### **Tool 6.2: Checklist: GEDSI-inclusive Procurement Practices**

There are several actions that you can implement to increase the representation of women, persons with disabilities, and members of marginalised groups among your subcontractors, implementers, and grantees. These actions are detailed in the checklist below.

Please note that a list of useful terms can be found at Page 3 of the GEDSI Toolkit.

| **Strategic Activities** | **Steps to Implement the Activities** | **Status** |
| --- | --- | --- |
| **Highly Recommended** | | |
| **Establish a formal commitment to GEDSI in procurement** | Update your procurement and competition materials to include the TEA GEDSI Principles and explicitly state your commitment to these principles. Communicate that subcontractors, implementers, and grantees are expected to adhere to these principles. Consider asking current and prospective subcontractors, implementers, and grantees to conduct a self-assessment. |  |
| **Collect, analyse and use sex-disaggregated data for your subcontractors, implementers, and grantees** | Collect sex- and disability- (if available) disaggregated data on the ownership and leadership of your current subcontractors, implementers, and grantees.  As a starting point, you can use the GEDSI Contracts Tracker to understand leadership and ownership of subcontractors, implementers, and grantees. |  |
| **Set, monitor, and track gender- and disability-inclusive procurement indicators** | Set explicit targets for gender and disability[[1]](#footnote-0) inclusion among your subcontractors, implementers, and grantees and communicate this to employees and other stakeholders.  Set indicators to ensure compliance with policies, measure progress, and to signal any necessary adjustments or improvements.[[2]](#footnote-1) |  |
|  |
| **Additional Actions** | | |
| **Collect, analyse and use disaggregated data for your subcontractors, implementers, and grantees** | Add whether or not a business is owned or led by members of other marginalised groups to your competition and procurement tender process.  As a starting point, you can use the GEDSI Contracts Tracker to understand supplier leadership and ownership. |  |
| **Set, monitor, and track GEDSI-inclusive procurement indicators** | Set explicit targets for diversity and social inclusion in your supply chain and communicate this to employees and other stakeholders.  Set indicators to ensure compliance with policies, measure progress, and to signal any necessary adjustments or improvements.[[3]](#footnote-2) |  |
|  |
| **Add GEDSI into your evaluations of prospective subcontractors, implementers, and grantees** | Consider GEDSI factors in evaluating and selecting new subcontractors, implementers, and grantees. |  |

| **Useful Terms for Section 6 (GEDSI-inclusive Procurement Guidance and Checklist)** | |
| --- | --- |
| **Term** | **Definition** |
| **Procurement** | The selection of goods, services or civil work. |
| **Subcontractors** | Third-party entities or individuals contracted to perform specific tasks or services as part of a larger project. |
| **Implementers** | Third-party entities or individuals contacted to implement project activities. |
| **Grantees** | Third-party entities or individuals awarded funding through a partner and project. |

This tool is part of the TEA Gender Equality, Disability & Social Inclusion (GEDSI) Toolkit. For further details on this tool please refer to the GEDSI Toolkit Overview and Guide. If you have any questions on this specific tool or want to know more about the full toolkit, please contact [TEAadmin@carbontrust.com](mailto:TEAadmin@carbontrust.com).

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1. As disability-disaggregated data on workforce representation among subcontractors, implementers, and grantees, these targets could be related to disability-inclusive processes, such as building partnership with Organisations for Persons with Disabilities, providing training on disability inclusion, etc. [↑](#footnote-ref-0)
2. Example indicators - which can be collected via self-assessment surveys - can include but are not limited to:

   * % procurement spend with businesses owned or led by women
   * % procurement spend with 2X compliant businesses
   * % procurement spend with businesses with GEDSI commitments
   * % workers in the supply chain receiving a living wage, disaggregated by sex.

   [↑](#footnote-ref-1)
3. Example indicators - which can be collected via self-assessment surveys - can include but are not limited to:

   * % procurement spend with businesses owned or led by members of other marginalised groups
   * % procurement spend with businesses with GEDSI commitments
   * % workers in the supply chain receiving a living wage, disaggregated by sex.

   [↑](#footnote-ref-2)