

Request for provider: development of sustainability toolbox

Background

As business sustainability action continues to grow, Sustainable Business Council (SBC) members are increasingly looking to SBC for general advice and support on a wide variety of ESG issues. Alongside this SBC is refreshing its [member commitments](#) to reflect what current and future sustainability best practice looks like, in line with the World Business Council for Sustainable Development's (WBCSD) [new commitments](#).

SBC has a selection of [how to/introductory guides on several ESG topics](#). We are looking to build on this to develop a comprehensive suite ('a sustainability toolbox') of resources to support SBC members with their general ESG queries.

About SBC

SBC is a CEO-led membership organisation with over 130 businesses from all sectors, ambitious for a sustainable New Zealand. Members represent more than \$158 billion of collective turnover, 41% of GDP, and nearly 287,000 full-time jobs. Our network gives members unparalleled influence and the ability to take large-scale collective action. SBC is part of the BusinessNZ network and is the New Zealand Global Network partner to WBCSD.

Project information

Scope

We are looking for a provider to develop a toolbox of resources on the key ESG topics that make up SBC's strategy. These include:

- Sustainability strategy and governance including
 1. The business case for sustainability
 2. Developing a sustainability strategy and plan
- Climate change including
 3. Mitigation - setting targets, developing an emission reduction plan and reporting on scope 1-3 emissions
 4. Adaptation – risk identification, developing a transition plan and reporting
- Nature including
 5. Setting targets, including nature in net-zero plans, and reporting
- Social sustainability including
 6. Human rights including human rights due diligence
 7. Equity, diversity and inclusion
- Transparency and disclosure including
 8. Embedding ESG in Enterprise Risk Management (ERM) processes
 9. Communicating on sustainability (authentically and transparently)



Activities/deliverables

The provider will be required to:

- Review which resources already exist, both created by SBC and other organisations (SBC will provide list)
- Assess which ones are up to date and relevant to an Aotearoa New Zealand business context
- Write content for new resources where there are gaps, including by updating existing SBC resources and adapting WBCSD resources

These resources can take the form of documents and PowerPoints¹. They should give an overview of the topic as well as actionable steps for a business to be able to take. They need to be relevant to an Aotearoa New Zealand business context, including taking account of Aotearoa's unique cultural context and indigenous-Māori perspectives. The resources need to cover information on what current, as well as ambitious and leading-edge practices look like.

The resources will be supplemented by case studies of member businesses demonstrating good practice in each topic area, which the SBC team will develop in house.

Audience

This toolbox of resources is primarily targeting sustainability professionals. However, it should be understandable by those who do not have a technical background in sustainability. Each resource needs to be relevant for SMEs as well as larger corporates.

Conditions of contract

The timings outlined in the work programme are firm. The budget for this contract is \$30,000 excluding expenses and GST. There is additional budget set aside for professional design of the resources within the toolbox.

Partnerships or multiple consultants will be considered.

All information provided by individual organisations is treated as confidential unless their explicit permission is given for it to be published.

Payments will be made on receipt of the complete resources.

Submissions for services

Please provide the following information to jcrangle@businessnz.org.nz by 16 November.

1. Name and role of consultant(s) carrying out the work
2. A short description of how you would approach this work, including reference to any previous, relevant work in this area
3. Two referees from related or recent projects
4. Pricing of the work, including hourly rate and execution activities
5. Links to information on your organisation's own sustainability practices

¹ additional budget has been set aside for professional design of these resources so the provider is responsible for writing the content only



Proposed schedule for work

Review of existing SBC/non-SBC resources	20 hours
Creation of new resources (approx 16 hours per resource covering the topic areas listed above)	160 hours
Revision/amendments based on SBC team feedback	20 hours
TOTAL	200 hours

