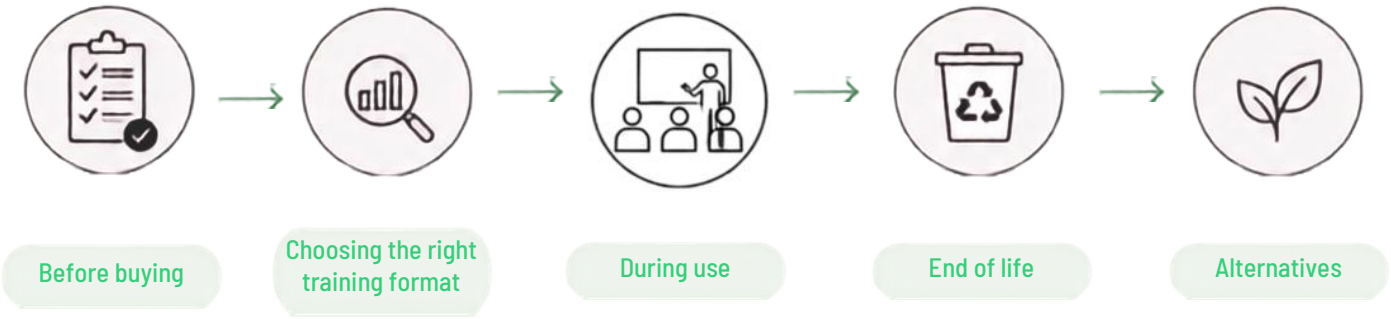
SUSTAINABLE PROCUREMENT FACTSHEET – TRAINING



This factsheet provides practical guidance for humanitarian procurement and programme teams to deliver trainings more sustainably. It highlights key considerations throughout the different stages of holding a training:



1. Before buying

Sustainable procurement starts with a clear assessment of needs. The following questions can guide procurement policies and decisions.

Do we need to deliver this training?	Can we deliver it locally?	Do we need online training or in-person training?
• What is the actual training need, and how many people need to be trained? • Can existing training materials, sessions, or internal expertise be reused instead of commissioning something new?	• Is there a local trainer or training provider able to meet the quality and content requirements? *If no local supplier meets these criteria, consider regional suppliers for alternative sourcing options.*	• In-person training each have advantages, disadvantages, and a different environmental impact. • Determine training needs precisely and weigh the pros and cons of in-person versus online delivery before choosing.

2. Choosing the right training format

These tables help integrate sustainability into your training procurement. **Table 1** includes ready-to-use technical specifications for BOQs, and **Table 2** provides supplier evaluation criteria for procurement assessment. The "Impact" column reflects each criterion's importance to the environmental footprint (climate, water, waste).

Table 1. Criteria for sustainable training procurement

Criteria	Impact	Sustainability guidance
In person training - training/workshop dedicated premise rental		
Energy source and efficiency	High	**Energy-efficient building design and operation**: insulation, HVAC systems, maximized natural lighting and ventilation, climate-adapted features (e.g. white or green roofs), and energy-efficient lighting.
Energy performance certification for buildings	High	**International energy performance certification** for buildings: BREEAM ("Building Research Establishment Environmental Assessment Method"), LEED ("Leadership in Energy and Environmental Design"), ISO 50001, or HQE ("Haute Qualité Environnementale").
Accessibility	Medium	**Location**: within walking distance and accessible by public transport.
Inclusivity	Medium	Accessibility for people with disabilities, compliance with regulations and the inclusiveness of the design.
Area with equipped kitchen	Medium	Area with a fully equipped kitchen to minimise the use of plastic and other single-use food containers.
Online training		
Tailored teaching method for online learning	Medium	Teaching methods for engaging audience / methods for facilitating online discussions and learning
Digital responsibility	Medium	Design of the digital service to be compatible with low data speeds and a wide range of devices; optimized multimedia content; design to minimise data traffic; a service that prioritizes other solutions than generative AI solutions; transparency regarding the digital servers and other data centres used; limiting video quality and other best practices.
Data protection	Medium	Policy and measures for the protection of training participants' personal data and training content. GDPR and EU-AI Act compliant.

Table 2. Supplier criteria:

Criteria	Impact	Sustainability guidance
Water & energy consumption	High	The venue shall monitor water and energy use, with measures in place to reduce consumption.
Waste management	Medium	The venue or platform shall have a system in place to reduce and manage waste generated during the training (paper, food waste, single-use materials).
Local sourcing	Low	Trainers, materials, and catering shall be sourced locally where possible to reduce transport-related emissions.
Social impact		The training provider/venue shall demonstrate appropriate health & safety measures, local employment, and fair wage practices for staff.

3. During use

Online training:

- Encourage participants to lower video quality when not essential and turn off video when not needed to reduce data traffic.
- Favour asynchronous or lower-bandwidth formats where possible to improve accessibility and reduce energy consumption.

In-person training:

- Minimise printed materials: share documents digitally before and after the session.
- Use reusable name badges, cups, and stationery instead of single-use items.
- Set air conditioning/heating to reasonable levels and turn off equipment (screens, lights) during breaks.

4. End of life

For **end of training materials**:

- Store and reuse training materials (slides, handouts, templates) for future sessions.
- Recycle paper waste according to local waste management systems.
- Archive digital training content for reuse or adaptation in future trainings, reducing the need for new content creation.

5. Alternatives: cost and environmental analysis

Table 3. All contexts: environmental benefits of recommended alternatives

Possibility to hold high-quality online sessions must be verified with local service providers. The reductions in climate change impact were calculated by comparing different training set-ups in Lebanon.

Alternatives	Reduction in climate impact	Key benefits
Online training	-98%	Eliminates travel-related emissions for participants; significantly lower energy/water consumption or waste production during the event;
In-person training in a more sustainable venue	-13%	Maintains in-person engagement and networking benefits while reducing environmental impact through energy-efficient venue selection.
Hybrid training (50% online participation)	-49%	Combines the flexibility and lower footprint of online participation with the engagement benefits of in-person sessions, reducing overall travel and venue-related impact.

Table 4. Lebanon: cost and environmental analysis of available alternatives

Compared to an in-person training in a standard venue in central Beirut (with international participants), hosting the **same 3-day training online is 98% cheaper.** This alternative also reduces the training's climate change impact by 98%. Hosting it in-person in **a selected sustainable venue in central Beirut is 6% cheaper**. This alternative also reduces the training's climate change impact by 13%.

Conventional technical specification	Sustainable technical specification
In-person training/workshop in a standard venue (hotel), centrally located, for a 3-day workshop.	• Online training: 3-day workshop with a yearly subscription to a virtual meeting platform (up to 100 attendees). • In-person training in a sustainable venue: same 3-day format, centrally located in Beirut.

6. References and resources

This factsheet is based on a project's market assessment in Lebanon, drawing on supplier questionnaire responses, technical observations from site visits, and available guidance on sustainable products and services relevant to the Lebanese context in 2026. For more information, as well as the methodology used for price comparison, total cost of ownership, and the simplified LCA, please refer to the following document: *Appendix 1 - Price comparison & environmental analysis methodologies.*