



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 and the Core Partners of the Programme.

1. Introduction

The 10-Year Framework of Programmes on sustainable consumption and production (10YFP), adopted at the World Summit on Sustainable Development in 2012 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](#).

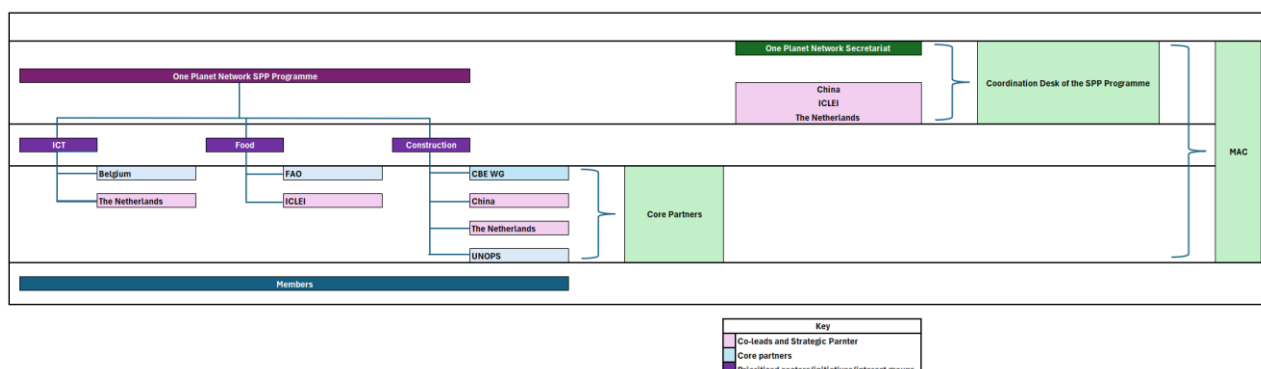
As one of the five programmes of the One Planet Network, the Sustainable Public Procurement Programme is a voluntary global multi-stakeholder partnership in which various parties - governmental, non-governmental, public and private - agree to work together in a systematic way with the aim to promote and accelerate the implementation of sustainable public procurement globally as a way to ensure sustainable consumption and production patterns and assist in the delivery of Sustainable Development Goal 12, in particular target 12.7, "Promote public procurement practices that are sustainable, in accordance with national policies and priorities". As stated and recognized in the [Global Strategy for Sustainable Consumption and Production \(2023-2030\)](#), acknowledged by the UN General Assembly (A/RES/77/162), public procurement serves as a significant driver for market transformation, accounting for up to 30% of GDP at the national level, and can play a catalytic role in high-impact sectors and systems.

The Program aims to accelerate the uptake and implementation of sustainable procurement at industry, local, national and regional levels by emphasizing the speed at which sustainable procurement is integrated into supply chains, policies, and practices. 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

¹ As of January 2024: Consumer Information, Sustainable Food Systems, Sustainable Lifestyles and Education and Sustainable Tourism are the five programmes. The work of the former OPN Sustainable Buildings and Construction programme continues through the partnership established with the Global Alliance for Buildings and Construction (GlobalABC) and the GlobalABC/OPN Materials Hub, Circular Built Environment group.

The SPP programme is composed of three different types of actors: **co-leads**, **core partners** and **network members**. The programme works closely together with the One Planet Network Secretariat and other programmes and initiatives of the One Planet Network.



2.1 Co-Leads and the 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 [Global Strategy for Sustainable Consumption and Production 2023-2030](#) and in cooperation with the 10YFP / OPN Secretariat in UNEP. Co-leads are selected under a 2 years commitment, renewable in consultation with the core partners and the 10YFP Secretariat. Co-leads provide financial and/or in-kind contribution in support of the operation of the programme's **Coordination Desk**², 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.)³.

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

- In close cooperation with the 10YFP Secretariat and other established co-leads, **guide the implementation of the programme, its vision, goal and prioritized objectives**, in line with the Global Strategy for Sustainable Consumption and Production and its four pillars of action.
- **Promote the One Planet Network and represent the programme** on the occasion of relevant international meetings and conferences, including meetings of the 10YFP Board and other intergovernmental processes.
- **Support the overall coordination of the programme implementation**, including by providing financial and/or in-kind contribution, such as through dedicated staff, in support of a Coordination Desk in charge of operational work to the programme, including reviewing application of new members interested in joining the programme, as appropriate.
- **Pro-actively support broader stakeholder engagement in the programme** and the One Planet Network at global, regional and national levels, including from Member States, the private sector, major groups and other key actors, such as international financing institutions, through the promotion of concrete commitments for action as well as communications, outreach and advocacy activities, such as publication and dissemination of news articles and the programme's newsletter highlighting key activities and progresses in the area of sustainable public procurement.
- **Help construct concrete linkages and provide coordination between initiatives within and across the One Planet Network programmes and other relevant platforms**, to build synergies, support the network's flagship initiatives and address any specific, technical and/or emerging issues.
- **Support the mobilization of financial resources** for the implementation of the programme and its flagship initiatives.

² The Coordination Desk works from different geographical locations, ensuring regular communication and exchange, including through teleconferences approximately once a month. It ensures interface between Co-Leads and Core Partners and acts as liaison and focal point for contacts with the programme and the 10YFP Secretariat while it participates in relevant cross-programme initiatives and task forces.

³ "Member States and other organizations that will lead and serve in the coordination desks of the programmes and initiatives will engage in this role for a period of 2 years and will provide direct support to the coordination, stakeholder engagement and resource mobilization of the programmes, in the form of human and/or financial resources to be managed by the 10YFP Secretariat and/or other leading organizations." (Global Strategy for Sustainable Consumption and Production 2023-2030)

2.2 Programme Core Partners

The Core Partners play a proactive role in guiding and actively contributing to the programme's priority sectors and workstreams⁴ through working/interest groups and initiatives. They lead and/or actively contribute to the activities of these groups, building on their respective expertise, experience and initiatives. Core Partners involved in the working/interest groups are invited to form the advisory body of the SPP programme (Multi-Stakeholder Advisory Committee – MAC) on the occasion of bi-annual meetings convened by the Co-leads (one virtual, one face-to-face), offering crucial technical and strategic advice to shape the overall direction of the Programme⁵.

In the context of the working/interest groups they have joined and participation in the MAC, Core Partners have the following roles and responsibilities:

- **provide strategic guidance** and participate in the co-development, implementation and improvement of agreed initiatives and/or activities;
- **proactively engage new partners, initiatives and activities**, enhancing synergies and cooperation, in line with the objectives of the SPP Programme and its working/interest groups, and in response to emerging demands and priorities;
- **actively participate in outreach**, advocacy, and awareness initiatives for the SPP programme and its working/interest groups;
- **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 and implementing the Global Strategy for Sustainable Consumption and Production (2023-2030) 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 mobilizing political and financial support;
- **apply/pilot test and/or 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.

Member States and organizations can express interest in joining as Core Partners at any time. Open Calls for Expression of Interest are in addition organized by the programme's Co-Leads and the 10YFP / OPN Secretariat in UNEP every 2 year, taking into consideration the progress, achievement and relevance of the working/interest groups and initiatives of the programme, as well as the need for both continuity and change.

The selection and/or composition of the Core Partners will strive to ensure:

- **Geographical balance:** good representation of the five regional groups of the UN (Africa, Asia and the Pacific, Western Europe and Others, Latin America and the Caribbean (LAC), Eastern Europe);
- **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

⁴ In 2024 the SPP Programme is prioritizing the following three high impact sectors and systems: construction, food, and information and communications technology (ICT). A specific workstream is also dedicated to monitoring SPP implementation.

⁵ We encourage making an effort to attend these meetings - face-to-face or virtual. Where this is not possible, providing written comments in advance of the meeting will constitute participation. Travel costs for Core Partners to meetings are not provided by the Co-Leads or the 10YFP Secretariat. Any exceptions will depend on the success of the fundraising for the SPP Programme and will be analyzed prior to the meeting to agree on the distribution of funds and their allocation to prioritized members (e.g. from LDCs).

- **Diversity, Equity and Inclusion Principle:** ensuring, if possible, that at least 50% of Core Partners will have a female as designated representative, with consideration also for representatives with diverse SOGIESC and requiring disability accommodation.

2.3. Members of the SPP Programme's Network

Organisations interested in the goals and objectives of the SPP programme and in contributing to its cooperation and knowledge sharing activities, including through scaling-up, implementation and replication, are invited to join as a Member of the SPP Programme's Network to:

- **contribute to knowledge sharing** within the SPP Programme community, informing the Coordination Desk regularly about their relevant work and partnerships on sustainable public procurement, inspiring innovation, synergies and cooperation;
- **demonstrate their efforts to** achieving SDG12 by sharing information (policies, projects, resources, events) on the One Planet network website, and by doing so contribute to the annual One Planet Network reporting which aims at showing accountability towards all actors and donors, communicating results to the wider public, and mobilizing further political and financial support;
- **apply/pilot test and/or 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.

3. SPP Programme Operation

The SPP programme operates under an annual strategic plan, in line with the [Global Strategy for Sustainable Consumption and Production 2023-2030](#). The strategic plan outlines the types of activities to be carried out with a description of tasks, milestones, timelines, responsibilities, and expected outputs categorized under the priority sectors and workstreams of the programme⁶. Each of the priority sectors and workstreams of the programme will have their own work plans under the strategic plan, validated by the respective leads of each of the workstreams.

Once finalized, the link to the 2024 strategic annual plan will be made available.

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 partners;
- **Affiliated initiatives** are activities of the programme actors (co-leads, core partners or network members) 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.

⁶ In 2024 the SPP Programme is prioritizing the following three high impact sectors and systems: construction, food, and information and communications technology (ICT). A specific workstream is also dedicated to monitoring SPP implementation.

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;
- ❖ may be 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;

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 activities, including those included in the strategic work plan of the programme by contributing to the [One Planet Multi-partner Trust Fund for SDG 12](#) or other types of agreements.

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