

## Guidance Note to Vendors

### Tier 2 Supplier Diversity Reporting Exercise for Fiscal Year 2021

Welcome and thank you for participating in the World Bank Group's (WBG) Tier 2 Supplier Diversity Reporting Exercise for fiscal year 2021. This annual exercise is meant to support WBG Supplier Diversity & Inclusion program by accounting for our tier 2 spend with diverse businesses, as reported by WBG vendors during fiscal year 2021 (FY21).

Please use the guidance below to report your company's spend with diverse businesses for FY21 by **October 15, 2021 at 6:00 PM EDT**.

#### About the Supplier Diversity Reporting Exercise

- Who completes it: The survey should be completed by your company's supplier diversity lead or someone with an equivalent level of knowledge.
- How long will it take: We estimate that it will take 15-20 minutes to answer all questions.
- How will data be use: Data collected from this survey will only be made public in an aggregate, anonymized form and all individual responses will be considered confidential. The WBG will protect information submitted by vendors in accordance with the contract and in accordance with the Bank Group's policies and procedures.

#### About Supplier Diversity & Inclusion at the WBG

Supplier Diversity & Inclusion is a highly valued strategic initiative at the WBG. We are committed to promoting, increasing, and improving the business participation of underrepresented diverse business enterprises in our procurement process, with a primary focus on Woman-owned Business Enterprises (WBE) and Minority-owned Business Enterprises (MBE). Our corporate supplier diversity and inclusion targets include: (i) doubling our global corporate procurement to WBEs to reach 7% by 2023, and (ii) increasing our US-based corporate procurement to MBEs to reach 8% by 2025.

#### Scope of the Reporting Exercise

As part of your vendor relationship with the WBG, we are seeking your support for our supplier diversity program and request that you **share your company's supplier diversity goals** and **report on your spend with certified diverse suppliers** during the period of July 1, 2020 to June 30, 2021, which corresponds to the WBG's FY21, or the closest available 12-month period.

Keep in mind that a diverse business is one that is at least 51% owned, operated, and controlled by one or more individuals of a diverse background. WBG currently requests our prime vendors to provide spend data with regards to the below diverse supplier groups only:

- Women-Owned Business Enterprises (WBEs)
- Minority-Owned Business Enterprises (MBEs)
- Disabled-Owned Business Enterprises (DOBEs)
- LGBT Business Enterprises (LGBTBEs)
- Small Business Enterprises (SBEs)

For information on certifications applicable to the above-mentioned diverse business categories, please refer to Appendix 1, at the end of this Guidance Note.

## Important Information

- Reporting your company's spend with diverse businesses should be done via the online form, accessible at: <https://www.surveymonkey.com/r/WBGTier2FY21>. Please note that the WBG reserves the right to perform validation of the reported Tier 2 expenditure.
- If you have not yet established a supplier diversity program and/or are unable to track or report to the WBG your expenditure with diverse suppliers, we ask that you indicate this information in the relevant section of the survey.
- Information and instructions on how to respond to the online survey questions are provided in the following section of this guidance note.
- For assistance completing the online survey or any other question, please contact Corporate Procurement via email at [corporateprocurement@worldbank.org](mailto:corporateprocurement@worldbank.org), attention to Sustainability Manager.
- For more information about WBG Supplier Diversity Program initiatives, visit our website: <https://www.worldbank.org/en/about/corporate-procurement/vendors/supplier-diversity>

## Responding to the Reporting Survey

To better support you in completing the survey and reporting your company's spend with diverse businesses; we encourage you to review this section carefully.

General Information		
1	*What is your Company Name as registered with the World Bank Group?	Provide in the full name of your company as stated in official records and provided to the WBG during the registration process so we may match your response accurately with our records.
2	*What is your Vendor ID number with the WBG?	Provide the unique vendor identification number (maximum 6 digits) assigned to your company upon completion of the vendor registration process.
3	*In what country is your business headquartered?	Type in the country where your company is incorporated.
4	*Who is your company's supplier diversity contact?	Provide the first and last name, email address and phone number, including country code, of the person in your company responsible for leading supplier diversity efforts.  If your company does not have a designated supplier diversity contact person, please include information of the contact person completing this survey in case any clarification is required.
Supplier Diversity information		
5	*How does your company address Supplier Diversity & Inclusion? Please select all those that apply below for describing your company's supplier diversity activities.	This is a multiple-select option question. Select from the listed options all those that are true to your company's situation when it comes to Supplier Diversity and Inclusion.
6	Please briefly detail recent progress that your company has made with regards to Supplier Diversity & Inclusion during the last year.	Briefly describe the progress your company has made, including any goals set or achieved, additional diverse categories or geographies

		targeted, etc., during the period of July 1, 2020 to June 30, 2021, or the closest available 12-month period to these sat dates.
7	*Are you able to track and report to the World Bank Group your company's spend with diverse businesses for WBG Fiscal Year 2021; i.e. the period between July 1, 2020 and June 30, 2021 (or the closest 12-month period)?	This is a Yes or No answer. Depending on your selection you will be required to answer questions #8 & #9 or skip directly to question #10.
8	*If you cannot report your spend with diverse suppliers, please indicate why.	This is a multiple choice answer, select the option that best describes your company's situation when it comes to reporting supplier diversity spend.
9	*Please indicate the estimated target date for when you will be able to begin reporting this information to the WBG.	Provide an indicative date by which you anticipate your company will be able to report supplier diversity spend.  We strongly encourage our suppliers to establish Supplier Diversity Programs and hope that this date will be no later than one year from receiving this request.
10	If your reporting period does not match the WBG's Fiscal Year 2021 (July 1, 2020 to June 30, 2021), please indicate the start and end dates of the most recent 12-months period you are able to report.	Provide data for the most recent 12-month period you can report noting the start and end date in your response. If you are reporting your diverse spend in alignment with the WBG fiscal year 12-month period, please leave this question blank.
<b>Diverse Spend Data: Direct Spend</b>		
11	*Did you engage any diverse suppliers as subcontractors for carrying out work under your WBG contract(s) during the reporting period?	This is a multiple choice answer, select the option that best describes your company's situation.  If (i) your company has not engaged any subcontractors, or (ii) your subcontractors were not diverse businesses, please indicate "No" as your response to this question.  If you select <b>No</b> or <b>Unable to determine whether any of the subcontractors engaged in servicing our WBG contract(s) are diverse businesses</b> , you will move to question #13.
12	*What is your Company's total spend (in USD) with these diverse subcontractors directly related to your WBG contract(s) during the reporting period?	Indicate the total dollar amount (to the nearest dollar, in USD) of expenditure for each diverse supplier category as applicable. Please note that 100% of this spend should be reported to the WBG.  <u>Example:</u> <i>During the reporting period in question, WBG vendor A utilizes subcontractor X and Y and pays them \$60,000 and \$60,000 respectively, to help carry out their WBG contract obligations. Company</i>

		<i>X and Y are woman-owned businesses. Company A should report \$120,000 under woman-owned business enterprises field.</i>
<b>Diverse Spend Data: Indirect Spend</b>		
13	Did your Company have spend with diverse businesses during the reporting period for goods and services that do not directly relate to performing work under your WBG contract?	This is a multiple choice answer, select the option that best describes your company's situation. Depending on your selection you will be required to answer questions #14 & #15 or skip directly to question #16.
14	What is your Company's total spend (in USD) with diverse-owned businesses during the reporting period?	<p>Please indicate your company's total dollar amount expenditure with diverse businesses for goods and services that do not directly relate to performing work under your WBG contract. A portion of this diverse spend will be allocated to WBG and reported as your indirect diverse spend based on the formula:</p> <p><i>WBG Allocation Factor = Total annual sales to WBG ÷ Total annual company Sales Revenue</i></p> <p><i>Indirect diverse spend allocated to WBG = Total annual diverse Spend × WBG Allocation Factor</i></p> <p><b>Please do not calculate the allocation yourself</b>, we will take care of the calculation based on your company's total dollar amount expenditure with diverse businesses.</p>
15	*What is your company's Total Revenue during the reporting period (in USD)?	Provide the total dollar amount of the company's revenue during the reporting period.
<b>End of Report</b>		
16	Attestation	<p>Confirm that all the information reported in this form is accurate and complete to the best of your knowledge and belief.</p> <p>By attesting to the information provided and clicking the DONE button, your report for the WBG Tier 2 Diverse Spend reporting exercise is complete and your responses submitted to WBG Corporate Procurement. No further action is necessary.</p>

\*Denotes answer to the question is mandatory

## Appendix 1

Certification is provided to diverse businesses through recognized third-party certification bodies as well as equivalent Federal, State, and Local Certification Bodies. Indicative examples of certification bodies per diverse supplier group include the following:

Diversity business category	Examples of certification bodies	
<b>Woman-Owned Business Enterprises (WBE)</b>	<b>USA</b>	Others/Global
	WBENC Federal, State, and Local Certification Bodies	WEConnect International (Global) WBE Canada (Canada) Federal, State, and Local Certification Bodies, where available
<b>Minority-Owned Business Enterprises (MBE)</b>	<b>USA</b>	Others/Global
	NMSDC Federal, State, and Local Certification Bodies	Australia - Supply Nation Canada - CAMSC China: MSD China UK - MSDUK South Africa - SASDC
<b>Disabled-Owned Business Enterprise (DOBE)</b>	<b>USA</b>	Others/Global
	Disability:IN Federal, State, and Local Certification Bodies	Federal, State, and Local Certification Bodies, where available
<b>LGBT-Owned Business Enterprises (LGBTBE)</b>	<b>USA</b>	Others/Global
	NGLCC	Certification where applicable by LGBT Chambers of Commerce or Business Networks: Australia - <a href="#">Gay and Lesbian Organization of Business and Enterprise (GLOBE)</a> Brazil - <a href="#">Câmara de Comércio e Turismo LGBT do Brasil</a> Canada - <a href="#">Canadian Gay and Lesbian Chamber of Commerce (CGLCC)</a> Central & Eastern Europe - <a href="#">East Meets West</a> Colombia - <a href="#">Cámara de Comerciantes LGBT de Colombia (CCLGBTco)</a> Costa Rica - <a href="#">Cámara de Comercio Diversa Costa Rica (CCDCR)</a> Dominican Republic - <a href="#">Cámara de Comercio LGBT de la República Dominicana (CCLGBTRD)</a>

		<p>Ecuador - <a href="#">Cámara LGBT de Comercio Ecuador</a></p> <p>India - <a href="#">RWS: India's Diverse Chamber of Commerce</a></p> <p>Italy - <a href="#">Italian GLBT Business Chamber</a></p> <p>Jamaica - <a href="#">Jamaican Association of Diverse Businesses</a></p> <p>Mexico - <a href="#">Federación Mexicana de Empresarios LGBT (FME-LGBT)</a></p> <p>Scandinavia - <a href="#">Scandinavian Gay and Lesbian Chamber of Commerce (SGLCC)</a></p> <p>South Africa - <a href="#">PLUS</a></p> <p>Uruguay - <a href="#">Cámara de Comercio &amp; Negocios LGBT de Uruguay (CCNLGBTU)</a></p>
<b>Certified Small Businesses</b>	Federal, State, and Local Certification Bodies	