

**Request for proposals –
Revision of the 2012 UNEP Sustainable Public Procurement Implementation Guidelines**

UN Environment is seeking technical expertise for the revision of the [2012 UNEP Sustainable Public Procurement Implementation Guidelines](#) (referred herein as “the SPP Approach”). UN Environment Economy Division is looking for a suitably qualified and experienced individual or not for profit organization referred herein as “Consultant” to provide substantive and administrative support to the revision process of the SPP Approach.

Description of assignment: the Consultant will provide support to UN Environment Sustainable Public Procurement team in the coordination of the review process of the SPP Approach, including: (i) the facilitation of two workshops (one in the LAC region, one in Paris, France) to collect lessons learned from the implementation of the SPPEL and the EaP Green projects and: (ii) the preparation of a revised [2012 UNEP Sustainable Public Procurement Implementation Guidelines](#).

A dual expertise in sustainable public procurement implementation and in project management is therefore required. As such, the assignment is divided into two distinct work packages; applicants may send proposals for one or two work packages. Should two distinct Consultants be selected, it is expected the two successful candidates liaise and collaborate on the delivery of the described deliverables.

Duty Station: Home-based, with travels to LAC region and Europe
Type of the contract: Consultant
Duration: 3.5 months
Expected Start Date: September 2017
Eligibility: The RFP is open to any not for profit organization or individual consultant.
Deadline to participate: August 27th, 2017

Background and context:

Background information on the SPP Approach

The 2012 UNEP Sustainable Public Procurement Implementation Guidelines can be downloaded in several UN languages here: <http://www.scpclearinghouse.org/resource/sustainable-public-procurement-implementation-guidelines>

These guidelines aim to give direction to governments on designing and implementing sustainable public procurement (SPP) policies and action plans. The aim is to provide countries a common vision, language and framework for SPP and to guide stakeholders on how to effectively pave the way towards SPP implementation. The SPP Approach was first developed within the framework of the Marrakech Task Force on Sustainable Public Procurement.

The SPP Approach is primarily written for government agencies who wish to take a common step-wise approach to SPP. It is designed both for countries just beginning to consider SPP, and for those who already have an SPP plan in operation and who would like to improve it. The Guidelines are also designed to be flexible to adapt to specific country circumstances and existing practices. Aside from government agencies, other institutional and commercial purchasers may find the SPP Approach of relevance for their purchasing and supply chain management practices. Suppliers and other stakeholders such as those involved in determining the sustainability requirements for products or services may also find the Guidelines of interest and use.

Background information on the Sustainable Public Procurement and Ecolabelling project (SPPEL)

Building on the valuable experience that UN Environment has on eco-labelling (EL) and sustainable public procurement (SPP) and the SPP Approach, UN Environment is implementing a joint project which seeks to combine these two instruments to better deliver the common goal of stimulating the demand and supply of sustainable products. The objectives of the SPPEL project are to:

1. Provide capacity development and technical assistance to public and private sectors on the development of green public procurement (GPP)/SPP policies and use of eco-labelling; and
2. Assist countries in the coordinated implementation of sustainable public procurement policies and eco-labelling.

The project has a regional component in Latin America and in the Asia-Pacific region which aims to encourage South-South cooperation, regional collaboration on voluntary standards, and the sharing of experiences related to GPP/SPP implementation. The national component of the project provides direct technical assistance on SPP and EL to 13 countries around the world. The SPPEL project implementation is supported by UN Environment Latin America Office as well as Asia-Pacific Office, with the overall coordination and project management from the Economy Division in Paris.

More information is available here: <http://www.unep.org/resourceefficiency/sustainable-public-procurement-and-ecolabelling>

Background information on the Programme “Greening Economies in the Eastern Neighborhoods” (EaP GREEN)

The EaP-GREEN programme is a means for EaP countries to progress faster on their path to green economy, with two main components:

1. The policy component aims at assisting countries in the development and implementation of SPP policies using the SPP Approach. It increases awareness and builds the capacity of policy makers and procurement managers in the EaP region (namely the Republic of Moldova, Belarus and Ukraine).
2. The demonstration component focuses on the following objectives:
 - To effectively implement sustainable public procurement in targeted countries;
 - To raise awareness of public authorities, producers and consumers about the potential of eco-labels, including through the dissemination of best practices for practical implementation of eco-label related EU directives to the industry and public;
 - To increase understanding and skills of policy-makers in applying eco-labelling.

More information is available here: <http://www.unep.org/greenconomy/projects/eapgreen>

Objective of the assignment:

Overall objective: the overall objective is to further improve – in light of the lessons learned and identified best practices of the SPPEL and EaP Green projects implementation between 2013 and 2017 – the current SPP Approach used to give guidance to governments on designing and implementing sustainable public procurement policies and action plans.

Specific objectives:

1. Liaise with UN Environment Economy Division and UN Environment LAC Office to prepare and facilitate two regional workshops gathering SPPEL and EaP Green implementing countries' focal points in order to identify, share and discuss best practices, lessons learned and risks encountered when using the SPP Approach in the framework of the SPPEL and EaP Green projects implementation.
2. Collect feedback and lessons learned and integrate them in two workshop reports.
3. Draft a revised version of the SPP Approach/Guidelines in English. The revision may entail a partial restructuration of the Guidelines, as well as the inclusion of new sections.
4. Introduce principles and best practices from recognized project management methodologies (PRINCE2, PMP, etc.) to strengthen the SPP Approach.

Expected deliverables:

Work package 1 – project management

1. Lead the facilitation of two SPPEL/EaP Green regional workshops in LAC and Europe in October 2017;
2. Contribute to the drafting of two reports on the SPPEL regional workshops, highlighting the lessons learned, identified risks and best practices;
3. Contribute to the preparation of a draft revised version of the SPP Approach, which will then be shared with UN Environment and SPPEL/EaP stakeholders (*intermediary deliverable*);
4. Contribute to the drafting of the final version of the SPP Approach, inclusive of the comments provided by UN Environment, SPPEL/EaP Green stakeholders as well as project management principles and best practices.

Work package 2 – sustainable public procurement

1. Lead the preparation and contribute to the facilitation of two SPPEL/EaP Green regional workshops in LAC and Europe in October 2017;
2. Lead the drafting of two reports on the SPPEL/EaP Green regional workshops, the lessons learned, identified risks and best practices;
3. Lead the preparation of a draft revised version of the SPP Approach, shared with UN Environment and SPPEL stakeholders (*intermediary deliverable*);
4. Lead the drafting of the final version of the SPP Approach, inclusive of the comments provided by UN Environment, SPPEL/EaP Green stakeholders as well as project management principles and best practices.

Content of the proposal:

The Consultant shall describe – in a 5-10 pages long document – how he intends to produce the expected deliverables described above as well as a suggested timetable. The proposal paper shall include a brief description of the risks and limitations of the proposal and outline mitigation solutions. CVs of the Consultant(s) should also be included, highlighting the relevant previous assignments.

Timeline:

The two SPPEL/EaP Green regional workshops are expected to be organized on 11-13th October 2017 in Paris and 24-26th October 2017 in Latin America region.

The revised SPP Approach shall be complete by end December 2017. All requested outputs should be finalized no later than three and a half months after the signing of the contract.

Financial proposal:

Two budget envelopes are available: 30,000 USD in total.

Max 12,000 USD for work package 1.

Max 18,000 USD for work package 2.

Selection criteria for the Consultant:**Competencies***Planning and organization:*

Ability to identify priority activities and assignments, allocation of appropriate amount of time and resources for completing work.

Communication:

Curiosity and open-mindedness: ability to ask questions to clarify, and exhibit interest in having two-way communication; demonstrate openness in sharing information and keeping people informed.

Teamwork:

Ability to work collaboratively with colleagues to achieve organizational goals; ability to solicit inputs by genuinely valuing others' ideas and expertise; willingness to learn from others, and ability to work in a multi-cultural, multi-ethnic environment. Capacity to work with transparency; capacity to build trust in colleagues.

Qualifications*Education:*

Master degree in social sciences, public administration, sustainable development, project management and/or environmental studies.

Professional experience:

For work package 1: 5 years minimum of work experience in project management. Proven record of managing specific projects and monitoring their roll-out in a timely manner. Project certification is required (Prince 2, PMP, etc.).

For work package 2: 5 years minimum of work experience in the implementation or support to the implementation of SPP policies and action plans in developed or developing countries.

Languages:

All outputs shall be drafted in English. Excellent written and spoken communication skills in English are therefore required. Good command of Spanish is a strong asset as one of the regional SPPEL conference will be held in the LAC region with Spanish-speakers participants.

Other Skills:

- Ability to interact with very different stakeholders, ranging from public officials to private organizations.
- Strong planning, liaison and organization skills.
- Knowledge of and/or experience in using the current SPP Approach and work is an advantage.

Eventual queries and proposals should be sent to Farid Yaker, Programme Officer, UN Environment, farid.yaker@unep.org by August 27th 2017 COB. The title of the email should be "Request for Proposals – SPP Approach – [insert name of your organization]".