



# TERMS OF REFERENCE – ENVIRONMENTAL POLICY & STRATEGY

## 1. Background

Plan International is a development and humanitarian organisation that advances children's rights and equality for girls. We strive for a just world, working together with children, young people, our partners and supporters. Over the last 80 years, Plan International has maintained its commitment to making a lasting impact on the lives of the most vulnerable and excluded children. With the recent Global Strategy (2017-2022) and a common set of values and behaviours in mind; leaders, managers, staff, partners, children and young people participated in a robust process to transform the organization, to fulfil the promise of the 2030 Global Goals and strive for a just world that advances children's rights and equality for girls.

Guided by our Theory of Change, Plan International together with partners in all fields will influence international, regional and national laws, policies, frameworks, strategies and budgets to advance children's rights and equality for girls. This will be supported by evidence of good practices and solutions based on Plan International's work with children, communities, partners, and networks.

In 2019, Plan International Sweden's Senior Management Team (SMT) adopted a decision to develop a new environmental policy and strategy for its Stockholm office's operations. This policy and strategy will be developed to support and guide Plan Sweden in its work to become a more environmentally sustainable organisation. The policy should be guided by an environmental impact assessment (EIA) and should encourage and guide our office to minimise our environmental footprint and avoid negative environmental impact.

To this end, Plan Sweden is now seeking a consultant to conduct an EIA of Plan Sweden's office; develop an environmental policy; and an environmental strategy. The impact assessment, policy, and strategy will only consider the Swedish office's operations and will not include Plan International's country offices or international programmes as these are guided by Plan International Global Hub's guidelines and policies.

The policy need to be developed in line with Plan Sweden's existing travel policy and procurement policy. Further, the policy should apply national standards and guidance, ensuring appropriate flexibility, contextualisation, and adaptation, whilst retaining quality.

We are looking for a consultant(s) to support us to develop a policy and strategy which aid our national office to apply quality environmental standards. The policy and strategy will be written in English but needs to be suitable for the Swedish context.

## 2. Purpose

The purpose of this assignment is to strengthen the quality of Plan International Sweden's operations in Sweden through the development of an environmental policy; an environmental strategy; and by conducting a (simplified) EIA. The policy and strategy should guide Plan Sweden's operations in Sweden in the fiscal year 2020 (July 2019-June 2020).

## 3. Objectives

1. To conduct a simplified EIA of Plan Sweden's operations in Sweden that will guide the development of the environmental policy and strategy. The assessment should evaluate Plan Sweden's office's impact on the environment, including key areas such as energy consumption, water usage, food and waste management, purchases, events, services, and travels. The EIA should establish baseline values for the key areas of impact.
2. To develop an environmental policy for Plan Sweden's National Office in Stockholm, which adheres to global and national environmental guidance and standards. The policy should outline what environmental standards the office is aiming to follow and guiding principles and approaches for achieving these. The policy should reflect all key impact areas as identified in the EIA.
3. To develop an environmental strategy that will guide Plan Sweden's National Office to avoid a negative environmental impact and reduce its carbon footprint. The strategy should include practical recommendations for Plan Sweden in order to become a more environmentally sustainable organisation. Further, the strategy should clearly articulate an action plan for how to manage its environmental standards and to follow its environmental policy. The strategy should include feasible and easily measured targets or limits, such as a set of key performance indicators (KPIs). Each KPI should incorporate an achievable yet challenging performance target, which can be reported against on an annual basis when the KPIs are reviewed and new targets can be set.

#### **4. Suggested methodology**

- 1) To conduct a desk review and consultations of existing policies within the federation in order to ensure that the policy aligns with existing policies, and to make recommendations on what policies and standards that needs to be updated. Relevant documents and policies will be provided to the consultant in a timely manner.
- 2) To conduct a simplified EIA of Plan Sweden's National Office in key areas such as energy consumption, waste management, travel, and material usage.
- 3) To develop an environmental policy and associated strategy based on the findings of point 1) and 2).
- 4) To communicate with Plan Sweden's environmental working group to refine practical recommendations on the organisation's approach to environmental sustainability.
- 5) To develop a guiding report detailing the results of the EIA.

#### **5. Overall Approach**

It is expected that the consultant(s) work in a collaborative manner with key staff in Plan International, refining the scope and methodology for the work, and maintaining open communication as the work progresses. The assignment will be managed by Plan International Sweden's Advisor on Climate Change and Resilience.

We expect that this initiative can draw successfully on the wide range of existing environmental policies and strategies produced by a range of organisations and agencies, whilst adapting these to Plan's profile and needs.

We expect to provide very practical support to our National Office on how to advance our environmental commitments.

#### **6. Proposed timeframe and expected deliverables:**

1. A report and presentation detailing the findings of the EIA and providing recommendations for what and how existing policies and strategies need to be updated to align with the new environmental policy.
2. An environmental policy:

- The language and terminology should be user-friendly.
- 3. An environmental strategy, including recommendations for Plan's environmental policy and strategy
  - The language and terminology should be user-friendly.

The assignment is expected to take place during April – June 2019. The work can be done on a full-time or part-time basis, and by one consultant or a team of consultants. Work can be conducted at a distance with regular calls/meetings with Plan International Sweden. Calls and meetings between Plan International Sweden and the consultant(s) will be scheduled in the workplan to monitor and support the advancement of the work. The following indicative timetable can be discussed and partly adjusted depending on availability:

<b>Task</b>	<b>Timeframe</b>
Desk review, including an initial meeting with the climate change and resilience advisor	4 days
Conduct a simplified Environmental Impact Assessment	6 days
Environmental Policy	7 days
Environmental Strategy	7 days
Develop final draft report	5 days
Revise and update final documentation and report	1 days

Up to **30 days' work** have been estimated for this assignment, dependent on pricing.

## 7. Consultant(s) profile

The successful consultant – or team of consultants - must have the following qualifications:

- Proven experience, preferably within the development sector, in developing environmental guidelines, policies, strategies, and standards and conducting environmental impact assessments
- Excellent English and Swedish written and oral communication skills
- Strategic thinking and analytical skills, and ability to seek practical solutions
- Good understanding of environmental standards and environmental sustainability issues
- Relevant university degree

## 8. Offers submission and budget

### APPLICATION

Interested consultant(s) should submit the following:

- C.V of the consultant(s), highlighting relevant experience and qualifications.
- Cover letter outlining understanding of the assignment and suggested approach.
- Cost proposal, including daily rate of all consultants, and proposed timeline.

### SUBMISSION OF OFFERS

The offer must be sent via email to [Kawin.Tiansuwan@plansverige.org](mailto:Kawin.Tiansuwan@plansverige.org)

Offers must be received by 9am GMT on Thursday 4 April 2019.

Pricing for services should state whether they are fixed or non-fixed.

### EVALUATION OF OFFERS

Shortlisted suppliers may be invited to discuss their proposals in more detail at Plan's discretion.

Plan International Sweden shall be free to:

- Accept the whole, or part only, of any submission
- Accept none of the proposals
- Republish this Request for Quotations

Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers. Plan International may award multiple contracts and all contracts will be non-exclusive.

If you have any queries in relation to your submission, or to any requirements of this ToR, please email our Advisor on Climate Change and Resilience: [sara.tornros@plansverige.org](mailto:sara.tornros@plansverige.org)