

## DOCUMENTATION REQUIRED FOR EVALUATION OF SUSTAINABILITY CRITERIA

As part of the Technical Offer we request documentation that demonstrates compliance with the sustainable requirements during the tendering process. UNHCR reserves the right to verify the compliance of those requirements at any stage of the contract implementation.

Each bidder is to provide and sign a Declaration of Honor. Then, awarded companies for each order, do not need to show certification, as the Declaration of Honor will ensure the quality of the product. However, UNHCR reserves the right to check any random sample for quality and sustainability purposes. If the supplier fails to maintain the quality, UNHCR will have the right to nullify the Frame Agreement.

The origin of raw material criteria has been established largely because UNHCR encourages local and proximity sourcing of raw materials reducing the overall carbon footprint.

### 1. Criteria:

	Criterion	Requested documentation
<b>A. ENVIRONMENTAL</b>		
1) Material Composition	% of recycled material included and third-party verification process	<p>Post-consumer material: Copy of valid Certificate on Global Recycled Standard (GRS) or equivalent.</p> <p>Third party certification demonstrating compliance with the upper contamination limit in recycled plastics (e.g. FDA-NOL or equivalent)</p> <p>Pre-consumer material: The bidder needs to provide a description of the technological process on how pre-consumer material is included in the manufacturing process and self-declaration of the percentage of recycled content. Third-party verification process for pre-consumer content (e.g. certification, audits).</p>
2) Origin of material	Distance between the facility where the raw material (recycled and other raw material) came from and the facility where the UNHCR's items are manufactured.	<p>Proof that demonstrates the origin of the recycled material as well as other raw material, description and country of destination such as:</p> <ul style="list-style-type: none"> <li>• Bill of Landing/Airway Bill</li> <li>• Certificate of Origin/Declaration of Origin</li> <li>• Supplier's invoice</li> <li>• Certificate issued by the supplier</li> </ul>
3) Energy Source	% of renewable energy used by the manufacturing facility	<p>Proof that demonstrates the percentage and the type of renewable energy source of electricity source such as:</p> <ul style="list-style-type: none"> <li>• Contracts</li> </ul>

		<ul style="list-style-type: none"> <li>• Energy bills</li> <li>• Renewable energy certificate (e.g. energy attribute certificate, renewable energy guarantees of origin or equivalent)</li> </ul>
4) Water Source	% of recycled/ harvested water used	<ul style="list-style-type: none"> <li>• Audit results conducted by 3<sup>rd</sup> Party (UNHCR audit results also accepted) or accredited third-party verification</li> </ul>
5) Company's environmental practices	The bidder has in place an environmental policy related to production unit/ factory	<ul style="list-style-type: none"> <li>• Company's environmental policy</li> </ul>
<b>B. SOCIAL</b>		
1) Gender Equality	- Bidder has gender-responsive practices that demonstrate their commitment to integrating gender equality.	<p>Documented corporate business practices that seek to promote gender equality and women's advancement such as:</p> <ul style="list-style-type: none"> <li>• Policy</li> <li>• Regulations</li> <li>• Procedures</li> <li>• Initiatives</li> </ul> <p>If available, any third-party certification that demonstrates compliance</p>
2) Disability inclusion	- Bidders demonstrate commitment to integrating disability inclusion in their operations.	<p>Documented corporate business practices that seek to integrate disability inclusion such as:</p> <ul style="list-style-type: none"> <li>• Policy</li> <li>• Regulations</li> <li>• Procedures</li> <li>• Initiatives</li> </ul> <p>If available, any third-party certification that demonstrates compliance</p>
3) Company's social criterion	<p>The Bidder has a policy in place that confirms adherence to socially acceptable working conditions:</p> <ul style="list-style-type: none"> <li>• Forced or Compulsory Labor</li> <li>• Health and Safety</li> <li>• Freedom of Association &amp; Right to Collective bargaining</li> <li>• Discrimination</li> <li>• Working hours</li> <li>• Remuneration</li> <li>• Child Labor</li> <li>• Sexual harassment and exploitation</li> </ul>	<p>Documented practice that demonstrates compliance such as:</p> <ul style="list-style-type: none"> <li>• Company' policy</li> </ul>
4) Other social aspects	Part of UN Global Compact	Proof of current membership with UN Global Compact.

	The Bidder has a third-party verification of their adherence to socially acceptable working conditions	Third party certification that demonstrates compliance: SA8000 certification or equivalent
	The Bidder has in place an Occupational Health and Safety management system	Third party certification that demonstrates compliance: ISO 45001 or equivalent Description of their occupational health and safety procedures
	The Bidder demonstrates commitment to the environment, labor, occupational health and safety.	Documented practice that demonstrates compliance such as: <ul style="list-style-type: none"> <li>• Company' Audit on environmental, labor, health and safety</li> </ul>
<b>C. ECONOMIC</b>		
1) Local Suppliers	% of suppliers locally recruited by the manufacturer	List of suppliers (company's name) classified as local and non-local suppliers.
2) End of Life Management	The Bidder has a waste management system, plan or strategy to manage the different types of waste, included but not limited to solid waste, liquid and toxic waste, produced by the company that includes: <ul style="list-style-type: none"> <li>• Waste segregation</li> <li>• Waste storage</li> <li>• Waste collection</li> <li>• Recycling practices</li> <li>• Appropriate disposal</li> </ul>	Documented practices, measures, procedures, or initiatives on waste management.
	The Bidder has in place practices, measures or initiatives to collect used products or materials from local resellers/consumers (local take-back programs)	Documented practices, measures, procedures, or initiatives on take-back system.