



## **TERMS OF REFERENCE**

# **CONSULTANCY FOR DEVELOPING ACTION AGAINST HUNGER ENVIRONMENTAL POLICY AND MINIMUM STANDARDS**

September 2019

## OBJECTIVES

The main objective is to [develop Action Against Hunger Environmental Policy](#) aligned with our mandate and strategy. This policy will outline the commitments and steps the organization will take to contribute towards mitigating our environmental impact, both globally and locally.

Specific objectives of the consultancy:

1. Clarify to Action Against Hunger the different levels of commitment and instruments available for the organization to contribute to environmental protection and key aspects to take into consideration for its implementation.
2. Develop the policy and build the environmental minimum standards for our offices and resources, capitalizing on existing manuals/guidelines/position papers
3. Develop the policy and build or adapt environmental minimum standards on how to integrate environment into Action Against Hunger programming, capitalizing on existing manuals/guidelines/position papers (environment mainstreaming).

As an orientation, the policy could contain brief statements on the following potential commitments:

- To effectively manage Action Against Hunger environmental impact:
  - Reducing carbon footprints (e.g. minimise environmental impact of staff travel)
  - Minimising waste, recycle materials and dispose of waste in a safe and environmentally responsible manner.
  - Efficient use of water and energy, promoting water and energy efficient measures and the use of renewable energy sources, when possible.
- To contribute mitigating climate change and promote adaptation measures within its programs.
- To comply with environmental legislation and international standards.
- To raise awareness, encourage participation and train employees in environmental matters and provide support on steps they should take to adhere to Action Against Hunger environmental policy.
- To promote similar environmental standards from all suppliers and contractors (e.g. green procurement).
- To assist partners to use products and services in an environmentally sensitive way.
- To assess the environmental impact of current and future operations of the organization.
- To liaise with the local community and communicate environmental risks.

## **METHODOLOGY**

The methodology will be proposed by the consultant.

## **DELIVERABLES**

1. Environmental Policy document and minimum standards.
2. List of resources, materials and tools on Environment relevant to Action Against Hunger´s mandate and work.
3. Presentation and discussion of the draft Policy at the Country Directors meeting in December 2019.

## **TIMEFRAME**

The amount of days for this consultancy will be proposed by the consultant, but the deadline for the first draft is end of November 2019.

## **INTELLECTUAL PROPERTY**

All writings, books, articles, artwork, computer programs, databases, source and object codes, and other material of any nature whatsoever produced in the course of this assignment produced in whole or in part by the consultant in the course of his/her service to Action Against Hunger shall be considered a work made for hire, or otherwise, and therefore Action Against Hunger's property.

## **BUDGET**

The amount needed for this consultancy will be proposed by the consultant.

If you are interested please send your proposal before September 29<sup>th</sup> (23:59 Madrid Local time) including methodology, schedule and budget to: [lescolano@accioncontraelhambre.org](mailto:lescolano@accioncontraelhambre.org) and [mvaldez@accioncontraelhambre.org](mailto:mvaldez@accioncontraelhambre.org)