

Protect the environment
Be socially responsible
Foster innovation
Save time and money



PROCUREMENT SERVICES

Training and consultancy services for
sustainable and innovation procurement

Procura⁺
Sustainable
Procurement
Campaign



I.C.L.E.I.
Local
Governments
for Sustainability

SUSTAINABLE AND INNOVATION PROCUREMENT

Making your purchasing sustainable means thinking carefully about what you buy, buying only what you really need, purchasing products, services and works with high environmental and social performance and considering the impacts of your purchasing decisions. Procurement of innovation is a way to stimulate new technology, achieve more efficient public services, create jobs and provide solutions that reduce environmental impacts and are socially responsible.

YOUR BENEFITS

ICLEI's training and consultancy services can assist your organisation to:



Save money by significantly reducing utility bills and operating costs



Use procurement to meet the environmental objectives of your organisation



Achieve social goals such as employment generation and improved working conditions along supply chains



Improve your public image



Contribute to tackling climate change



Support the implementation of sustainability policies and procurement law

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Tailor-made approach

We offer an initial consultation, free of charge, to identify your needs and based on this design a programme that meets your organisational requirements. Training and consultancy can be undertaken in English, Italian, Spanish, Catalan and German.

Training

- ✎ We provide training in small groups in a friendly and informal atmosphere using advanced learning techniques
- ✎ Training programmes are stimulating designed to effectively engage people and illustrate the practical implications of sustainable and innovation procurement
- ✎ Training is priced by the day and not per person which is more cost-effective for your organisation
- ✎ Training can be provided at a time and place suitable to your needs. We can come to you which saves time and travel costs
- ✎ Each participant receives a certificate acknowledging their participation
- ✎ We keep in regular contact after the training and offer ongoing support to help participants put what they have learnt into practice

Consulting

- ✎ We have more than 20 years experience working with public authorities on sustainable and innovation procurement
- ✎ We have hands-on experience with public authority procurement
- ✎ We have comprehensive knowledge and experience of the European and various national legal frameworks
- ✎ We have extensive experience in developing and incorporating innovation, environmental and social aspects into tenders
- ✎ We provide access to the latest information, tools and guidance on sustainable and innovation procurement
- ✎ Continuous support is also available following consultancy sessions

Who are the training and consultancy services for?

The services are designed for public authorities of any size or level of experience. Policy makers, staff involved in procurement, as well as those working in environment, legal, or sustainable development departments will benefit greatly from the trainings.

EXAMPLE TRAINING SESSIONS



© ICLEI Europe

Raising awareness session for political members and key officers

We offer a half day or full day workshop for up to 18 participants with a pre-agreed programme built around case studies, presentation slides, exercises, discussions and question and answer sessions – all supported by written guidance.

Topics include:

- ✎ Introduction to sustainable and innovation procurement and how it works in practice
- ✎ Benefits in terms of cost savings and achieving policy objectives for a public authority purchasing environmentally-friendly and socially-responsible products, services and works
- ✎ The legal framework with a particular focus on the regional and national law but also on implications of the revised EU Procurement Directives
- ✎ Sustainable and/or innovation procurement case studies, including analysing success factors

Indicative cost: Half day 2,500 EUR. One day 3,100 EUR

Implementing sustainable and/or innovation procurement

We offer a one or one and a half day workshop for up to 18 procurement managers, purchasing officers and requisitioners. The workshop will be built around a management model and includes presentation slides, exercises, discussions, question and answer sessions, good practice examples and interactive sessions on developing tenders, policies and strategies. Supporting documents will be provided. You can choose between different modules to make it as suitable to your organisation as possible.

Topics include:

- ✎ **Module A - introduction:** defining the scope of sustainable and innovation procurement, introducing good practice cases and assessing benefits and potential for a public authority
- ✎ **Module B - strategies, criteria and verification schemes:** introducing the legal framework, sustainable procurement criteria catalogues and appropriate means of proof. These are presented alongside typical procurement procedures for products, services and works (see box below) that are tailored to your needs



Cleaning products & services



Medical and laboratory devices



Construction works and services



Office furniture



Electricity



Office IT equipment & server solutions



Events & conferences



Paper products



Food and catering services



Railcars, buses and passenger cars



Gardening services



Textiles (e.g. uniforms)



Lighting products and services



White electronic devices



- 🌀 **Module C - focus on lifecycle costing (LCC):** introducing the concept of smart procurement, presenting LCC tools for different products, services and works, assigning costs to emissions such as CO₂ and particulate matter
- 🌀 **Module D - the legal framework:** in-depth presentation and exercises on case law, the new Procurement Directives and good practice from public authorities across Europe
- 🌀 **Module E - communication is key:** fostering internal and external communication among suppliers, procurers and requisitioners, good practice and exercises included
- 🌀 **Module F - the strategy level:** developing a sustainable procurement policy, strategy and action plan
- 🌀 **Module G - tender analysis:** we can analyse tenders for any kind of product, service or work and discuss the strengths and weaknesses with you
- 🌀 **Module H - contract management:** monitoring and measuring progress as well as ensuring high quality contracts
- 🌀 **Module I - innovation and sustainable procurement:** purchasing sustainable and innovative products, services and works, carrying out market dialogues and using advanced tendering procedures such as competitive dialogue and pre-commercial procurement

Can't find your topic of interest? Just approach us and we will work on a tailor-made solution.

Indicative cost: One day 3,500 EUR. One and a half day 3,900 EUR

Legal aspects of sustainable and innovation procurement

A six hours workshop for up to 18 participants covering policy, legal framework and legal case law at the national and European level. The workshop will be built around presentation slides of “dos and don’ts”, discussions, question and answer sessions and supported with written guidance.

Topics include:

- 🌀 International, EU and national policy and legal frameworks - the European Procurement Directives (and their revisions) and the Treaty of the European Union
- 🌀 Relevant rulings from the European Court of Justice
- 🌀 Introducing sustainability and innovation aspects legally into tender documents
- 🌀 Example tenders showing “dos and don’ts”
- 🌀 Minimising legal concerns
- 🌀 Encouraging more sustainable supply chains
- 🌀 Using standards and labels and ensuring verification with criteria

Indicative cost: One day 3,700 EUR

EXAMPLE CONSULTANCY SESSIONS



© Mark Hidson

Procurement audit

Procurement audits are an important preparatory stage for implementing sustainable procurement. They are divided into two components:

- ☞ A survey of the organisational arrangements.
- ☞ Collecting data on the quantities of products, services or works currently purchased, the price paid, and any innovation, environmental and social criteria already being used.

An audit will help your organisation to make well-informed decisions, set realistic targets, establish a baseline for measuring progress and reveal opportunities for improving the overall efficiency of management practices. An audit will identify which products, services and works your organisation should focus on to have the greatest environmental and social impact, as well as determining where savings can be made. Based on the results, an action plan for the gradual introduction of sustainability aspects will be presented to your organisation.

Indicative cost: 7,500 EUR

Developing a sustainable and/or innovation procurement strategy

The strategy will be tailored to the specific needs and purchasing practices of your organisation. Scope and detail will depend on the comprehensiveness of the implementation approach being adopted.

Examples of what the strategy could contain include:

- ☞ A policy detailing the commitment made by your authority or organisation
- ☞ Clear targets
- ☞ A description of the assigned responsibilities
- ☞ A description of the implementation measures and procedures
- ☞ Relevant progress indicators and a timeframe

Advice will be given on how the strategy should be communicated and made accessible to all employees involved in the different stages of the procurement process. Good practice examples will be provided.

Indicative cost: Policy: 3,000 EUR. Strategy and Action Plan: 7,500 EUR



Incorporating green and social criteria into tender documents

We can go through your organisation's tenders and identify the sections where environmental and social criteria can be inserted. These will then be checked for legal compliance.

Example product and service groups covered include:



Cleaning products & services



Medical and laboratory devices



Construction works and services



Office furniture



Electricity



Office IT equipment & server solutions



Events & conferences



Paper products



Food and catering services



Railcars, buses and passenger cars



Gardening services



Textiles (e.g. uniforms)



Lighting products and services



White electronic devices

Indicative cost: 2,000 - 3,500 EUR per tender (depending on size and product, service, works group)

Integrating sustainability and/or innovation into the procurement cycle

We can work with you to set up a management system for the gradual introduction of sustainable and/or innovation procurement. This will be based on formulating and implementing an action plan for sustainable and/or innovation procurement, monitoring its implementation, reviewing progress and making changes where necessary. The figure below provides an overview of the different steps. Each step can be applied as concisely or comprehensively as required.

We will:

- ☞ Undertake a Baseline Inventory of current procurement practices and select product/service groups
- ☞ Set targets tailored to specific interests and capacities
- ☞ Develop a strategy, which includes the implementation measures and procedures, relevant progress indicators and a timeframe.
- ☞ Provide ongoing support and advice on incorporating environmental and social criteria into tenders
- ☞ Monitor and review results to assess if the targets have been achieved, identify any problems encountered and how to solve them.

Five one-day training sessions will accompany each of the milestones detailed in the figure on the left.

Indicative cost: 19,000 to 39,000 EUR (depending on scope)



Some of our trainers...

MARK HIDSON is the director of the Sustainable Economy and Procurement team at ICLEI. He has a background in environmental management and 17 years experience in developing and implementing management processes, policies and strategies for public authorities in the field of sustainable and innovation procurement and climate. Mark is Co-Chair of the United Nations 10 Years Framework Programme on Sustainable Public Procurement and a member of various expert groups including the European Commission's Green Public Procurement Advisory Group and Public Procurement Expert Stakeholder Group. Mark is a native English speaker.



NATALIE EVANS holds a BSc in Environmental Biology (with European Studies) and a Postgraduate Diploma in Conservation and Project Administration. She is an Associate Member of the Institute for Environmental Management and Assessment (AIEMA) and holds a Diploma in Purchasing and Supply (CIPS). Natalie has over five years experience in sustainable procurement, working at ICLEI and as Sustainable Procurement Officer at Gloucestershire County Council in the UK. Natalie is a native English speaker and fluent in Spanish.



PHILIPP TEPPER has a background in environmental science and international cooperation and has over seven years experience at ICLEI in developing green, social and innovation criteria for a range of product and service groups. He is a specialist in developing and delivering training programmes to the public sector using interactive and results-oriented training techniques. He is an accredited UNEP MTF SPP trainer. Philipp is a native German speaker and is fluent in English and Spanish.



AMALIA OCHOA has a background in economics and over ten years experience of working in sustainable procurement at the European level, offering advice and support to public authorities. She specialises in analysing public tenders, and has a rich knowledge of good practice and communication. Amalia is a native English, Spanish and Catalan speaker.



SIMON CLEMENT has a background in human geography and international development and over ten years experience in supporting public authorities in their work on sustainable and innovation procurement. He specialises in developing practical guidance on sustainable procurement within the European legal framework. Simon is a native English speaker.



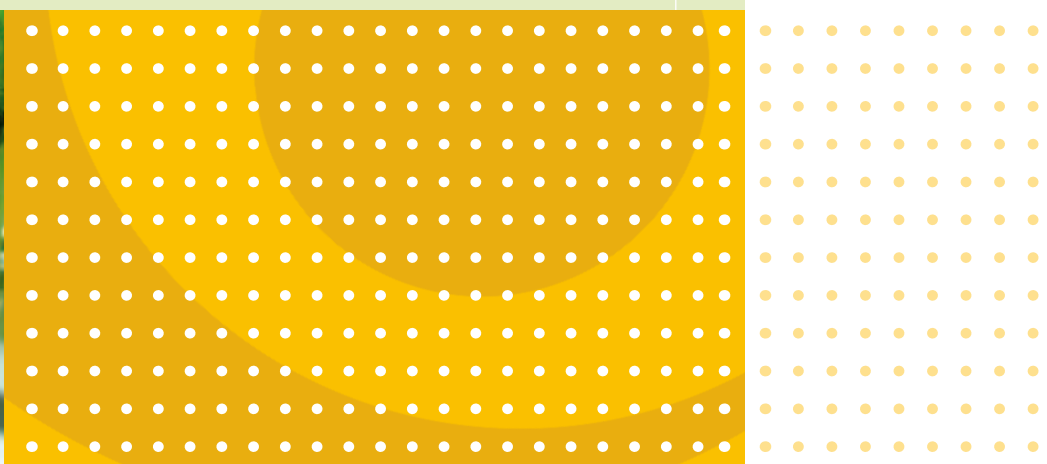
ANTOINETTE FRANKLIN has a background in public procurement and over three years experience working in the Central Procurement Office at the European Central Bank. Antoinette has received procurement training from CIPS and has a Certificate in Public Procurement from Achilles Procurement Services, accredited by University College Dublin. She is a native English speaker and fluent in German.



PETER DEFRAANCESCHI has a legal background and is based in ICLEI's Brussels Office. Peter specialises in designing and delivering customised training programmes. He has over 10 years in developing green and social criteria for tender documents for several product and service categories. Peter is a native Italian and German speaker and is also fluent in English, French and Spanish.



MARLENE GRAUER has a background in environmental economics and public policy. She has over two years experience of working in sustainable and innovative procurement on a European level. Marlene also has over five years of experience in training and mediation practices from the peer-to-peer education sector. She is a native German speaker and is fluent in English and Spanish.



“ICLEI provided a tailor-made training for our teachers. This strongly supported our aim to include sustainable public procurement in our Curricula.”

Holger Wendel, Director, Centre for Vocational and Advanced Training/College of Administration,
Bremen, Germany

“We have worked with ICLEI for a number of years and have found their advice and support very useful.”

Beat von Felten, Project Manager, City of Zürich

Past Clients

We have provided services and delivered training to a range of organisations. Some example organisations include: Tuscan Region, Province of Milano, Italy; City of Lille, France; City of Bonn, Bremen, Dresden, Freiburg, Munich, Germany and many more. Federal Procurement Agency, Federal Finance Directorate, Federal Parliament, AFZ Training Centre Bremen, Contracting Support Agencies of the Federal States, Germany; Central Procurement Management Authority (CPMA), Lithuania; Ministry of Finance, Slovenia; City of Zurich, Switzerland; City of Barcelona, Spain; City of Kolding, Denmark; Leicester City Council, Tyne and Wear Region, UK; United Nations Environment Programme; European Commission and World Bank among many others.

Book a training or consultancy session today!

Choose from our training and consultancy services and let us do the work.

Contact Philipp Tepper on:

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The indicative prices are given in Euro.

VAT and non-personnel costs

(e.g. travel, accommodation, room hire)
are not included.

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Procura+ Sustainable Procurement Campaign

To benefit from our ongoing support we recommend that your organisation joins the Procura+ Sustainable Procurement Campaign. Procura+ is designed to help support public authorities in implementing sustainable procurement, share their experiences and help promote their achievements. Procura+ was established in 2004 and benefits from the participation of numerous public authorities worldwide.

More information on Procura+ can be found at www.procraplus.org



ICLEI – The Global Cities Network

We are a powerful movement of 12 mega-cities, 100 super-cities and urban regions, 450 large cities as well as 450 medium-sized cities and towns in 86 countries. ICLEI's European Secretariat was established in 1992 in Freiburg, Germany. ICLEI has been working on sustainable procurement for over two decades.

More information about ICLEI and the activities on sustainable procurement can be found at www.iclei-europe.org and www.sustainable-procurement.org