

Guidance Note to Vendors

Tier 2 Supplier Diversity Reporting Exercise for Fiscal Year 2023

Thank you for participating in the World Bank Group's (WBG) Tier 2 Supplier Diversity Reporting Exercise for fiscal year 2023. 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 the WBG fiscal year 2023 (FY23); i.e., the period from July 1, 2022 to June 30, 2023 or the closest available 12-month period. In addition to calculating and reporting on WBG tier 2 diverse spend, input provided by vendors to this reporting exercise will be used to recognize laudable efforts through the 2023 WBG Vendor Champions for Supplier Diversity & Inclusion, for vendors' commitments and contribution to the WBG SD&I program.

Please use the guidance below to share information about the Supplier Diversity & Inclusion activities that your company has implemented during the reporting period as well as report your company's spend with diverse businesses for FY23 by **August 25, 2023 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 Women-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 activities** and **report your spend with diverse suppliers** during the period of July 1, 2022 to June 30, 2023, which corresponds to the WBG's FY23, 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)
- Micro-, small- and medium-sized enterprises (MSMEs)

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/WBGTier2FY23-a>. 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, attention to Environmental, Social, and Governance (ESG) Program.
- 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.

Part I. General Information		
1	*What is your Company Name as registered with the World Bank Group?	Indicate 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 contact for this tier 2 supplier diversity exercise?	Provide the first and last name, position title, email address and phone number, including country code, of the person in your company responsible for completing this survey in case any clarification is required.
Part II. Supplier Diversity & Inclusion Activities		
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. If

		<p><i>“Not applicable - we do not undertake any supplier diversity activities at the moment” or “We are in the process of developing a Supplier Diversity & Inclusion program” is applicable, questions 6-10 below will be omitted and you will be directed directly to the next section “Supplier Diversity Data – FY23” of the questionnaire.</i></p>
6	Please indicate any measurable goals/targets your company has on Supplier Diversity & Inclusion	Under this open field, indicate any measurable goals/targets (e.g. procurement spend or share with diverse-owned businesses, number of diverse-owned businesses contracted, or other targets) that your company has set based on which, it tracks progress achieved on Supplier Diversity & Inclusion.
7	Please indicate the geographic scope of your Supplier Diversity & Inclusion program	Choose between Global/International or Country-Region specific, based on the geographies that your Supplier Diversity & Inclusion activities extend to. If your Supplier Diversity & Inclusion covers specific regions or countries, please indicate which those are under the open field section.
8	Please indicate the diverse business categories that are included in your Supplier Diversity & Inclusion program	This is a multiple-select option question. Select from the listed options all diverse business categories that are applicable to your company’s Supplier Diversity & Inclusion program. If your program targets additional diverse business categories, you can select “Other” and specify which those are.
9	Please indicate if you undertake any outreach and/or supplier development activities for diverse-owned businesses	This is a multiple-select option question. Select from the listed options all those that are part of your Supplier Diversity and Inclusion program.
10	Please highlight what makes your Supplier Diversity & Inclusion program innovative, success to date, including any direct contribution you have made to World Bank Group's Supplier Diversity & Inclusion program during the reporting period.	Briefly highlight key items of your Supplier Diversity & Inclusion program/activities that you consider innovative or best practice. Use this section to describe the overall progress your company has made on Supplier Diversity & Inclusion during the reporting period (e.g. any goals set or achieved, additional diverse categories or geographies targeted, etc.), including any direct contribution you are making to the WBG Supplier Diversity & Inclusion program (e.g. diverse-owned companies engaged as part of or in support to your WBG contract, etc.)
Part III. Supplier Diversity Data - Fiscal Year 2023		
11	*Are you able to report to the World Bank Group your company's spend with diverse	This is a Yes or No answer. Depending on your selection (if you indicated “Yes” in

	businesses for WBG Fiscal Year 2023; i.e. the period between July 1, 2022 and June 30, 2023 (or the closest 12-month period)?	question #11), you will be asked to answer question #12 as relevant or skip directly to questions #13 & #14 (if you indicated “No” in question #11).
12	If your reporting period does not match the WBG's Fiscal Year 2023 (July 1, 2022 to June 30, 2023), please indicate the start and end dates of the most recent 12-months period you are able to report.	If you are reporting your diverse spend in alignment with the WBG fiscal year 12-month period – i.e. for the period July 1, 2022 to June 30, 2023 - please leave this question blank. If you are unable to align your reporting with WBG fiscal year 2023 and you will be reporting diverse spend data for the most recent and closest aligned 12-month period to WBG fiscal year 2023, then note the start and end date of that reporting period in your response.
13	*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.
14	*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.
Part IV. Diverse Spend Data: Direct Spend		
15	*Did you engage any subcontractors or contract suppliers for carrying out work/providing inputs into your WBG contract during the reporting period?	This is a Yes or No answer to indicate whether your company engaged in general any subcontractor or contract supplier (not necessarily diverse owned only) for servicing your WBG contract.
16	* Were any of these businesses engaged as subcontractors or contract suppliers diverse-owned businesses as previously defined?	This is a multiple choice answer, select the option that best describes your company's situation. If you select Yes, then you will move to answering question #17. If you select <i>No/We are unable to determine whether any of these businesses servicing our WBG contract(s) are diverse-owned businesses, or Not Applicable – we did not engage any subcontractors or contract suppliers</i> you will move to Section IV Diverse Spend Data: Indirect Spend.
17	*What was 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

		<p>that 100% of this spend should be reported to the WBG.</p> <p><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 X and Y are women-owned businesses. Company A should report \$120,000 under women-owned business enterprises field.</i></p> <p>Note: This question requires an answer in all fields corresponding to the various diverse supplier categories. If you did not have spend in a diverse category, please put "0" in the respective field.</p>
<p>Part V. Diverse Spend Data: Indirect Spend</p>		
<p>18</p>	<p>*Did your Company have spend with diverse-owned businesses during the reporting period for goods and services that do not directly relate to performing work under your WBG contract?</p>	<p>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 #19 & #20 or skip directly to the End of Survey Attestation (question #19).</p>
<p>19</p>	<p>*What was your Company's total spend (in USD) with diverse-owned businesses during the reporting period?</p>	<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>Please do not calculate the allocation yourself, we will take care of the calculation based on your company's total dollar amount expenditure with diverse businesses.</p> <p>Note: This question requires an answer in all fields corresponding to the various diverse supplier categories. If you did not have spend in a diverse category, please put "0" in the respective field.</p>

20	*What was your company's total sales revenue during the reporting period (in USD)?	Provide the total dollar amount of the company's revenue during the reporting period.
Part VI. End of Survey & Attestation		
21	*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 SUBMIT 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	
Woman-Owned Business Enterprises (WBE)	USA	Others/Global
	Women’s Business Enterprise National Council (WBENC) Women-Owned Small Business Federal Contracting Program (sba.gov) Federal, State, and Local Certification Bodies	Global – WEConnect International Canada – WBE Canada National (local, state or federal) certification agencies/bodies, where available
Minority-Owned Business Enterprises (MBE)	USA	Others/Global
	National Minority Supplier Development Council (NMSDC) 8(a) Business Development program (sba.gov) Federal, State, and Local Certification Bodies	Australia – Supply Nation Brazil - Integrare Canada – Canadian Aboriginal and Minority Supplier Council (CAMSC) China – MSD China UK – MSDUK South Africa – South African Supplier Diversity Council (SASDC)
Disabled-Owned Business Enterprise (DOBE)	USA	Others/Global
	Disability:IN Federal, State, and Local Certification Bodies	Brazil - Integrare China – MSD China Federal, State, and Local Certification Bodies, where available
LGBT-Owned Business Enterprises (LGBTBE)	USA	Others/Global
	National LGBT Chamber of Commerce (NGLCC)	Certification where applicable by LGBT Chambers of Commerce or Business Networks: NGLCC Global Argentina - Cámara de Comercio LGBTQ Argentina Australia – Gay and Lesbian Organization of Business and Enterprise (GLOBE) Brazil - Câmara de Comércio e Turismo LGBT do Brasil

		<p>Canada – Canadian Gay and Lesbian Chamber of Commerce (CGLCC)</p> <p>Central & Eastern Europe – East Meets West</p> <p>Colombia – Cámara de Comerciantes LGBT de Colombia (CCLGBTco)</p> <p>Costa Rica – Cámara de Comercio Diversa Costa Rica (CCDCR)</p> <p>Dominican Republic – Cámara de Comercio LGBT de la República Dominicana (CCLGBTRD)</p> <p>Ecuador – Cámara LGBT de Comercio Ecuador</p> <p>India – RWS: India's Diverse Chamber of Commerce</p> <p>Italy – Italian GLBT Business Chamber</p> <p>Jamaica – Jamaican Association of Diverse Businesses</p> <p>Japan - Pride Business Alliance Japan</p> <p>Mexico – Federación Mexicana de Empresarios LGBT (FME-LGBT)</p> <p>Philippines – Philippine LGBT Chamber of Commerce</p> <p>Puerto Rico - Cámara de Comercio LGBTQ Puerto Rico</p> <p>Scandinavia – Scandinavian Gay and Lesbian Chamber of Commerce (SGLCC)</p> <p>South Africa – PLUS</p> <p>United Kingdom - OutBritain</p> <p>Uruguay – Cámara de Comercio & Negocios LGBT de Uruguay (CCNLGBTU)</p> <p>Venezuela – Cámara de Comercio y Empresas LGBTIQ Venezuela</p>
<p>Micro-, small- and medium-sized enterprises (MSMEs)</p>	<p>Federal, State, and Local Certification Bodies</p>	