



Climate Action
Accelerator

TOOLKIT **PROCUREMENT**



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About the Climate Action Accelerator

The Climate Action Accelerator is a Geneva-based not-for-profit initiative created in 2020 with the aim of leveraging a critical mass of high human impact organisations in order to scale up climate solutions, contribute to greater resilience, and ultimately limit global warming to well below 2°C in order to avoid adverse impacts on communities around the world. Its overall goal is to help shift the aid, health and higher education sectors towards a radical transformation of their practices, halving greenhouse gas (GHG) emissions by 2030 on a 'net zero' trajectory in line with the Paris Agreement, and transitioning to low-carbon, resilient, sustainable models.

Acknowledgements

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EXECUTIVE SUMMARY

The Procurement Toolkit is designed to help practitioners change procurement practices to reduce their organisation's carbon and environmental impact. Designed for environmental coordinators, project leaders, and procurement managers, this toolkit offers practical steps, guidance, and resources to integrate climate & environmental considerations into procurement processes. It helps prioritising suppliers and products/services that meet new environmental requirements. Practitioners can select and adapt the most relevant elements for their organisation as needed.

The toolkit is structured into two parts:

The first part provides a step-by-step guide for changing procurement guidelines and the tender process to prioritise greener options. It guides organisations through the prioritisation of emission and policy development that embed climate commitments. This section outlines how to embed climate criteria at each stage of procurement, from bidding to contract management. Finally, it describes how to establish clear expectations and collaborative practices to engage suppliers in emission reduction.

The second part provides category-specific guidelines and resources. It explores alternatives to products and services with lower carbon impacts and develop specific procurement criteria across different categories.

SET THE SCENE

Principles

Integration in existing processes

The objective is to integrate sustainable procurement policies and procedures into existing processes, making them "business as usual" activities. This integration will impact daily practices and processes. It starts with reviewing current procurement processes and policies to identify areas where environmental criteria can be added.

Emission reduction levers

The greenhouse gas impact of procurement depends on two factors: the quantity of items or services purchased (i.e. activity level expressed in procurement spend, e.g. in EUR, or number of items) and the greenhouse gas emission intensity, expressed as an emission factor (how much GHG is emitted per € or per item). These factors are the two levers that organisations can use to reduce their GHG impact by both "buying less" and "buying better":



Buy less

To reduce their impact, organisations can rethink the need for certain products. Strategies include increasing the lifespan of products, repairing items, avoiding single use items, improving management of expiration dates, and renting instead of buying.



Buy better

Organisations should identify alternative products for high-impact items. This can be achieved by buying items produced through more energy-efficient processes or based on principles of circularity, such as integrating recycled materials, reusing items, and opting for reconditioned products or equipment.

Improve data over time

Data on GHG emissions for the procurement of goods and services is often hard to collect, and some emission factors may be lacking. Perfect data is not required to start this process, as it can be improved over time.

Get started

It can feel overwhelming to look at everything at once. Start with a few key actions, build on successes and update the action plan along the way.

Set procurement targets

Organisations should start by setting a procurement-related GHG reduction target aligned with the overall goal of reducing emissions by 50% by 2030.

In addition, consider setting sub-targets to help track the progress of roadmap implementation such as:

Environmental criteria incorporated in the procurement process:

- Share of procurement spend incorporating climate criteria within contracts.
- Share of technical specifications adapted to incorporate environmental criteria.

Energy:

- Share of suppliers transitioning to renewable energy or have committed to it.
- % of renewable energy for top suppliers (track the evolution year by year).

Lower carbon footprint alternatives for services/products:

- List of items on which suppliers have specifically been engaged to identify alternative solutions.
- Share of procurement spend where you switched to alternative solutions.

Supplier transparency:

- Share of suppliers (in terms of spend) with a decarbonisation target including Scope 1, 2, 3 emissions.
- Share of suppliers providing lifecycle analyses.

Internal & external capacity building:

- Share of employees / suppliers that have participated in training and capacity-building programs to help them understand the importance of emission reduction and how they can implement new practices in their operations.

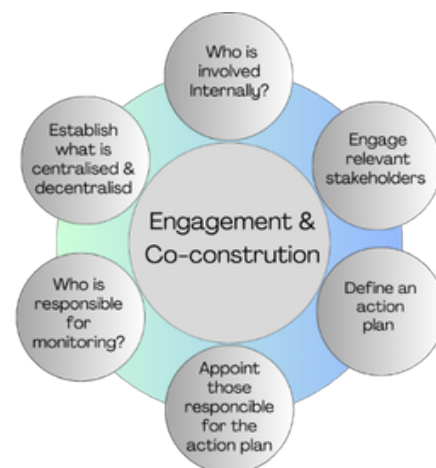
Making available the means for success

Governance and responsibilities

Ensure a sponsor at the highest leadership level is responsible for the procurement transformation and appoint a project manager within the procurement team to lead the transformation process. Clear and well-defined governance and responsibilities are crucial to maintain accountability at different levels.

Engagement & Co-construction

- Define who needs to be involved internally in designing the new procurement process.
- Engage relevant stakeholders and ask for their opinions, ideas, including the sponsor, procurement professionals, field staff, environmental experts, etc.
- Define an action plan, validate resources & budget.
- Appoint those responsible for the action plan.
- Determine who will be responsible for monitoring progress and at what level.
- Establish which part is centralised (main office) or decentralised (responsibility in the fields).





Reinforce procurement organisation

Depending on the size and capacity of your organisation, the CAA recommends reinforcing the procurement team or reshuffling the portfolio so that each buyer can allocate 10 to 30% of their time to integrating climate and environmental criteria in their process, e.g. engaging with several suppliers, literature review, sharing with peers, etc.

When possible, include environmental considerations in annual objectives and performance reviews and update job descriptions to include environmental/carbon dimension.

Sensitise and train staff

Implement training and incentives to integrate climate and environmental considerations in their daily work and highlight what roles each function plays in achieving procurement carbon reduction targets.





STEP 1: EMISSION PRIORITISATION

The objective of this step is to identify the top products & services that contribute most to the total emissions related to procurement. This analysis will highlight areas where efforts have the greatest impact and where alternative solutions are necessary. It will help prioritise actions and identify potential reduction opportunities.

You may start by conducting a baseline assessment to map procurement-related emissions and pinpoint the key contributors. We recommend conducting this analysis based on **financial value**, as it provides a practical and effective means of estimating emissions. **At this stage**, there is no need to calculate detailed emission factors for each item. Instead, by using estimated emission factors for different purchasing categories, you can obtain a reasonable approximation of the overall carbon footprint.

Since financial value often correlates with emissions, highlighting the products with the highest financial value will effectively identify the top contributors to emissions. This approach allows for a quicker and more efficient assessment, laying the foundation for deeper analysis if needed later.

In many organisations, a small number of key items are responsible for the majority of the carbon footprint. Following the **80/20 principle**, where 20% of the items often account for 80% of the emissions, focusing on these high-impact areas can lead to more effective reductions.

Analysis – Spend categories (product and services)

When prioritising product and services to focus on, consider the following factors:

- Financial value of the product or service
- Quantity or volume purchased
- Emission factor estimated by purchasing category



Using this information, you can create an overview that highlights the spend categories contributing most to the overall carbon footprint. Additionally, you can identify the most frequently procured items within each category, items with high greenhouse gas (GHG) intensity, and those with significant waste or local pollution impact (e.g., single-use items). This approach will help target key areas for emissions reduction.

Analysis – supplier level

When determining which suppliers to prioritise, consider the following factors

- Total spend with the supplier, particularly for the identified high-emission items.
- The supplier's importance within your overall sourcing strategy.
- The strength and duration of your partnership with the supplier.
- The supplier's geographic location and the energy mix in the country of production.
- If feasible, your capacity to influence the supplier's environmental practices.

It is recommended to use aggregated data from at least two years.



Quick wins

Identify contracts that are due for renewal and assess the possibility of integrating new criteria. This applies to suppliers, subcontractors, travel agency, bank, pension fund, data centres.

Use contract renewals as an opportunity to question suppliers about their climate actions, identify more virtuous alternatives, improve specifications, and eventually change suppliers. At a minimum, communicate your carbon reduction goals to suppliers during renewal negotiations to ensure alignment.

Avoid automatic contract renewals.

Examples: when renewing the contract with the travel agency, consider incorporating a requirement to provide an analysis of the greenhouse gas emissions linked with flight options for upcoming travel bookings. See dedicated document on criteria for [travel agencies](#) (See Annex 4, p.37) and section on [environmental criteria](#) for guidance for additional categories.



Similar logic with the bank: start a dialogue with your bank about their efforts to decarbonise their operations and investments. What policies and targets have they established? For more information, see factsheet on [banks](#).



Start acting

There are simple, effective actions to take to reduce your carbon and environmental footprint until more ambitious measures are implemented through the roadmap.

Identify items that are relatively easy to act on and influence staff awareness, such as items related to good office practices.

Don't wait until the spend analysis is finalised to act. From experience and based on spend, buyers will have a sense of what the most sourced items are. You may start acting by questioning suppliers on alternatives, performing market research, identifying alternative suppliers, etc.

You may also start with implementing good practices at the office, consolidate all good office practices into a new policy, which may include initiatives such as switching to recycled office paper or increasing organic and local food in the canteen. Please see the [Good office practices toolkit](#) for further information.



To consider

Keep in mind that the items with the highest spend value often have the most significant impact on emissions. Don't let imperfect data get in the way.

Starting with estimates is often sufficient to begin and prioritise efforts, as getting accurate GHG emissions data for supply chains can be challenging. Over time, the quality of data will improve, allowing for more precise and impactful actions to reduce emissions.



Identify Key Levers (Advanced)

Depending on the size and capacity of your organisation, we recommend taking a second step to further investigate critical areas within your supply chain where environmental impacts are most significant. This will help pinpoint key levers—areas with the most substantial impacts—and determine the best strategies to address them.

This process involves collaboration with suppliers and experts, conducting literature reviews, and potentially performing Life Cycle Assessments (LCAs) for deeper insights. By adopting this approach, the procurement team can better understand supply chain dynamics and engage relevant stakeholders (further details can be found under the [Supplier Engagement chapter](#) in the toolkit).

The goal is to identify stages in the supply chain where the majority of emissions originate. This requires analysing upstream processes, focusing on input/output flows during raw material extraction, manufacturing, transportation, and disposal. Once the supply chain is mapped, the environmental impact of each stage can be assessed, allowing for the identification of critical areas where emissions and environmental impacts are most significant. Ultimately, this approach will reveal the major sources of emissions across the supply chain, which can then be targeted for reduction.

For instance, in the pharmaceutical sector, a significant portion of emissions occurs in the early stages, raw material extraction and processing accounting for 50–80% of total emissions (see Exhibit 2 in [Decarbonising Healthcare Supply Chains](#)). Reducing emissions at these early stages of the supply chain is often complex due to the multiple layers of suppliers involved. In this example, pharmaceutical companies have agreed on a set of common supplier standards and cascaded these standards and targets to upstream suppliers (tiers 1,2,3, ...).



Major Levers targeted for reductions

The key levers for reducing upstream supply chain emissions vary depending on the type of product or service. Common levers include increasing the use of renewable energy, sourcing materials from more sustainable suppliers, improving process and material efficiency, reducing waste, or redesigning products to minimize their environmental footprint (see example in Exhibit 3 -The nine main levers to reduce emissions in the product supply chain in [Decarbonising Healthcare Supply Chains](#)).

When possible, you may utilise existing LCAs or conduct new ones. Life Cycle Assessments will help evaluate the overall environmental footprint of each stage in the supply chain and provide insights into key action levers for reducing emissions.





STEP 2: PROCUREMENT POLICY AND SOURCING STANDARDS

Organisations use procurement policy and sourcing standards to communicate their principles internally and externally.

A procurement policy document sets out the organisation's core principles for purchasing goods and services. It's usually accompanied by a supplier code of conduct or responsible sourcing standards. These documents help communicate the organisation's values to suppliers and demonstrate a willingness to collaborate with those who share similar principles.

Include in your internal procurement policy (or in similar documents outlining general procurement guiding principles) a commitment to reducing greenhouse gas emissions and addressing the impacts of climate change. At the same time, reflect the obligation for suppliers to cooperate in achieving these goals in the document shared with suppliers such as supplier code of conduct or responsible sourcing standards. This will serve as minimum requirements for suppliers, who must agree to adhere to your policy as a matter of compliance. It can be included for signature at the beginning of the bidding process.

By explicitly committing to reducing greenhouse gas emissions within your organisation's key documents, you send a strong message both internally and to suppliers.

Key principles to include in the procurement policy:

- Your organisation's commitment to reducing greenhouse gas emissions in alignment with the Paris Agreement and addressing climate change impacts.
- Your pledge to embed climate priorities into the procurement process, ensuring that purchasing decisions will support environmental goals.
- Request suppliers to reduce their environmental impact across their operations and supply chain, and specifically reduce their total carbon footprint by 50% by 2030, for their Scope 1, 2 and 3 emissions.
- Encourage the development of environmentally friendly products and services.
- Promote collaboration with suppliers, partners, and stakeholders who take climate actions.



Review procurement policy & sourcing standards

When you review your procurement policy, make sustainable procurement a subset of this, rather than a stand-alone policy.

Also consider what other documents and guidelines need to be aligned, such as:

- supplier code of conduct or sourcing standards
- overall sustainability or corporate social responsibility policy (i.e. not just procurement-focused)
- requirements for implementation partners and grantees
- any legal, compliance or regulatory standards

Define the content of the procurement policy & sourcing standards

Incorporate your commitment to reducing greenhouse gas emissions and the obligation for suppliers to cooperate in achieving these goals.

You may also add more specific objectives such as:

- Alternative products and services: Identifying low-carbon or less polluting alternative products and services.
- Prioritise products made from recycled materials, recyclable at the end of their life cycle, or produced using energy-efficient methods.
- Use of renewable energy in the production process.
- Circular economy: efforts to move towards a circular economy and favour repair, re-use, and re-conditioned items.
- Ban the use of single-use items, wherever possible.
- Collaborate with supply chains to establish clear expectations for suppliers to reduce greenhouse gas emissions across all scopes, aligning with science-based targets in line with the Paris Agreement.
- Suppliers are asked to provide specific environmental data of the product or service (e.g. lifecycle analyses) upon request.

Climate Action Accelerator recommends requesting suppliers to:

- Measure and publicly report on all scopes of emissions (Scope, 1, 2 and 3)
- Put in place a robust roadmap to halving greenhouse gas emissions by 50% by 2030 in line with the Paris Agreement
- Engaging with their own supply chain regarding becoming net zero.
- Providing transparency on climate and environmental impacts of products and services

**Advanced (if relevant)**

You may establish specific rules for packaging including:

- Eliminate problematic or unnecessary packaging.
- Holistically optimise primary, secondary & transport packaging and reduce plastic overwraps.
- Maximize the use of recycled packaging, particularly in plastics.
- Use mono-material structures for plastics wherever possible to enable recyclability.

Consider adding a negative list – a list of “forbidden” materials that are detrimental to the environment, difficult to recycle, or unlikely to have large-scale collection and recycling in the future. This list can include materials that must be phased out by a certain deadline.

**Resources****Examples of sustainable procurement policies:**

- [UCB Responsible Sourcing Standards](#)
- [Oxfam GB, Ethical & Environmental Policy](#)
- [IFRC Secretariat Environmental Policy](#)
- [UK Ministry of Justice, Single-Use Plastic Policy](#)
- [NHS Property Services | Sustainable procurement policy](#)
- [Sustainable Procurement Policy Template](#) developed by Stop Waste.
- [WWF Guide: Developing a Climate and Environmental Policy](#)

Packaging:

- Resources from the [Joint Initiative](#)
- [Climate Action Accelerator's factsheets on packaging](#)

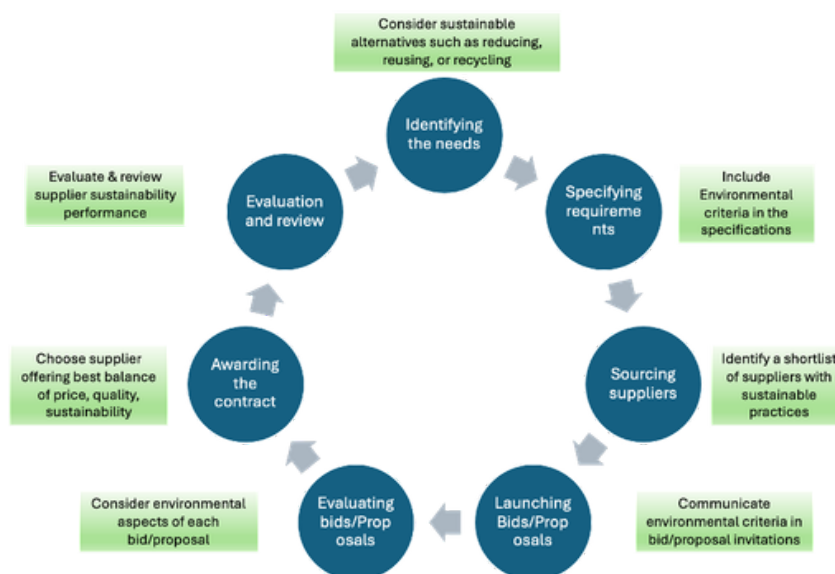
STEP 3: INTEGRATION INTO PROCUREMENT PROCESSES

The integration of climate considerations into procurement processes requires a transformation across various procurement activities, from the bidding process to supplier selection, contracting, and performance management. The aim is to progressively introduce more specific requirements and criteria for suppliers, enabling the operationalisation of these principles in procurement processes.

Objective: Embed climate and environmental criteria alongside price and quality factors throughout the different procurement stages:

- reflecting requirements in the bidding process,
- product requirements/technical specifications,
- supplier selection,
- contracting,
- onboarding procedures for new suppliers,
- performance management.

Integration of climate and environmental criteria alongside price and quality in the procurement cycle:



Source: [WREC Approaches to Environmental Sustainability Concepts & Processes](#)



Identifying the needs

Greening procurement already starts at the planning phase to ensure only goods and services that are relevant and necessary to fulfill the mission of an organisation are sourced. It is crucial to analyse if the demand could be met differently prioritising sustainability considerations. The below list provides a set of questions:

Before purchasing goods or services, assess whether the need can be met through differently. Consider reducing the quantity or specifications to meet actual requirements and explore improved technology or behaviour changes to minimize consumption.

Where purchases are necessary, prioritise more sustainable alternatives, including services instead of goods, and ensure products are designed for reuse, recycling, or reduced resource consumption throughout their lifecycle.

Tendering

Tendering, or the process of inviting bids for a project, service, or product plays a significant role in advancing net zero goals for numerous reasons, including:

- **Competitive selection of suppliers:** Through the competitive bidding process, you can encourage suppliers to demonstrate their commitment to net zero initiatives, promoting sustainability in the supply chain.
- **Technical specifications:** When including environmental criteria in technical specifications, you ensure that environmental considerations are considered when evaluating supplier proposals.
- **Encourage innovation:** Tenders that explicitly seek innovative solutions to achieve net zero targets encourage suppliers to propose and implement cutting-edge technologies and practices.
- **Long-term relationship building:** The tendering process provides an opportunity for organisations to establish long-term relationships with suppliers who share their commitment to sustainability.
- **Measurable performance metrics:** Tenders can include specific performance metrics related to net zero objectives, allowing organisations to measure and track the sustainability performance of suppliers over time. This facilitates accountability and transparency in achieving environmental goals.
- **Demonstrates leadership in sustainability** by prioritising net zero goals in their tendering processes. This commitment can contribute to broader sector efforts to address climate change and attract like-minded suppliers.



To consider

Setting environmental criteria for each service or product is essential. You may include them in the technical specifications or as award criteria during the bid evaluation phase. They can be used either as binding or optional criteria, depending on the maturity of the market. Buyers should consider doing market research and/or engaging in dialogue with suppliers upfront. You can refer to the chapter [Category Guidelines](#).

Pre-requisite for RFPs

Include the suppliers code of conduct (or similar document) in the bidding process, clearly stating your minimum requirements for suppliers. This document should require suppliers to commit in reducing greenhouse gas emissions (refer to [Step 2 – Procurement policy and Sourcing Standards](#) for details). Suppliers must comply by signing this document before submitting their proposals.

Additionally, suppliers can be asked to explain how they will support the organisation's net zero ambitions. This discussion can occur before sending the Request for Proposal (RFP), or it can entail a pass/fail commitment within the RFP itself.

Questions could include:

- Has the supplier taken actions to reduce greenhouse gas emissions in the specific product or service being offered?
- How has the supplier reduced the environmental impact through the design or redesign of their product or service?
- Does the supplier measure its carbon footprint, including scope 1, 2 and 3 on an annual basis?
- Is the supplier taking steps to reduce greenhouse gas emissions over time and has set a robust decarbonisation target in line with the Paris Agreement?
- What is the supplier's strategy for achieving net-zero greenhouse gas emissions across their supply chain?
- Has the supplier's target been validated by an external third party, e.g. the Science Based Targets initiative?
- Can the supplier share their overall strategy to reduce carbon emissions and improve supply chain transparency?



Contract award

Compare the relative advantages of different combinations of criteria such as quality and price with the addition of environmental impact.

Assign weights to each criteria, and score each offer based on the combination of all selected criteria. It is recommended to reserve a coefficient of 10–20% relative to environmental criteria, but this should be adjusted according to context.

Ensure transparency by clearly stating the weight assigned to environmental criteria in your comparative analysis of offers.

Consider adding new climate and environmental clauses in contracts based on these recommendations:

- **Setting Clear Expectations:** Contracts provide a platform for clearly defining expectations regarding sustainability and net zero goals. Including specific clauses related to environmental performance, carbon reduction targets, and adherence to sustainability standards ensures that all parties are on the same page.
- **Compliance and Reporting:** Contracts can include provisions requiring suppliers or partners to comply with relevant environmental regulations and reporting requirements. This ensures that both parties are meeting their legal obligations and provides a basis for tracking and reporting progress toward net zero goals.
- **Performance Monitoring:** Contracts should include key performance indicators (KPIs) related to sustainability and net zero objectives. This allows organisations to monitor the environmental performance of their suppliers or partners over time and assess whether they are making progress toward shared sustainability goals.
- **Incentives and Penalties:** Contractual agreements can incorporate incentives for suppliers who exceed sustainability targets and penalties for those who fall short. This provides a structured framework for motivating suppliers to actively contribute to net zero initiatives.
- **Lifecycle Assessments:** Contracts may require suppliers to conduct and share lifecycle assessments of their products and services. This ensures a comprehensive understanding of the environmental impact of the entire supply chain and allows for collaborative efforts to reduce emissions at every stage.



- **Legal and Reputational Considerations:** Organisations are increasingly recognising the legal and reputational importance of environmental sustainability. Contracts serve as a legal framework to demonstrate commitment to sustainability goals, helping organisations avoid legal issues and enhance their reputation as socially responsible entities.

To monitor **progress**, you might consider utilising a key performance indicator (KPI) such as the percentage of procurement spend incorporating climate criteria within contracts.



To consider

Offering **long-term contracts** to suppliers with good climate performance can incentivise them to act while also increasing your leverage as a buyer.



Allocate resources

Allocate resources to train buyers in climate and environmental knowledge, enabling them to lead the procurement process transformation.

Each buyer should spend 10 to 30% of their time gaining category expertise through activities like literature review, peer-to-peer collaboration, and supplier interactions.



Resources

- [UNOPS Sustainable Procurement Framework](#)
- [CDP Global Supply Chain report](#): refer to the Sustainable Procurement Pathway (p23-27) developed by CDP and BCG which describes the five different phases of the development of a sustainable procurement strategy.
- [Integrate climate obligations into contracts](#) – Chancery Lane project

STEP 4: SUPPLIER ENGAGEMENT

Supplier engagement is an essential step for achieving ambitious carbon reduction goals.

1. Set out expectations on suppliers

- We recommend starting by aligning suppliers with the organisation's emission reduction goals and clearly communicating the following expectations:
- Measure and publicly report on all scopes of emissions (Scope, 1, 2 and 3)
- Put in place a roadmap to halving greenhouse gas emissions by 50% by 2030 in line with the Paris Agreement
- Provide transparency on climate and environmental impacts of products and services
- Engage their own supply chains in efforts to achieve net zero emissions.

Refer to [Step 2 – Procurement policy and Sourcing Standards](#) for details.

Additionally, specific asks across the various activities at all procurement stages are described in [Step 3: Integration into procurement processes](#).



To consider

Suppliers should be involved and informed early in the process to allow them to adapt. It is recommended to put in place a supplier roadmap with timelines. See example [NHS](#).





2. Understand where top suppliers stand

It is important to understand what your suppliers are doing at the beginning of your journey – and throughout. It is not about only tracking progress but also sharing good practice and innovation. It's also a good method to understand current supplier challenges so you can work with them to problem solve and manage expectations.

Different options exist to track progress of suppliers on decarbonisation:

- Excel questionnaire / Tailor-made tool
- Data management service provider
- Conduct an RFI (Request For Information) on supplier maturity assessment

3. Engage with suppliers

Focus on top suppliers following the 80/20 principle where 20% of the items account for 80% of the emissions.

Concrete supplier engagement takes many forms:

- Organise dedicated workshops with suppliers.
- Incentivise suppliers (financial or non-financial).
- Provide suppliers with open-source materials on how to get started.
- Understand supply chain challenges together and identify levers.
- Create opportunities to shape mutual solutions (e.g. product alternatives) – through dedicated workshops, supplier review,
- Conduct joint LCAs studies.

4. Monitor the progress of key suppliers

- Define relevant KPIs for tracking supplier performance (% of renewable energy, ...) & establish a data collection process.
- Annual reporting on the progress made and updating of plans.
- Follow up with suppliers on progress made, e.g. by including climate and environmental criteria in regular supplier reviews.





To consider

- Expectations are often most effective when paired with support.
- Keep in mind that achieving high-quality emission estimates may take time. In the interim, simpler targets—such as tracking the number of suppliers engaged—might be more appropriate.
- Business decisions are rarely made with 100% certainty, and addressing emissions should be no different. Prioritize action and speed over perfection.
- Engaging supplier executives is crucial, as their commitment is key to driving the success of your climate goals.



Key resources on supplier engagement

- Exponential Roadmap's [Supplier Engagement Guide](#)
- Exponential Roadmap's [Supplier Action Guide](#)
- SBTi [Best Practices in Scope 3 GHG Management](#) (Chapter 5 Supplier Engagement)
- Solutions to incentivise suppliers: WBCSD [Reaching Net zero: incentives for supply chain decarbonisation](#)
- Resources for suppliers are available in Climate Action Accelerator's [Solution factsheet on supplier engagement](#).
- Call from Sustainable Markets Initiative for suppliers to sign up to joint climate and sustainability targets: [Sustainable Markets Initiative Health Systems Task Force](#)
- Example of a supplier letter: [Generic letter asking suppliers to take action](#)
- Excel questionnaire: [WWF Example Supplier Questionnaire](#)

CATEGORY GUIDELINES

Climate Action Accelerator has developed guidelines for environmental buying criteria for products and services. These guidelines provide a list of criteria for practical use in the buying process.



Vehicles (developed by Fleet Forum for Climate Action Accelerator)

- [CAA Environmental criteria_Vehicles.xlsx](#)



Paper

- [CAA Environmental criteria_Paper-based products.xlsx](#)



Travel agencies

- See [Climate Action Accelerator's travel toolkit – Annex 5](#).



IT equipment

- [CAA Environmental criteria_IT equipment.xlsx](#)



Food

- [CAA Environmental criteria_Food.xlsx](#)



Non-food items

- [Tarpaulin \(ICRC specifications\)](#)



Cleaning services

- [CAA Environmental criteria_Cleaning.xlsx](#)



Resources for setting environmental criteria

- Dutch Public Procurement Expertise Centre, Sustainable Public Procurement Criteria, <https://www.mvicriteria.nl/en>
- Swedish National Agency for Public Procurement, Sustainability criteria, <https://www.upphandlingsmyndigheten.se/en/criteria/>
- EU GPP, EU Green Public Procurement Criteria, https://ec.europa.eu/environment/gpp/eu_gpp_criteria_en.htm
- Austrian Action Plan for Sustainable Public Procurement (nabe), nabe, <https://www.nabe.gv.at/en/>
- Queensland Government, Sustainable procurement guides, <https://www.forgov.qld.gov.au/finance-and-procurement/procurement/procurement-resources/procurement-guidance>

For field procurement:

Green Procurement Market Assessment – IFRC Bangladesh Pilot

<https://logcluster.org/en/document/green-procurement-market-assessment-ifrc-bangladesh-final-report>

REH, Sustainable Procurement Criteria Database,

<https://www.environnementhumanitaire.org/en/ressource/sustainable-procurement-implementation-support-tool-spist-of-the-sustainable-procurement-working-group-september-2023/>

Circularity

WREC, Circular Products Purchasing Tool,

<https://logcluster.org/en/document/wrec-circular-products-purchasing-tool-june-2024>



Existing LCA databases

- UNITAID study on a climate and nature assessment of ten key health products
https://unitaid.org/assets/Report_From-milligrams-to-megatons_A-climate-and-nature-assessment-of-ten-key-health-products.pdf
- ADEME Agribalyse, Découvrez l'impact environnemental de l'alimentation selon les indicateurs ACV (in French), <https://agribalyse.ademe.fr/>
- HealthCareLCA, A Database of Healthcare's Environmental Impacts
<https://healthcarelca.com/>
- ADEME Base Empreinte, La version 23.1 de la Base Carbone (in French),
<https://base-empreinte.ademe.fr>





ADDITIONAL RESOURCES

[Network](#)

Climate Action Accelerator has established a list of organisations for network opportunities.

[Procura+ Manual](#)

The Procura+ Manual is a guide for European public authorities on implementing sustainable procurement. It provides key guidance on sustainable procurement approaches for six high-priority product groups – construction, IT equipment, cleaning products, food, vehicles and electricity.

[SBTi Supplier Engagement Guide](#)

The guide supports companies to engage their supply chains to set science-based targets for decarbonisation. It outlines how to evaluate, develop and set supplier engagement targets, implement engagement programs, and ensure businesses fully understand what it takes to achieve these goals. It is tailored to companies with scope 3 supplier engagement targets.

[Exponential roadmap, incl supplier engagement guide](#)

The 1.5°C Supplier Engagement Guide is a freely accessible guide for companies seeking to reduce GHG emissions in their supply chains. The guide is based on best practice from the world leaders and aligned with UN Race to Zero.

[WBCSD Reaching Net Zero. Incentives for Supply Chain decarbonization](#)

This paper identifies a framework of supplier incentivisation levers that companies can use to act on decarbonising their supply chains.

[Sustainable Procurement Pledge community & webinars](#)

The Sustainable Procurement Pledge (SPP) is an international bottom-up and non-profit organisation for procurement professionals, academics, and practitioners, driving awareness and knowledge on responsible sourcing practices and empowering people in procurement.



Networks

Climate Action Accelerator Procurement community

The Climate Action Accelerator procurement community builds on the initial procurement workstream. It allows for Climate Action Accelerator partners to exchange regarding challenges and opportunities when implementing a decarbonisation strategy for procurement. It is also a platform to share learnings.

[WREC Project](#)

The WREC Project seeks to reduce the adverse environmental consequences of humanitarian logistics through awareness, practical guidance, and real-time environmental expertise. The project is coordinated by the Global Logistics Cluster and supported by a coalition of humanitarian organisations

[Joint Initiative on Sustainable Humanitarian Packaging Waste Management](#)

Convened and funded by USAID, the Joint Initiative brings together 23 humanitarian actors from the UN system, NGOs, and bilateral and multilateral donors to reduce the negative environmental impacts of humanitarian action, with a focus on packaging waste.

For francophone organisations: [REH](#)

Plusieurs ONG engagées dans l'intégration d'une démarche environnementale dans leur action se sont rencontrées à l'initiative du Groupe URD afin de formaliser l'existence d'un réseau de partage d'expérience, d'échanger sur leurs axes de travail prioritaires et leurs attentes. Ce réseau a vocation à s'élargir à toute nouvelle organisation désireuse de s'engager sur cette voie.

[Sustainable Procurement Pledge](#)

The Sustainable Procurement Pledge addresses all procurement professionals, academics and students who want to become a SPP Ambassador and drive a Responsible Procurement agenda through personal engagement. By personally committing yourself to the statements below, you pledge to foster a common understanding of responsible, inclusive and cooperative Procurement behavior while including them in your day-to-day business conduct.



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