**Green Public Procurement Plus Project**

**Application Form**

In order to evaluate your application, we kindly ask you to fill in and sign this form as below. If necessary, additional information or documents could be requested. For any inquiries, please contact Ms. Aran Chae, Project Manager, Korea Environmental Industry and Technology Institute at [aranchae@keiti.re.kr](mailto:aranchae@keiti.re.kr)

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| **STEP 1. General information of applicant** | | | | | | |
| **1. GENERAL INFORMATION ABOUT THE ORGANIZATION** | | | | | | |
| 1 | Name of your organization | | | | | |
|  |  | | | | | |
| 2 | Country where your organization is based | | | | | |
|  |  | | | | | |
| 3 | Total expenditure and procurement expenditure of national government in 2017 (USD) | | | | | |
|  | Total expenditure : | | | | Procurement expenditure : | |
| 4 | Type of organization | | | | | |
|  | National government  Ministry | | | Local/Municipal government  Public organization | | |
| 5 | Office address | | | | | |
|  |  | | | | | |
| 6 | Website address | | | | | |
|  |  | | | | | |
| 7 | Description of your organization, including main task | | | | | |
|  |  | | | | | |
| 8 | The role of your organization in GPP | | | | | |
|  |  | | | | | |
| 9 | How many years has your organization worked with GPP? | | | | | |
|  | Less than 1 year  1-4 years | | | 5-10 years  More than 10 years | | |
| 10 | Annual budget of your organization | | | | | |
|  | N-1 : USD | N-2 : USD | | | | N-3 : USD |
| 11 | Number of employees in your organization | | | | | |
|  |  | | | | | |
| **2. MAIN CONTACTS OF YOUR ORGANIZATION** | | | | | | |
| **1) Principal representative** | | | | | | |
| 1 | First name / Last name | |  | | | |
| 2 | Department / Job title of current position | |  | | | |
| 3 | Email address | |  | | | |
| 4 | Mailing address | |  | | | |
| 5 | Telephone / Fax | | (Country No. + ) / | | | |
| **2) Alternative representative** | | | | | | |
| 1 | First name / Last name | |  | | | |
| 2 | Department / Job title of current position | |  | | | |
| 3 | Email address | |  | | | |
| 4 | Mailing address | |  | | | |
| 5 | Telephone / Fax | |  | | | |

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| **STEP 2. About Green Public Procurement in your country** | | | | | | |
| **1. POLICIES THAT SUPPORT GPP AT THE NATIONAL LEVEL** | | | | | | |
| 1 | Does the national government in your country have dedicated GPP policy(s)/regulation(s)/law(s) or mandate(s) in place that promote GPP? | | | | | |
|  | Yes | | No | | | |
| *If yes, please write the official name of latest policy/regulation/law/mandate and provide the web link:* | | | | | |
| 1-1 | If you answered “yes” to question 1, which ministry(s) and/or organization(s) led the elaboration of GPP policy and what additional ministries/organizations were involved in the elaboration process? | | | | | |
|  |  | | | | | |
| 1-2 | If you answered “yes” to question 1, who approved the GPP policy? | | | | | |
|  |  | | | | | |
| 1-3 | If you answered “yes” to question 1, does national government GPP policy/regulation/law or mandate govern or directly affect your own organization’s GPP activities? | | | | | |
|  | Yes  No  I don’t know  Not applicable  Other (please specify): | | | | | |
| 2 | Does the national government in your country have a national plan to promote Green Public Procurement? | | | | | |
|  | Yes | | No | | | |
|  | *If yes, please provide the web link :* | | | | | |
| 2-1 | If you answered “yes” to question 2, does the current plan set any targets or goals for GPP in the national government within 5 years? | | | | | |
|  |  | | | | | |
| **2. GPP POLICY SCOPE** | | | | | | |
| 1 | What levels of public authorities are covered by the GPP policy(s)? | | | | | |
|  | Central government  Ministries  Local government  Public organizations | | | | | |
| 2 | Is GPP policy(s) mandatory, voluntary or a mix depending on the covered organizations? | | | | | |
|  | Mandatory  Voluntary  Mix (please specify): | | | | | |
| **3. ACTIVITIES TO SUPPORT THE IMPLEMENTATION AND INSTITUTIONALIZATION OF GPP** | | | | | | |
| 1 | Which ministry(s)/public organization(s) leads the implementation of GPP policy(s)? | | | | | |
|  |  | | | | | |
| 1-1 | How many annual economic resources are allocated for promotion and implementation of GPP policy? | | | | | |
|  | N-1 USD | N-2 : USD | | | | N-3 : USD |
| 1-2 | How many annual human resources are allocated for promotion and implementation of GPP policy? | | | | | |
|  |  | | | | | |
| 2 | How is current GPP policy(s) being implemented? | | | | | |
|  | *(Please describe the institutional framework, what are their responsibilities, their mechanisms)* | | | | | |
| 3 | Have GPP provisions been integrated into existing procurement regulations? | | | | | |
|  | Yes | | | | No | |
| *If yes, please provide the name of legislation, year of adoption, web-link for its download(if available), and a short description on where GPP provisions are included* | | | | | |
| 4 | Is type 1 eco-labelling currently in practice in your country? | | | | | |
|  | Yes | | | No | | |
| 4-1 | If you answered “yes” to question 4, please indicate the name of the organization in charge. | | | | | |
|  |  | | | | | |
| 4-2 | If you answered “yes” to question 4, how many annual human/economic resources are allocated for running an eco-labelling programme? | | | | | |
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| 4-3 | If you answered “yes” to question 4, please write the number of EL standards and currently valid certified products. | | | | | |
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| **4. DESCRIPTION OF ONGOING SPP/GPP PROJECTS/ACTIVITIES**  **(Feel free to insert additional boxes if you have more than one project or activity)** | | | | | | |
| 1 | Name of the Project/Activity | | | | | |
|  |  | | | | | |
| 2 | Objectives and goals of the project | | | | | |
|  |  | | | | | |
| 3 | Main activities of the project | | | | | |
|  |  | | | | | |
| 4 | Expected outcomes of the project | | | | | |
|  |  | | | | | |
| 5 | Name of focal organization and responsibilities | | | | | |
|  |  | | | | | |
| 6 | Principal representative contributing to the project (name, department and e-mail address) | | | | | |
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| **STEP 3. Project proposal** | | | | |
| **1. PROJECT CONCEPT NOTE** | | | | |
| 1 | Please Prioritize the types of support needed. (1: lowest, 2: average, 3. highest) | | | |
|  | Enhancement of legal and policy framework | 1 | 2 | 3 |
| Expansion of new GPP product group | 1 | 2 | 3 |
| Encourage GPP implementation | 1 | 2 | 3 |
| 2 | Project background - Describe current status of your country/organization with regard to the type of support needed | | | |
|  |  | | | |
| 3 | Objective/goal – Describe objectives of the project | | | |
|  |  | | | |
| 4 | Outcome – Describe the expected outcome of the project and performance indicators to measure progress | | | |
|  |  | | | |
| 5 | How is the project linked to the plan or strategy of your country? | | | |
|  |  | | | |
| 6 | What would be the main activities required to achieve the objective/goal? | | | |
|  |  | | | |
| 6-1 | Describe expected roles and responsibilities of your organization for the project. | | | |
|  |  | | | |
| 6-2 | Describe related ministry(s)/public organization(s) and their expected responsibilities | | | |
|  |  | | | |
| 7 | Describe the future plan to utilize the outcomes of project | | | |
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| 10 | Describe the expected duration of the project (maximum 24 months) | | | |
|  |  | | | |
| 11 | Describe economic and human resources available for the project (if applicable) | | | |
|  |  | | | |
| **2. CONTACT INFORMATION OF AN APPLICANT** | | | | |
| 1 | First name / Last name | | | |
|  |  | | | |
| 2 | Department / Job title of current position | | | |
|  |  | | | |
| 3 | Email address | | | |
|  |  | | | |
| 4 | Mailing address | | | |
|  |  | | | |
| 5 | Telephone / Fax | | | |
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If you have participated in previous project run by KEITI, please additionally fill in the form below.

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| **STEP 4. ADDITIONAL INFORMATION** | |
| **DESCRIPTION OF PREVIOUS PROJECT** | |
| 1 | Name of focal organization |
|  |  |
| 2 | How many officials/staffs were allocated to the project (Write the name and job title of the person in charge, and number of employees) |
|  |  |
| 3 | Describe the main responsibilities of focal organization |
|  |  |
| 4 | What was the output of the project and how is the outcome utilized? |
|  |  |
| 5 | How was the project linked to the plan or strategy of your country? |
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| **THIS APPLICATION HAS BEEN SUBMITTED BY** |
| As the representative of the *[name of the organization / office] in [Country]*, I declare that the information provided above is true and correct. |
| *[Signature]*  *Organization name, name, position and date(please include official stamp)* |
| **THIS APPLICATION HAS BEEN DISCUSSED AND AGREED BY** *(Optional)* |
| *[Signature]*  *Organization name, name, position and date (please include official stamp)* |

**Please be aware that the consultant, hired by KEITI, may visit your organization in order to assess project proposal feasibility between May 20th and June 14th.**