



One planet
procure with care

One Planet Network Sustainable Public Procurement Programme

MODUS OPERANDI / TERMS OF REFERENCE (ToR)

This document describes the roles and working procedures for the stakeholders involved in the One Planet Network Sustainable Public Procurement Programme; that is the Co-Leads, the Multi-stakeholder Advisory Committee and the Partners.

1. Introduction

The 10-Year Framework of Programmes on sustainable consumption and production, adopted at the World Summit on Sustainable Development in 2002 and affirmed by target 12.1 of the 2030 Agenda for Sustainable Development, is a global commitment to accelerate the shift towards sustainable consumption and production in both developed and developing countries. Its implementation mechanism is the [One Planet Network](#).

As one of the six programmes of the One Planet Network, the Sustainable Public Procurement Programme is a global umbrella multi-stakeholder programme of organisations that meet, share and work together to accelerate the uptake and implementation of sustainable public procurement (SPP) to drive a transition to sustainable production and consumption and assist in the delivery of Sustainable Development Goal 12. The Programme supports procurers, their policy makers as well as (inter)national influencers to implement SPP and it sets up/ stimulates international collaboration in sectors to support SCP. It does so by bringing together a diverse range of actors from government, non-governmental organizations, private sector experts, associations, academia, civil society and others. At the same time, it provides an excellent platform to set the agenda on sustainable public procurement as well as monitor progress towards SDG12 together with the other One Planet Network programmes¹.

2. Roles and working procedures within the SPP Programme

The SPP programme is composed of three different types of actors: **co-leads**, **multi-stakeholder advisory committee (MAC) members** and **partners**. The programme works closely together with the One Planet Network Secretariat and other programmes of the One Planet Network.

2.1 Co-Leads and Coordination Desk

Co-leads are responsible to manage the SPP programme and help guide and coordinate the implementation of the programme's work plan in line with the [2018-2022 One Plan for One Planet strategy](#). Co-leads are selected under a 4 years commitment, renewable in consultation with the MAC and the One Planet Network secretariat. Co-leads provide financial and/or in-kind contribution, including dedicated staff in support of the operation of the programme's

¹ As of October 2019: Sustainable Buildings and Construction, Sustainable Tourism, Sustainable Lifestyles and Education, Sustainable food systems and Consumer Information.

Coordination Desk², which undertakes all daily tasks and functions needed to support the programme operations (e.g. organization of meetings, annual reporting, management of the [One Planet Network website](#), etc.).

Together the Co-Leads, including via the Coordination Desk, have the following responsibilities, *inter alia*:

- **chair the meetings of the Multi-Stakeholder Advisory Committee (MAC)** of the programme and collaboratively define and implement the programme work plans and/or strategies;
- **build and strengthen the programme portfolio** with programme partners, including core and affiliated initiatives, and in finding synergies and building cooperation, while providing guidance on how to best support implementation at national level, responding to countries' needs and priorities;
- **facilitate engagement of programme partners** in programme activities and initiatives;
- **report on progress and outcomes** as required, including the preparation of the annual report of the One Planet network to the HLPF by facilitating and encouraging partners' participation in the annual reporting effort;
- **undertake outreach and recruitment activities**, including the promotion of the SPP Programme at meetings and conferences and build networks and partnerships regionally and globally;
- **pro-actively support fundraising** for the SPP Programme and the One Planet multi-partner trust fund for SDG12;
- In line with the Terms of Reference of the *One Planet multi-partner Trust Fund for SDG 12*, **participate in relevant committees, coordinate and provide relevant technical inputs, assist in the coordination of Trust Fund projects**, including substantive input to project deliverables and full integration in the programme portfolio;

2.2 Multistakeholder Advisory Committee (MAC)

The MAC provides necessary technical and strategic advice to the SPP Programme (and Co-Leads) and forms the core body of Partners expressing a high sense of ownership, pride and belonging to the SPP programme community, who are actively contributing to the Programme's work plan with projects or/and contribution to working groups.

In that capacity the MAC has the following roles and responsibilities:

- **ensure coherence and evolution** of the SPP Programme's work plan
- **proactively** identify collaborative projects, facilitate the initiation of activities e.g. working groups, and **communicate about funding opportunities** for the Programme and the One Planet Network Trust Fund
- **advocate and raise awareness** about the SPP Programme and its strategic objectives;

MAC Composition, Selection and Commitment

The MAC is composed of a maximum of 20 member organizations, with some flexibility if deemed appropriate, which are selected via an open Call for Expression of Interest organised by the Coordination Desk.

The selection of the MAC will strive to ensure:

- **Geographical balance:** if possible at least one country from each of the five regional groups of the UN should be represented in the MAC (Africa, Asia and the Pacific, Western Europe and Others, Latin America and the Caribbean (LAC), Eastern Europe);

² The Coordination Desk works from different geographical locations, ensuring regular communication and exchange, including through teleconferences approximately every two months. It ensures interface between Co-Leads, MAC, Partners and acts as liaison and focal point for contacts with the Secretariat while it participates in relevant cross-programme initiatives and task forces.

- **Stakeholder balance**, ensuring representation of different stakeholder cluster groups (i.e. government agencies, UN agencies and other inter-governmental organisations, civil society organisations, scientific and technical organisations, private sector); and
- **Gender balance**: ensuring, if possible, that at least 50% of MAC members will have a female as designated representative.

MAC members need to **ensure** an active commitment **to remain engaged for at least one full term of two years**³. The composition of the MAC will be reviewed at the end of each 2-year term, taking into consideration the need for both continuity and change in the MAC, e.g. ensure that not all MAC members will have to be renewed simultaneously at the end of the second term.

MAC members commit to **participate in 2 meetings per year**⁴ organized by the Coordination Desk/Co-Leads (one teleconference and one face-to-face meeting per year).

MAC members that do not attend two consecutive meetings or teleconferences will not be eligible for re-election in the MAC.

Learn more about eligibility and how to apply in the [MAC Application Form](#).

2.3. Programme Partners

Organisations agreeing with the goals and objectives of the SPP programme and committing to contribute to its activities, including scaling-up, implementation and replication, are invited to join as a Partner.

Together the Programme Partners have the following responsibilities, *inter alia*:

- **contribute to knowledge sharing** within the SPP Programme community by informing the Coordination Desk regularly about their relevant work on sustainable public procurement in order to ensure this is well reflected in the Programme's portfolio (including online on the One Planet network website) as well as help the Coordination Desk identify synergies and build cooperation among all SPP programme actors;
- **demonstrate their efforts to** achieving SDG12 by contributing to the annual One Planet Network reporting exercise for showing accountability towards all actors and donors, communicating results to the wider public, and mobilising political and financial support;
- **apply/pilot test and support** the dissemination of SPP Programme tools and associated solutions at own organizational, national or regional context and share feedback with the SPP Programme community;
- **provide technical expertise and participate** in programme activities, as relevant;

Partner initiatives and resources, contributing to the SPP programme objectives and work-plan and as such being included to the SPP programme Portfolio as affiliated activities:

- ◆ are granted the use of the One Planet network SPP programme logo;

³ Organizations wishing to discontinue their membership of the MAC shall do so by written communication to the Coordination Desk with immediate effect. The Coordination Desk will aim to fill vacant seat(s) with a Partner from the same cluster group, taking into account regional balance, where possible.

⁴ Every effort should be made to attend each MAC meeting - face-to-face or virtual. Where this is not possible, providing written comments in advance of the meeting will constitute participation. Travel costs for MAC members to meetings are not provided by the Co-Leads or One Planet Network Secretariat. Any exceptions will depend on the success of the fundraising for the SPP Programme and will be analyzed by the MAC members prior to the meeting to agree on the distribution of funds and their allocation to prioritized members (e.g. from LDCs).

- ❖ are included in the One Planet Network's report to the High-Level Political Forum on Sustainable Development;
- ❖ Best practices identified may be further highlighted in other international fora, including across the other One Planet Network programmes ;

Interested applicants should send a completed application standardised form ([available here](#)) to the SPP Coordination Desk, who will consult with the MAC and notify applicants of a decision on admission within one month.

3. SPP Programme Operation

The SPP programme operates under an annual work plan, in line with the strategy 2018-2022 '[One Plan for One Planet](#)'. The work plan outlines the types of activities to be carried out with precise description of tasks, milestones, timelines, responsibilities, and expected outputs.

In line with the '[One Planet Network programme portfolios – key principles and approaches](#)', the SPP programme operates via a programme portfolio, which is defined as the products or solutions the SPP programme offers (or is developing) to support countries in the shift to sustainable consumption and production.

It includes two kinds of initiatives:

- **Core initiatives** are the principal projects of the SPP programme included in the work plan and are activities initiated, developed or implemented jointly by a group of two or more programme members;
- **Affiliated initiatives** are activities of the programme actors (co-leads, MAC or partners) which contribute to the objectives of the programmes and its work areas.

The portfolio has a partner-based approach, which is essential to reduce fragmentation and support synergies, to build on existing initiatives, to operate at scale, to replicate, to build cooperation, to leverage resources towards common objectives – all of which are key objectives of the One Planet Network.

The 2019-2022 strategic work plan can be accessed [here](#).

4. Funding

All activities of as well as global support to the SPP Programme will have to be funded by specific donors, which will support the SPP Programme stakeholders according to their own interests within the defined work areas.

Donors are invited to fund implementation of the SPP programme strategic work plan by contributing to the One Planet multi-partner [Trust Fund for SDG 12](#).