# NATIONAL PEDAGOGICAL UNIVERSITY OF UZBEKISTAN NAMED AFTER NIZAMI
# SUSTAINABLE PROCUREMENT POLICY

## 1. Introduction and purpose

The National Pedagogical University of Uzbekistan named after Nizami (hereinafter – NPUU) is committed to embedding the principles of sustainable development into every aspect of its operations, including the procurement of goods, services, and construction works. This Sustainable Procurement Policy (hereinafter – the Policy) establishes a binding institutional framework for responsible purchasing decisions across all divisions and units of the University.

The core purpose of this Policy is threefold:

- to minimise the environmental footprint of the University through preference for energy-efficient, low-carbon, and ecologically responsible products and suppliers;
- to promote social responsibility by supporting fair labour practices, local economic development, and equitable access to procurement opportunities;
- to ensure long-term economic efficiency through lifecycle cost analysis, reduction of waste, and strategic supplier partnerships.

This Policy has been developed in full alignment with the United Nations Sustainable Development Goals (UN SDGs), in particular:

- SDG 4 – Quality Education (integrating sustainability into institutional culture);
- SDG 7 – Affordable and Clean Energy (preference for energy-efficient equipment);
- SDG 12 – Responsible Consumption and Production (core framework);
- SDG 13 – Climate Action (reduction of procurement-related carbon emissions);
- SDG 17 – Partnerships for the Goals (engagement with responsible suppliers).

NPUU recognises that procurement decisions carry significant environmental and social consequences. This Policy ensures that sustainability criteria are systematically integrated into all purchasing processes, alongside conventional considerations of price and quality.

## 2. Scope of application

This Policy applies universally to all procurement activities conducted by NPUU, regardless of funding source, procurement value, or procuring unit. It covers the following categories:

- Office supplies, stationery, and consumables;
- Educational and laboratory equipment, instruments, and technical devices;
- Information and communication technology (ICT) hardware and software;
- Furniture and interior furnishings;
- Utility services: electricity, water, heating, and ventilation systems;
- Construction, renovation, and repair works;
- Food and catering services for campus facilities;
- Transport and logistics services;
- Cleaning, sanitation, and waste management services;
- Printing and publishing services;
- Outsourced professional and consulting services.

All academic departments, administrative units, faculties, research centres, and auxiliary services of NPUU are bound by this Policy. External contractors and suppliers working with NPUU are required to demonstrate awareness of and compliance with the principles set out herein.

## 3. Sustainable procurement criteria

NPUU applies the following environmental, social, and economic criteria as mandatory requirements in all procurement processes. These criteria supplement, and in cases of conflict shall take precedence over, purely commercial considerations.

### 3.1. Energy efficiency

NPUU requires that all electrical equipment, appliances, and lighting systems meet a minimum energy efficiency class of A or A+ in accordance with applicable international standards. LED and other energy-saving lighting technologies are mandatory for all new installations and replacements. Equipment offering lower lifetime energy consumption is preferred, with total cost of ownership (TCO) used as the basis for comparison rather than purchase price alone. Where technically and financially feasible, NPUU shall seek to procure equipment certified under internationally recognised energy efficiency programmes (e.g., Energy Star, EU Ecolabel).

### 3.2. Environmental protection

Single-use plastic products shall be replaced with reusable, recyclable, or biodegradable alternatives wherever practicable. Packaging materials for all procured goods must be minimal, made from recycled content, and fully recyclable. Products containing hazardous chemicals, restricted substances, or materials harmful to human

health or the environment are prohibited from procurement. Preference shall be given to products holding recognised environmental certifications, including ISO 14001, EU Ecolabel, FSC (for paper and wood products), or equivalent. NPUU shall seek to reduce procurement-related carbon emissions by consolidating orders, reducing delivery frequency, and selecting suppliers with low-emission logistics.

**3.3. Support for local and national producers**

- Local and regional suppliers shall be given preference in all procurement processes, provided that quality, safety, and value-for-money requirements are met.
- Products manufactured in Uzbekistan shall be prioritised under equal conditions of quality and price, in accordance with national legislation on public procurement.
- Preference for local procurement directly reduces transport-related carbon emissions and contributes to the development of the national economy.
- NPUU shall actively seek to build long-term, strategic relationships with Uzbek suppliers who demonstrate a commitment to sustainable production practices.

**3.4. Paper and printed materials**

Paper products made from recycled raw materials (minimum 30% recycled content) or sourced from sustainably managed forests (FSC or PEFC certified) shall be procured by default. Double-sided (duplex) printing is established as the institutional standard for all printing activities. Digital document circulation, electronic signatures, and paperless workflows are actively promoted to reduce overall paper consumption across the University. The procurement of single-use printed promotional materials shall be minimised in favour of digital communication channels.

**3.5. Water conservation**

- Water-saving sanitary fixtures, fittings, and appliances (e.g., low-flow taps, dual-flush toilets) shall be procured for all construction, renovation, and maintenance works.
- Drip irrigation and other water-efficient systems shall be used for campus gardens and green areas.
- NPUU shall prefer suppliers who can demonstrate responsible water management in their own production processes.

**3.6. Waste reduction and circular economy**

Products designed for durability, repairability, and end-of-life recyclability shall be preferred over disposable or short-lifespan alternatives. NPUU shall establish procedures for the responsible disposal, reuse, and recycling of procured goods at the

end of their useful life. Suppliers shall be required to provide take-back or recycling programmes for packaging and end-of-life products where such programmes exist.

**4. Supplier evaluation and selection**

In addition to conventional criteria of price, quality, and delivery capacity, NPUU evaluates and selects suppliers against the following sustainability indicators. These criteria are applied at the tendering, quotation, and contract renewal stages.

| № | Evaluation criterion | Priority level | Assessment method |
|---|---|---|---|
| 1 | Compliance with environmental certificates and standards (ISO 14001, EU Ecolabel, FSC, or equivalent) | High | Document verification |
| 2 | Energy efficiency in the production process and delivered products | High | Technical specification review |
| 3 | Status as a local or national supplier (Uzbekistan) | Medium | Registration documentation |
| 4 | Availability of recycling, take-back, or disposal programme | Medium | Supplier declaration |
| 5 | Existence of a formal corporate social responsibility (CSR) or sustainability policy | Medium | Policy document review |
| 6 | Fair labour practices and compliance with labour law | Medium | Self-declaration |
| 7 | Long-term warranty, after-sales service, and product durability | Low | Contract terms review |
| 8 | Transparent reporting on environmental and social performance | Low | Annual report |

Suppliers who fail to meet minimum requirements in high-priority criteria may be excluded from procurement processes. NPUU reserves the right to conduct

supplier audits and to request additional evidence of compliance at any stage of the procurement cycle.

**5. Responsibilities and implementation**

Effective implementation of this Policy requires clearly defined responsibilities across institutional units. The following table sets out the key functions and accountabilities:

| Function | Responsible party | Description |
|---|---|---|
| Policy ownership and oversight | Vice-Rector for financial affairs | Ultimate institutional responsibility for Policy compliance and strategic direction |
| Operational implementation | Financial management and planning department | Day-to-day management of procurement processes in accordance with this Policy |
| Monitoring and data collection | Department for cooperation with international ranking and accreditation agencies | Quarterly collection and analysis of procurement sustainability indicators |
| Supplier assessment | Financial management and planning department | Evaluation of supplier sustainability credentials during tendering and selection |
| Reporting | Financial management and planning department | Annual sustainability procurement report incorporated into the NPUU Sustainability Report |
| Staff training | Human resources management (HR) department | Organisation of annual training on sustainable procurement practices for all relevant staff |
| Policy review and update | Vice-Rector for financial affairs, in consultation with relevant units | Annual review of Policy effectiveness and update as required |

## 6. Training and awareness

NPUU is committed to ensuring that all staff involved in procurement decisions possess adequate knowledge of sustainable procurement principles and practices.

- Annual mandatory training on sustainable procurement shall be provided to all members of the Procurement Commission, the Technical Support and Facilities Management Department, and heads of administrative units.
- Training shall cover: environmental criteria in procurement, supplier evaluation methods, applicable legislation, and NPUU sustainability targets.
- Training completion records shall be maintained by the Human Resources Department and included in annual sustainability reporting.
- New staff with procurement responsibilities shall receive onboarding training on this Policy within the first three months of employment.
- NPUU shall periodically invite external experts and partner organisations to deliver specialised training on emerging sustainability standards and best practices.

## 7. Targets and performance indicators (2025–2027)

NPUU has established the following measurable targets to track progress in sustainable procurement over the period 2025–2027. Performance against these targets shall be reported annually in the NPUU Sustainability Report.

| Target area | Specific target | Indicator | Deadline | Responsible unit |
|---|---|---|---|---|
| Energy-efficient equipment | Increase share of energy-efficient equipment in new purchases to 80% | % of new purchases meeting class A/A+ | 2026 | Procurement Commission |
| Single-use plastics | Reduce procurement of single-use plastic products by 50% | % reduction vs. 2024 baseline | 2026 | Facilities Management |
| Local suppliers | Increase share of national suppliers to 60% | % of procurement value from | 2027 | Procurement Commission |

| Target area | Specific target | Indicator | Deadline | Responsible unit |
|---|---|---|---|---|
| | of total purchases by value | Uzbek suppliers | | |
| Recycled paper | Increase share of recycled or sustainably sourced paper to 70% of total paper purchases | % of paper purchases from recycled or locally sourced materials | 2026 | Administrative Services |
| Staff training | Ensure 100% of procurement-relevant staff complete annual sustainability training | % of target staff trained annually | 2025 (and ongoing) | Human Resources |
| Supplier audits | Conduct sustainability compliance audits for at least 20% of major suppliers annually | Number of audits conducted per year | 2026 | Procurement Commission |
| Waste reduction | Reduce packaging waste from procurement by 30% vs. 2024 baseline | Estimated packaging waste volume (kg) | 2027 | Facilities Management |

## 8. Monitoring, review and reporting

NPUU shall establish robust mechanisms for monitoring compliance with this Policy and measuring progress against the targets set out in Section 7. The

Sustainability Coordination Unit shall collect and analyse procurement data on a quarterly basis, assessing compliance with sustainability criteria and progress against annual targets. A dedicated chapter on sustainable procurement shall be included in the NPUU Annual Sustainability Report, summarising key performance indicators, challenges, and achievements. This Policy shall be reviewed and updated annually by the Vice-Rector for Administrative Affairs, in consultation with the Procurement Commission, Sustainability Coordination Unit, and relevant academic and administrative stakeholders. Where monitoring reveals non-compliance or underperformance against targets, corrective action plans shall be developed and implemented within 60 days of identification. Key procurement sustainability data shall be made publicly available on the NPUU website as part of the University's commitment to institutional transparency and accountability.

**9. Legal and regulatory framework**

This Policy has been developed in accordance with the following legal and regulatory instruments:

- Law of the Republic of Uzbekistan on Public Procurement (as amended);
- Law of the Republic of Uzbekistan on Environmental Protection;
- National Strategy for Sustainable Development of the Republic of Uzbekistan 2030;
- United Nations Agenda 2030 for Sustainable Development and the 17 Sustainable Development Goals;
- ISO 20400:2017 – Sustainable Procurement: Guidance;
- ISO 14001:2015 – Environmental Management Systems;
- Internal regulatory documents of NPUU, including the University Charter and internal financial regulations.

**10. Entry into force and amendments**

This Policy enters into force on 1 January 2025 and remains in effect until superseded by a revised version. Amendments to this Policy may be initiated by the Vice-Rector for Administrative Affairs or the Rector of NPUU, and shall be approved in accordance with the University's standard document approval procedures.

All previous internal guidelines or orders pertaining to procurement that conflict with the provisions of this Policy are considered superseded by this document upon its entry into force.