consumer fibres, the need for production of new content is reduced, thereby diminishing the strain production has on the environment.

9	Office supplies - printer ink and cartridges²¹	<ul style="list-style-type: none"> • Printer ink and cartridges are not a high spend items for UNOPS but are essential to our every day work. • Several sustainable alternatives exist and selecting those items can help to shift the market • Printer inks potentially contain heavy metals and other toxic substances, which can create environmental and human health risks if improperly disposed of 	<p>Environmentally-preferable inks: The ink should be based on rapidly renewable/more sustainable sources such vegetables or soy dyes, with low content of volatile organic compounds (VOC).</p> <p>and/or</p> <p>Reusable cartridges: Ink cartridges should be designed in a way that they can be easily reused and refilled.</p> <p>and/or</p> <p>Remanufactured cartridges: Cartridges should be remanufactured (i.e. previously used and then refilled).</p> <p>and/or</p> <p>Responsible return option: Bidders must provide the option to return products at the end of their useful life and must demonstrate that products will be reused or recycled responsibly in accordance with local environmental regulations.</p> <p>and/or</p> <p>Packaging: Products must be delivered in packaging that is more sustainable. See Sustainable Packaging criterion.</p>
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²¹ <https://www.ungm.org/Shared/KnowledgeCenter/Document?widgetId=1717&documentId=475159>
http://ajuntament.barcelona.cat/contractaciopublica/sites/default/files/ins_eng_c_ict.pdf

10	Office supplies - writing instruments ²²	<ul style="list-style-type: none"> • Office supplies are not a high spend items for UNOPS but are essential to our everyday work • Several sustainable alternatives exist and selecting those items can help to shift the market • Office supplies are a highly “disposable” commodity. Therefore reusability/refillability should be prioritized to minimize waste. 	<p>Environmentally preferable materials: The writing instruments must be made from environmentally preferable material which can include but is not limited to recycled paper, recycled cardboard, recycled plastic, sustainable bamboo or FSC-certified wood.</p> <p>and/or</p> <p>Refillable pens and markers: Pens and markers should be refillable and supplier must be able to supply refills easily.</p> <p>and/or</p> <p>Packaging: Products must be delivered in packaging that is more sustainable. See Sustainable Packaging criterion.</p>
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²² <https://www.ungm.org/Shared/KnowledgeCenter/Document?widgetId=1717&documentId=475160>

11	Events and conferences	<ul style="list-style-type: none"> • Events have a large environmental impact. These include things such as catering, waste, printing, food and participant transport. • Events also impact UNOPS brand and as a result it is important to ensure that we can put our best foot forward. • Events usually include several sub-contracts, thus providing a great opportunity to create local short-term employment opportunities, or to support diverse suppliers such as women-owned businesses, youth-owned business or disability inclusive businesses. See the Possibilities Programme intranet page for more information on diverse suppliers. 	<p><i>A sustainable event management guide has been developed by Greening the Blue, with very detailed descriptions of possible actions. The following list represents a selection of criteria:</i></p> <p style="text-align: center;">***</p> <p>Venue selection: Choose a venue (hotel, conference hall, etc.) with a proven sustainability commitment, within walking distance of other key venues and close to public transport.</p> <p style="text-align: center;">and/or</p> <p>Event organization: Avoid the use of conference bags and other giveaways, design booths/stands/roll-ups in a reusable way, or disseminate information electronically instead of by print.</p> <p style="text-align: center;">and/or</p> <p>Accessibility: Determine if there are any delegates with special needs and ensure these needs are catered to - be it regarding certain food (e.g., halal, vegetarian, gluten-free), mobility (ramps, wheelchairs), or sensory requirements (e.g., if hearing aids/a sign language interpreter/personal assistants are needed).</p> <p style="text-align: center;">and/or</p> <p>Waste management: Organize or verify available waste recycling (paper, cardboard, plastic, metal, organic waste); donation of post-event materials; avoidance of single-use items (plastic bottles, plastic cups, to go coffee cups etc.).</p> <p style="text-align: center;">and/or</p> <p>Energy efficiency: Request/verify that the venue efficiently manages energy needs; with regards to heating, lighting (use of</p>
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			<p>LED lights encouraged and where possible natural light) and audio-visual equipment.</p> <p>and/or</p> <p>Food and beverages: Request donation of leftover food; request caterer to source fairly traded (coffee, sugar, chocolate etc.) local (for instance fruits and vegetables) and organic (for instance, meat, cheese and other animal products) products, where possible and where certification schemes exist; request provision of attractive vegetarian menu options; avoid single-use products (for example use jugs of water instead of plastic bottles).</p>
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12	Consulting services	<ul style="list-style-type: none"> • A list of what UNSPSCs are considered “consulting services” under the SP Framework has been added to the Annex. • Consulting services are regularly procured by UNOPS and constitute a large spend category. While it is difficult to determine what sustainability considerations should be included for each type of consulting service, proper market research can help to identify things that can be done. Consulting services can present important opportunities to favour less printing, more sustainable travel and to encourage suppliers to be more sustainable. 	<p>Gender: Bidders must provide a practical plan for mainstreaming gender during the execution of the contract. See Gender Criteria.</p> <p>and/or</p> <p>Sustainability Plan: Bidder must provide a practical plan for implementing sustainable practices in the execution of the contract, which entails for instance their actions to reduce greenhouse gas emissions, waste reduction initiatives, energy conservation programmes etc. See also the SP Criteria List, item 2, on the intranet for more details.</p> <p>and/or</p> <p>Sustainability Reporting: Bidders are requested to report in predefined intervals on sustainability KPIs relevant to the contract.</p> <p>and/or</p> <p>Travel: Suppliers will consciously reduce or limit unnecessary travel during the delivery of the contract, and will prioritize teleworking where possible to minimize the creation of emissions. If travel is required, suppliers should prioritize where possible. Where relevant, suppliers should be asked to report on their GHG emissions.</p>
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Annex 2 - Special Considerations

The following criteria have been developed as general guidelines to support procurement officials with the inclusion of these considerations in their tenders. More information, including proposed verification and general considerations, can be found on the [SP Criteria Checklist](#) on the [SP intranet page](#). Additional guidance material has been hyperlinked, where relevant and available.

Sustainable Packaging Criterion:

“In accordance with the UN’s efforts to eliminate single use plastics from its operations, bidders are required to avoid any unnecessary packaging and/or to consider more sustainable alternatives which include but are not limited to using biodegradable or recycled packaging, recyclable packaging, offering a packaging take-back option, packaging in bulk or other means.”

Gender Mainstreaming Criteria:

Supplier commitment to gender equality

“The bidder shall provide a response that demonstrates its commitment to support gender equality through its operations.”

Gender mainstreaming in contract execution

“The bidder shall provide a practical plan for implementing gender mainstreaming considerations during the execution of the contract.”

Total Cost of Ownership:

Procurement officials may conduct the financial evaluation of certain procurement processes on the basis of Total Cost of Ownership.

To include TCO in a tender’s financial evaluation, the following parameters need to be defined by the procurement official beforehand.

- Bidding currency
- Lifespan of the product
- Volume of products to be procured
- Discount rate

Additional parameters can be identified as relevant cost drivers for inclusion in the TCO calculation and requested from the bidders, using a returnable bid form. For detailed guidance, please refer to the [TCO intranet page](#) and the available [guidance document](#).

DRiVE (Delivering Responsibility in Vendor Engagement):

The supplier sustainability questionnaire is part of the DRiVE programme as per [Procurement Manual, rev. 6.1](#), section 1.5.4.1. The questionnaire is available as a returnable bid form on eSourcing and should be included as “check and clarify” for all relevant processes. Additional information can be found on the [DRiVE intranet page](#).

Annex 3 - UNSPSCs referring to consulting services

The full annex is available via [this link](#).