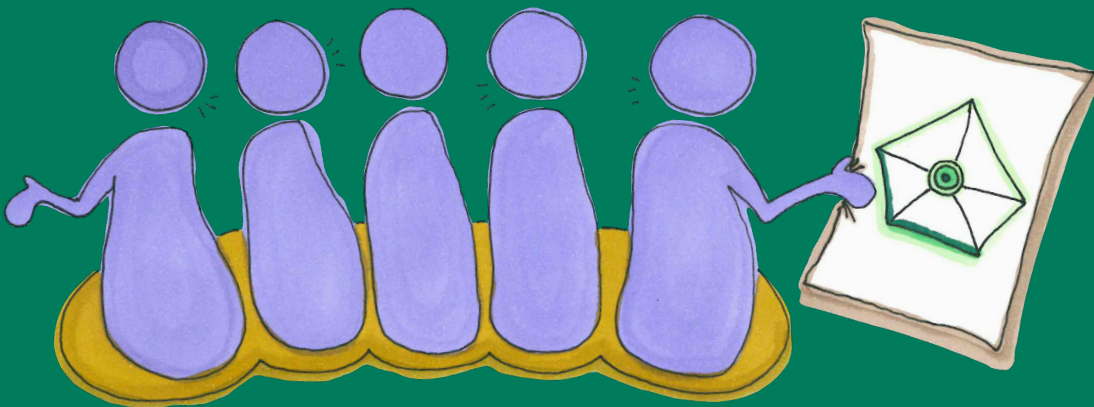




# CLIMATE & ENVIRONMENT MAINSTREAMING TOOL



GLOBAL FOCUS

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**Graphics:** Amanda Levi Marquardsen Souza

**Layout:** Maja Wesnæs

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**Dear Reader,**

civil society organisations and their partners work tirelessly across the globe to achieve the Sustainable Development Goals, protect lives and livelihoods and fulfil human rights for all. While new crises and challenges have continued to emerge and change our societies, civil society organisations have continued to adapt their ways of working and revise their solutions.

Climate change is one of the greatest and most urgent challenges of our time. It poses a threat to all ecosystems and livelihoods, to peace and to the fulfilment of human rights globally, and risks undermining all collective effort to alleviate poverty and build resilience, not least in developing countries and for poor and climate vulnerable populations.

If we are to build sustainable and resilient societies in the midst of the climate crisis, civil society organisations need to urgently become climate and environmentally sustainable and resilient themselves, and lead the way for other sectors and stakeholders by example and through concrete solutions. We need to limit our own climate and environment footprints, and make sure our activities and collaborators do no harm to the contexts we work in - be they in Copenhagen, Johannesburg, or Dhaka.




To ensure the effective, inclusive and ambitious green transition of our sector, Global Focus and its members have developed the Climate and Environment Mainstreaming Tool. The tool is designed to create a shared language and platform for civil society's journey into climate and environment mainstreaming. It consists of a checklist of 10 benchmarks for change on organisation, project, and partnership levels. Regardless of your starting point, each benchmark helps you draw up an action plan for how your organisation can get up to speed on climate and environment mainstreaming, and allows you to assess your progress throughout the coming months and years. Finally, to help you on your journey, we present you with a range of ideas, resources and best practices gathered in an online inspiration catalogue.

We hope you will welcome this tool into your organisation and set aside the resources needed to assess your progress and take action where needed. While the journey may be long, we will only succeed if we embark on it together. We look forward to supporting you along the way.

Sincerely,



**Rasmus Stuhr Jakobsen**  
*Chair of Global Focus*

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# 1. WHY YOU NEED TO START CLIMATE MAINSTREAMING RIGHT NOW

In order to build sustainable and resilient societies in the midst of the climate crisis, civil society organisations need to urgently become climate and environmentally sustainable and resilient themselves. We need to approach the crisis holistically and work closely with local partners to develop relevant solutions. Our sector needs to urgently mainstream climate and environmental considerations into all our humanitarian and development efforts, to ensure organisations do no harm to the climate and the environment, and to actively promote and contribute to a more sustainable future.

This tool has been developed by Global Focus and its member organisations to support, drive, and mobilise the mainstreaming of climate and environment actions into organisations, activities, and partnerships.<sup>1</sup> Global Focus' working group on climate and environment mainstreaming and its 14 member organisations have developed and tested the tool throughout 2020 and 2021, to ensure its applicability and relevance to green, development and humanitarian organisations alike, whether they are large, medium or small in size.

Global Focus is a platform of approx. 80 Danish civil society organisations, and throughout the years we have taken the lead in building the capacity of our members and engaging them in mutual learning exchanges to align with new agendas and trends in the development and humanitarian sector. In 2019, we started our own climate and environment journey, and are drawing upon our vast and diverse network of members to ensure the much needed effective, inclusive and ambitious green transition of our sector.

## JOINT COMMITMENTS

Global Focus and its member organisations have made three joint climate and environment commitments for our sector, to be achieved before 2025:

1. **Mainstream policies and strategies:** Policies and strategies reflect an ambition to consider climate and environment concerns in all major functions of the organisation.
2. **Set a reduction target:** An organisational emissions reduction target has been set, and a plan has been devised for how operations and projects contribute to reducing emissions.
3. **Carry out context analyses and risk assessments for activities:** All activities include climate and environmental considerations in their context analyses and are screened for social, environmental, and climate risks to determine the need for action.

## CROSS-SECTOR TRANSPARENCY AND ADVOCACY

The joint commitments are meant to enable documentation of progress and to inspire learning and joint action across organisations. While we as a sector will be transparent towards local partners, donors and other stakeholders about this cross-sectoral progress, we also acknowledge the need for changes in the world around us in order to properly address the climate and environmental crises. Adequate donor funding needs to be directed towards capacity building for mainstreaming processes, not least for local partners; there needs to be flexibility in donor requirements and implementation hereof; and donor guidelines need to be adjusted to incentivise climate and environment friendly actions – rather than the opposite. Global Focus will use the learning from this cross-sector mainstreaming process to push for change from donors, private sector actors, international NGO alliances and other relevant stakeholders.

1) In 2020, CISU launched [a comprehensive tool focusing on climate mainstreaming](#) at sector-specific activity level. The CISU tool and the Climate and Environment Mainstreaming Tool can be used complementarily.

## 2. WHAT IS 'MAINSTREAMING'?

Mainstreaming<sup>2</sup> climate and environment in an organisation means that climate and environmental considerations are *systematically integrated into organisational structures, projects and partnerships, rather than only taken into account on an ad hoc basis*. Climate and environmental concerns will not only be considered internally, but also *in external actions and relations*. And finally, climate and environmental mainstreaming means to not only 'do no harm' to the environment and climate, but to also *actively look for synergies between existing projects and sustainable solutions*.

In a climate mainstreamed organisation, a decision on whether to renew a contract with a pension fund that mainly relies on fossil fuel investments, rather than looking for a pension fund with a more sustainable portfolio, will no longer be up to individual employees or managers; the organisation's policies will already have decided for them what climate and environment principles need to be taken into consideration before any contract is signed.

In a climate mainstreamed organisation, whenever a project is developed, it is no longer up to the one programme officer who coincidentally took a course on solar panels back in 2012, to make sure potential green synergies are exploited. All programme staff are now able to assess whether environment- and climate-friendly solutions can be integrated into projects – or they know who to ask for advice.

Also in a climate mainstreamed organisation, management no longer hesitate when asked by their new potential donor whether they are 'Paris-aligned'. They know now that it means aligning to the goals of the Paris Agreement from 2015, and most importantly, that "we aim for CO<sub>2</sub>-neutrality by 2028 and have already reduced by 20 percent after introducing an ambitious flight policy," as one Secretary General said in a donor meeting the other day.

### THREE DOMAINS OF MAINSTREAMING

In this tool, we refer to three domains of mainstreaming: Organisation, Projects, and Partnerships. The domains are intended to cover all the aspects of your organisation's work, and within each domain, a number of benchmarks specify what you need to do in order to achieve a full level of mainstreaming. It will be important throughout your mainstreaming process to keep these three domains of your organisation's work in mind, and make sure to translate them into your specific organisational context. To help you reflect on this, the illustration on page 8 gives an overview of departments and work areas that you will typically find in a civil society organisation, and how they are related to the mainstreaming domains.

Your own organisation may very well look different, so we encourage you to do this exercise in dialogue with colleagues and management, and consider how exactly each team, department or workstream relates to the three domains of mainstreaming.

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2) Mainstreaming and integration are in this tool used interchangeably, in line with [EU terminology](#).

## ORGANISATION

This domain covers the structures, systems and functions that ensure effective daily operations and enable the execution of the organisation's core activities. It is relevant to any type of organisation and include e.g. administration, governance, IT, finance, procurement, suppliers, contracts and HR. In the mainstreaming process, the change will take its point of departure in the revision of strategies, policies and procedures.

While the responsibility for mainstreaming will typically be anchored in finance, administration or similar departments, the change will only take full effect if other parts of the organisation take co-ownership and implement the new ways of working. This also includes e.g. whether the t-shirts for the next campaign are bought from a sustainable source or a sweatshop in Bangladesh, and what coffee the volunteer buys for the team in the local second-hand shop.

## PROJECTS

The second domain covers the programmes and projects your organisation carries out in countries in the global South. A fully mainstreamed organisation will have an overview of how many of its projects include green objectives or elements. The projects will link to existing plans and policies of the country of implementation, and projects will be resilient by design and have a minimal climate and environment impact on their context.

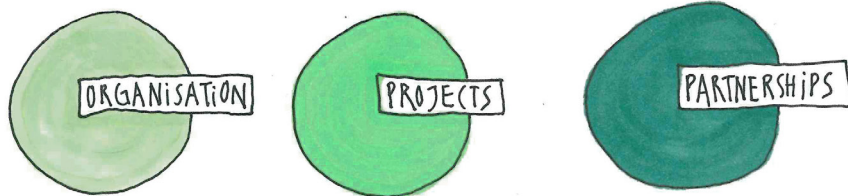
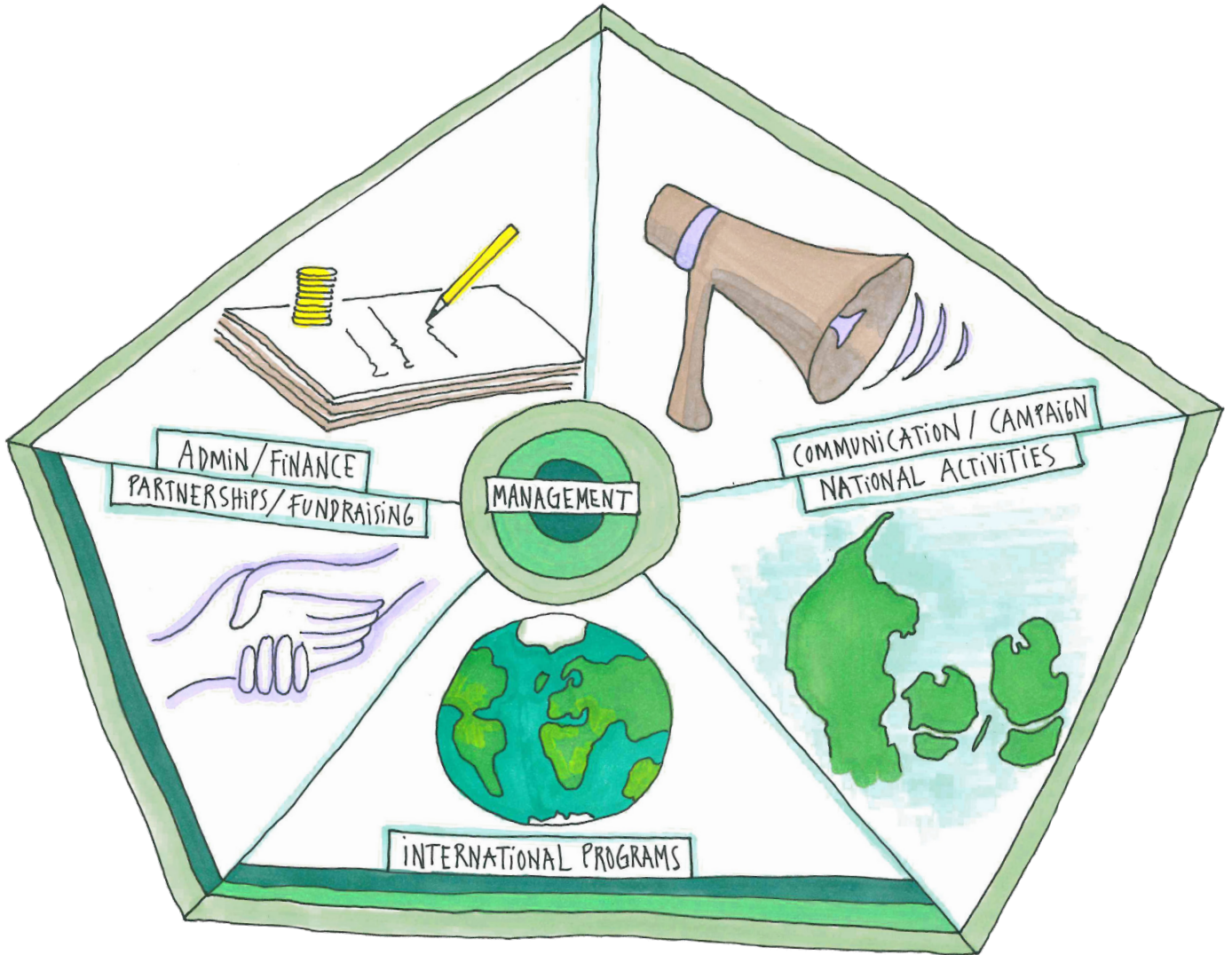
Projects are often anchored in one department in your organisation, but can have implications for how other parts of the organisation works, for example finance or procurement. The part of your organisation that has responsibility for programmes and projects should take the lead on this part of the mainstreaming exercise.

## PARTNERSHIPS

The third domain covers the partnerships that your organisation engages in. As a civil society organisation, you will most likely have one or more local implementing partners as part of your projects or programmes in the global South. The mainstreaming process asks you to ensure that their knowledge of the climate and environment around them is actively integrated into projects, and that they are given the resources to become sustainable and resilient organisations on their own. This part of the process will often take its point of departure in the department responsible for projects and programmes.

Many civil society organisations carry out projects in partnership with private sector actors, and in order to become fully mainstreamed, you need to make sure they comply with your own strategies, policies and procedures. This part of mainstreaming can include a broad number of areas: administration, contracts, fundraising, volunteer activities, and of course business partnerships if this is a separate area in your organisation.

**The three domains of mainstreaming  
and their relation to different parts of an organisation**



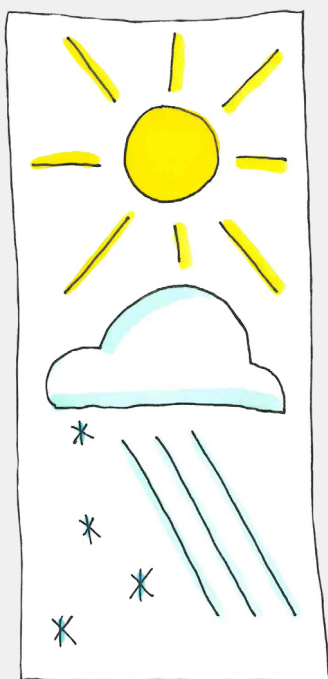


## CLIMATE AND ENVIRONMENT DEFINITIONS

The climate and environment crises are interlinked and inseparable. Restoration of ecosystems positively contributes to climate change mitigation, and improved water resource management builds resilience and adaptive capacity in local communities, just to name a few examples. This tool takes point of departure in the climate crisis, while also including methods and aspects with a focus on environmental and biodiversity concerns. This balance reflects on the one hand a need in our sector to improve our understanding of the interconnectedness between climate, environment and biodiversity, yet, on the other hand, an acknowledgement that environment and biodiversity is uncharted territory for many civil society organisations.

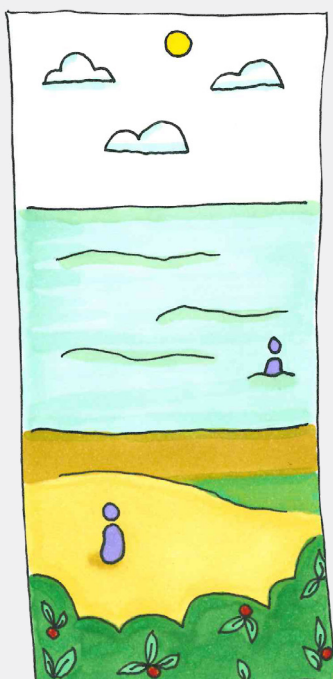
### Climate

Weather patterns and temperatures. Climate change leads to droughts, floods and sea-level rise, affecting people, animals, and plants.



### Environment

The air, water, and land in or on which people, animals, and plants live.



### Biodiversity

Physical ecosystems, habitats and species that are threatened by changes in the climate or environment.



## 3. HOW DOES THE TOOL WORK?

The Climate and Environment Mainstreaming Tool is designed as a sector-wide tool to support civil society organisations in mainstreaming climate and environment action.

### The tool has three purposes:

- To enable your organisation to self-assess its level of climate and environment mainstreaming and take action to improve your level of mainstreaming
- To enable you to engage in conversation with colleagues and management on existing gaps and possible actions.
- To enable you to engage with other organisations in mutual learning and knowledge-sharing, and to feed your results into a sector-wide learning and advocacy effort led by Global Focus.

To support this, the tool consists in three elements described in the following: A checklist for self-assessment, a catalogue for inspiration and an action plan for commitment.



### CHECKLIST FOR SELF-ASSESSMENT

The checklist consists in 10 benchmarks that have been developed with the aim of identifying climate and environment gaps in organisations. They are based on a mapping of donor requirements and international guidelines and methodologies<sup>3</sup> as well as themes suggested by Global Focus' member organisations and exchanges of best practices among them.

### The mainstreaming scale

The benchmarks allow you to make a self-assessment of your organisation's level of mainstreaming based on the mainstreaming scale:

- Fully mainstreamed
- Moderately mainstreamed
- Mainstreaming initiated
- Mainstreaming not yet initiated
- Not applicable

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3) Including but not limited to Danida (2022), Norad (2020), ECHO (2020) and the Core Humanitarian Standard (CHS) (2020).

The benchmarks cover the three domains of mainstreaming: Organisation, Projects and Partnerships. Within each benchmark you will see an explanation of what it takes to reach a given level of mainstreaming.

These definitions are, however, merely a guide for you to assess your level. A self-assessment is subjective and context-specific to your organisation, and while the tool allows us to track progress across organisations, the aim is not for all organisations to achieve progress in the same pace and in the exact same way. Rather, the aim is to set an overall direction and common framework for the sector that allows for knowledge-sharing.

If, for example, you do not have a full overview of how many programmes and projects your organisation is currently designing or implementing, it might be okay to go with your best guess. If 'moderately mainstreamed' requires you to mainstream the majority of your organisation's strategies, policies and procedures, but you have managed to fully mainstream three overarching policies that will have trickle-down effects into 50 guidelines, maybe give yourself a pat on the shoulder and take the step from 'mainstreaming initiated' to 'moderately mainstreamed'.

All organisations should carry out their self-assessment taking all 10 benchmarks into consideration. However, for some organisations, some benchmarks might not be relevant to go further with, considering their specific activities, structure or scope. Further, some benchmarks are only relevant to act on if part of your organisation's projects include green objectives or elements. If a benchmark is not deemed relevant to your organisation, 'not applicable' is the right score for you.

Once you have scored your organisation's level of mainstreaming against each of the 10 benchmarks, you will end up with an overall score as well as an overview of what domains of mainstreaming to improve in order to become a fully mainstreamed organisation.

## Climate and environment standards and methods

The benchmarks refer to acknowledged and well-tested standards and methods to achieve sustainable and resilient organisations, projects and partnerships. You will find terms such as due diligence, carbon accounting, emissions baseline, environmental risks, and forecast-based analysis. We don't expect you to already be well-versed in this rather technical terminology. If you are new to the field, the literature and resources in the Inspiration Catalogue combined with research can serve as a first introduction. While the benchmarks are structured around the predominant donor standards and current needs in the development and humanitarian sectors, as the tool's methodology relies on a subjective self-assessment, and as donor requirements are always changing, we encourage you to always follow the most recent donor guidelines relevant to you to ensure full compliance.

### HOW TO USE THE CHECKLIST:

1. First familiarise yourself with all 10 benchmarks so you understand the difference in the areas they cover and what that means in your organisational context
2. For each benchmark, score your organisation on the mainstreaming scale
3. Describe the reasoning behind the given score
4. List the documentation that you have used as basis for the score (strategies, policies, guidelines, programme documents, supplier contracts, etc.)
5. Count the final score and set a date for the next re-assessment.



## CATALOGUE FOR INSPIRATION

The inspiration catalogue includes ideas, resources and best practices for your mainstreaming journey and the individual benchmarks.

The catalogue is structured so that each benchmark has a section with ideas for action, as well as a section with links to resources from other civil society organisations, donor agencies, international alliances and institutions. The link section is online and will be updated on a continual basis, so you get access to the latest knowledge on climate and environment mainstreaming in the sector.

### HOW TO USE THE INSPIRATION CATALOGUE:

1. Browse through the inspiration catalogue when you are doing the self-assessment, to get an understanding of the methods and practices of mainstreaming related to each benchmark.
2. Use the inspiration catalogue again when you are developing your action plan, to get inspiration for how to make a change to your organisation, projects, or partnerships.

You can find the link section of the catalogue [here](#).

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## ACTION PLAN FOR COMMITMENT

After carrying out your self-assessment and having congratulated yourself and your colleagues on taking a huge step on your mainstreaming journey, the next step is to develop an internal action plan to improve your level of mainstreaming by defining actions and goals, and monitoring progress as you implement. The action plan should as a minimum make clear what benchmarks your organisation wants to improve, how, and when. The action plan template on page 51 is but one example of how to devise a mainstreaming action plan.

### HOW TO USE THE ACTION PLAN:

1. Finish the self-assessment
2. List the benchmarks that did not get a 'fully mainstreamed' score in the self-assessment
3. Go through the inspiration catalogue for those benchmarks and mark down actions that could be relevant for your organisation
4. Discuss the ideas with relevant colleagues and managers and listen to their concerns and suggestions
5. Take the action plan to your manager for approval of resources, success criteria and timeframes
6. Implement and monitor progress.

## 4. HOW TO GET STARTED

The climate and environment crisis demands change from us as societies, organisations and individuals, and as human rights-based organisations anchored in climate-vulnerable contexts we know this far too well. But old habits die hard, and so do institutional structures. Some will say that you need to change the structures and procedures of an organisation in order to change the mindset and culture of its employees. Others say that changing mindset and culture is a precondition for changing the way we work. We highly encourage you to try a bit of both and find out how your organisation may slowly but surely take co-ownership of the mainstreaming journey, across departments and teams. But one thing is for sure: Regardless of how you approach your transformation, it will never happen if ownership relies on one employee only. Here are some ideas for how to start your organisational change process.

### ENSURE SUPPORT FROM MANAGEMENT

You may have been given the task to look into making your organisation greener, or you may have taken it upon yourself as an extension of your existing work portfolio. Either way, for your organisation to succeed in becoming greener, you need to make sure management has your back when you reach out to colleagues for input, or when you put your draft action plan on the table and expect management to approve it.

**Communicate:** Explain to management the end goal of the mainstreaming process, the value for your organisation's reputation and the way you propose to structure your process. Make sure management in turn takes ownership and communicates the strategic importance of the mainstreaming process to relevant colleagues or the organisation as a whole.

*Resources: We have included a letter for your manager in the beginning of this PDF, for you to print and share with them.*

**Allocate resources:** Before you go any further, make sure your line manager and top management are aware of the resources needed for your work. Provide them with an estimate of hours spent for you and relevant colleagues, and make sure those colleagues know that they are expected to deliver resources to the project. Break it down into phases (self-assessment, action plan, implementation, re-assessment) and update your estimate as you go along.

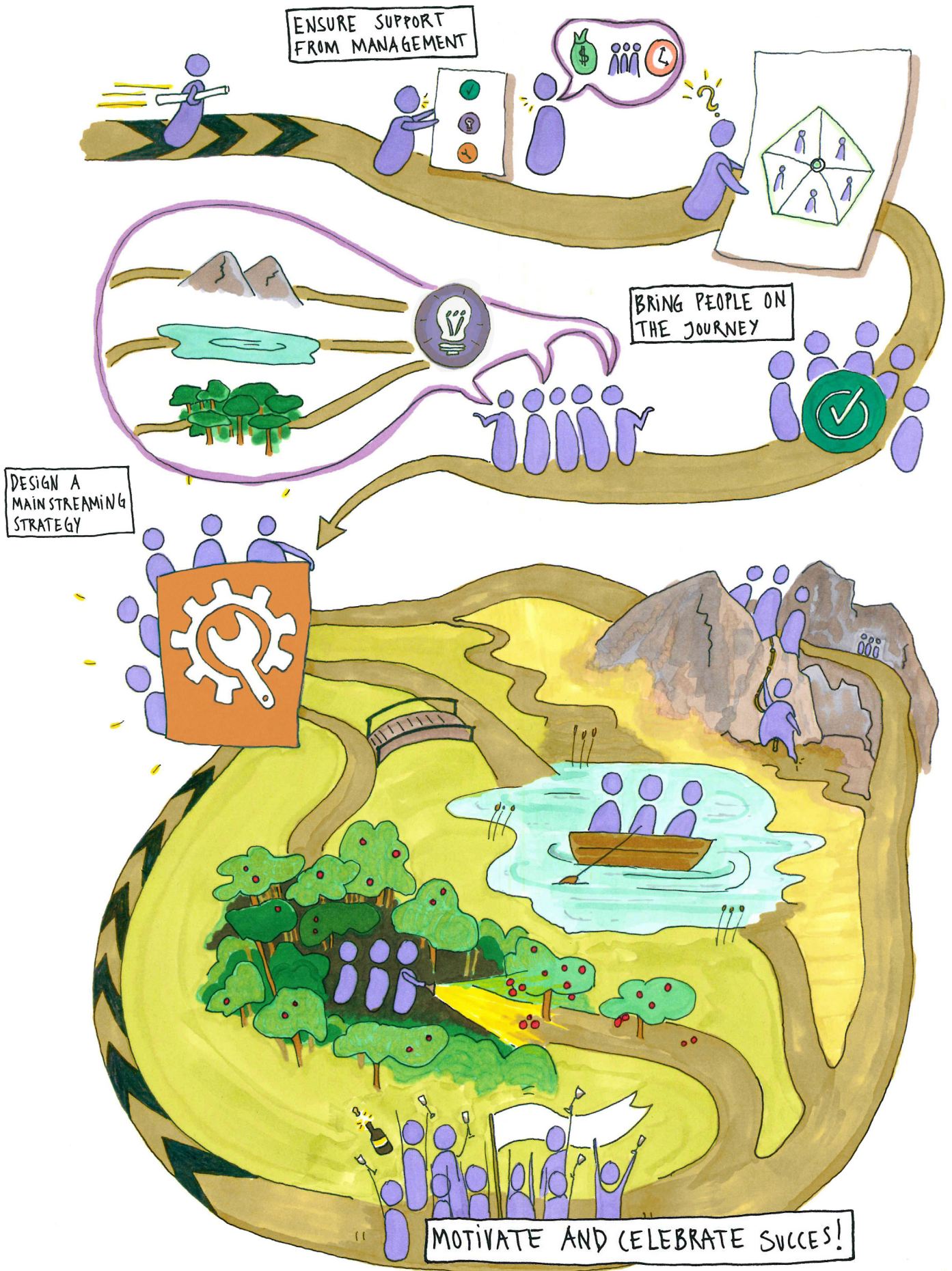
*Resources: In the [inspiration catalogue](#), find the publication on experiences from organisations who have started their mainstreaming journey.*

### BRING PEOPLE ON THE JOURNEY

Any organisational change process needs a group of people representing the parts of the organisation that have a stake in the transformation. You can expand your team as you go, but make sure key people are involved from the beginning and know what is expected from them.

**Map out gatekeepers for change:** Different parts of the organisation are crucial to different aspects of mainstreaming, so make sure you know who are the gatekeepers, and that all relevant departments and teams are involved.

*Resources: Use the illustration on page 8 to reflect on what departments and teams need to be involved in what part of your self-assessment and action plan.*



**Identify changemakers:** Set a team or working group representing the parts of your organisation that have a stake in the mainstreaming process and appoint a focal point or project manager to drive the process forward. Motivate your team so they become active changemakers, and make sure to talk to team members about their concerns, so you are always aware of any legal, financial, social or organisational barriers towards your common goals.

*Resources: Inform Global Focus of who your focal point is, so we can invite you and team members to learning activities and help you along the way.*

## DESIGN A MAINSTREAMING STRATEGY

Climate mainstreaming cuts across all levels in most organisations and it is difficult to do everything at once. Make sure you have a strategy for where to start and when to stop.

**Start with the low-hanging fruits or the biggest impacts:** If possible, involve some or all colleagues in prioritising actions and identifying low-hanging fruits and areas of great impact. This will also help create co-ownership of the process and is especially useful if you score low on all benchmarks.

*Resources: In the [inspiration catalogue](#) you will find suggestions for actions within each benchmark, divided into 'first steps' and 'next steps'.*

**Start with the Joint Commitments:** This will ensure that your organisation gets started on both the organisational and project levels, and is in sync with the sector.

*Resources: Make an action plan based on the Joint Commitments listed on page 5.*

**Self-assess, act, learn – repeat:** Going through the mainstreaming process once will take your organisation far, but make sure to revisit the self-assessment and action plan continually, to ensure the effects of the action plan are achieved and sustained. If you achieved the Joint Commitments within the first two years, expand to the remaining benchmarks in year 3. If you started out with the low-hanging fruits during your first year of action, maybe climb a higher mountain for the next.

*Resources: Set a revision date in your self-assessment Score Card.*

## MOTIVATE THROUGH GREAT SOLUTIONS AND VISIBLE SUCCESS

People have different ways of becoming motivated for change, and it is important that you make sure to share your ownership and give people responsibility to make the mainstreaming process a success.

**Measure progress and celebrate success:** Set clear goals and measure progress over time. Make sure to communicate and celebrate achievements, also with people not directly involved in the process. Make sure to remind colleagues from time to time about the ongoing mainstreaming process, and why it is important to all of you. Some of your colleagues are most likely very motivated already to help make your organisation greener. It's important for you to seek them out, so they can help you motivate more people and ensure an inclusive process.

*Resources: In the [inspiration catalogue](#), you will find a PowerPoint presentation with convincing arguments for getting involved in climate and environment mainstreaming.*

**Invest in design and usability:** No matter how motivated people are to make a change in the world, urgent deadlines always trump climate and environment mainstreaming. When reality hits, it is important that people know - and are reminded of - what to do differently, and it needs to be as easy for them to do as possible. Make sure to design solutions that are simple and well-tested, and, if possible, enhance the overall quality of a procedure or task. Your colleagues will thank you.

*Resources: Look to the [inspiration catalogue](#) for cases related to each benchmark.*

## FINAL WORDS BEFORE YOU START

After having read this 11 page introduction, you should be ready and on track to turn the page and start your self-assessment.

When you do, we want you to keep this in mind:

- Mainstreaming is a process, and you can't do everything at once. Make your self-assessment one benchmark at a time, and remember to plan your process and allocate the resources you need.
- Mainstreaming is a joint effort, and you can't do it alone. Include managers and colleagues in the process, and reach out to Global Focus for information on knowledge-sharing activities.
- Mainstreaming is a learning opportunity. Whenever you stumble upon a phrase or methodology that's new to you, go to the Inspiration Catalogue or an experienced colleague for explanations and examples.





**CHECKLIST  
FOR SELF-ASSESSMENT**

# BENCHMARK 1: POLICY AND STRATEGY

ORGANISATION

## THIS BENCHMARK IS PART OF JOINT COMMITMENT 1:

**Mainstream policies and strategies:** Policies and strategies reflect an ambition to consider climate and environment concerns in all major functions of the organisation.

DESCRIPTION	SELF-ASSESSMENT SCORE
<p>Policies and strategies – including the planning, monitoring and evaluation framework of the organisation – reflect that all aspects of the organisation’s operations strive to do no harm to the climate, the environment and human rights, and actively aims to integrate environment, adaptation and/or mitigation efforts as relevant.</p> <p>Key policies and strategies to consider:</p> <ol style="list-style-type: none"> <li>1. The organisation has a climate and environment strategy or policy, or climate and environment concerns are reflected in the overall organisational strategy.</li> <li>2. Plans and procedures reflect the implementation of the organisation’s climate and environment strategies and policies.</li> <li>3. The organisation’s monitoring, evaluation and learning (MEAL) framework reflects climate and environmental concerns.</li> </ol>	<p><b>Fully mainstreamed:</b> Your organisation complies with all elements of the benchmark both in terms of doing no harm and actively aiming to integrate climate and environment efforts.</p> <p><b>Moderately mainstreamed:</b> Your organisation’s policies and strategies reflect an ambition to do no harm.</p> <p><b>Mainstreaming initiated:</b> Climate and environmental aspects are to some extent reflected in some policies and strategies.</p> <p><b>Not mainstreamed:</b> Your organisation has not reflected climate and environmental aspects in any policies or strategies.</p> <p><b>Not applicable:</b> If not applicable, please describe why.</p>

FULLY  
MAINSTREAMED

MODERATELY  
MAINSTREAMED

MAINSTREAMING  
INITIATED

NOT  
MAINSTREAMED

NOT  
APPLICABLE

Briefly describe the score:

List the measures that have been considered as part of the score:

## BENCHMARK 2: PROCUREMENT AND CONSUMPTION POLICIES AND PROCEDURES

ORGANISATION

### DESCRIPTION

The organisation has procedures in place that ensure that the impact on climate and environment is considered in procurement procedures, and that in-house consumption and waste management take into account climate and environment.

The organisation:

1. Carries out a due diligence of its suppliers e.g. bank, insurance company, service delivery, caterer.
2. Talks to suppliers about possibilities for making procurement or service delivery greener.
3. Ensures control systems, procurement policies, travel policies, tender procedures, waste systems, food policies and other consumption related policies and procedures take into account climate and environmental considerations.

### SELF-ASSESSMENT SCORE

**Fully mainstreamed:** All your organisation's procurement and consumption related policies and procedures reflect climate and environmental considerations and include guidance on how to mitigate negative effects of consumption and ensure the implementation of climate- and environment sensitive procedures.

**Moderately mainstreamed:** The majority of your organisation's procurement and consumption policies and procedures reflect climate and environmental considerations but with limited guidance on how to implement them in practice.

**Mainstreaming initiated:** A minor part of your organisation's procurement and consumption policies and procedures reflect climate and environmental considerations.

**Not mainstreamed:** Your organisation's procurement and consumption policies and procedures do not reflect climate and environmental considerations.

**Not applicable:** If not applicable, please describe why.

FULLY  
MAINSTREAMED

MODERATELY  
MAINSTREAMED

MAINSTREAMING  
INITIATED

NOT  
MAINSTREAMED

NOT  
APPLICABLE

Briefly describe the score:

List the measures that have been considered as part of the score:

## BENCHMARK 3: CARBON ACCOUNTING AND EMISSION REDUCTIONS

ORGANISATION

### THIS BENCHMARK IS PART OF JOINT COMMITMENT 2:

**Set a reduction target: An organisational emissions reduction target has been set, and a plan has been devised for how operations and projects contribute to reduce emissions.**

DESCRIPTION	SELF-ASSESSMENT SCORE
<p>The organisation ensures efficiency in resource use and accounts for its emissions across operations (including energy and transport, buildings and construction, agriculture, forestry and land use change). Your organisation sets an organisation-wide 'emissions reduction target', which is compatible with the Paris Agreement, and regularly monitors progress.</p> <p>The benchmark includes the following steps:</p> <ol style="list-style-type: none"> <li>1. Set an <i>emissions baseline</i>, accounting for Scope 1 and Scope 2 emissions and selected elements of Scope 3 emissions as possible.</li> <li>2. Identify <i>priority areas</i> and set an <i>emissions reduction target</i>.</li> <li>3. <i>Develop</i> a budgeted strategy and plan for emissions reduction.</li> <li>4. <i>Implement the strategy and plan</i>, monitor progress and adjust the strategy as needed.</li> <li>5. If your organisation is part of an international alliance, confederation, network or similar body, you should <i>actively advocate</i> for reduction strategies across the alliance.</li> </ol> <p>See the <a href="#">inspiration catalogue</a> for the Global Focus <i>Carbon Emissions Accounting and Management guide</i></p>	<p><b>Fully mainstreamed:</b> Your organisation complies fully to the five steps of the benchmark.</p> <p><b>Moderately mainstreamed:</b> Your organisation either:</p> <ul style="list-style-type: none"> <li>• Complies with step 1 and step 2, and complies with step 4 as relevant.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Has initiated step 1, complies with step 2 and step 3, and complies with step 4 as relevant.</li> </ul> <p><b>Mainstreaming initiated:</b> Your organisation complies with step 1 or step 2.</p> <p><b>Not mainstreamed:</b> Your organisation does not actively work to reduce its emissions and has not developed a baseline.</p> <p><b>Not applicable:</b> If not applicable, please describe why.</p>

FULLY  
MAINSTREAMED

MODERATELY  
MAINSTREAMED

MAINSTREAMING  
INITIATED

NOT  
MAINSTREAMED

NOT  
APPLICABLE

Briefly describe the score:

List the measures that have been considered as part of the score:

## BENCHMARK 4: TRACKING OF GREEN PROJECTS AND PROGRAMMES

### PROJECTS

DESCRIPTION	SELF-ASSESSMENT SCORE
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The organisation keeps track of the extent to which projects and programmes have green objectives or elements, meaning they contribute to climate change mitigation, climate change adaptation, biodiversity, protection of the environment, and/or reduction of desertification.

The tracking is done by using a methodology that allows to mark green objectives or elements as e.g. principal or significant to the project or programme.

**Fully mainstreamed:** Your organisation includes all of its programmes and projects in the tracking of green objectives or elements.

**Moderately mainstreamed:** Your organisation includes the majority of its programmes and projects in the tracking of green objectives or elements.

**Mainstreaming initiated:** Your organisation includes a minority of its programmes and projects in the tracking of green objectives or elements.

**Not mainstreamed:** Your organisation does not currently keep track of green objectives or elements in its programmes and projects.

**Not applicable:** If not applicable, please describe why.

FULLY  
MAINSTREAMED

MODERATELY  
MAINSTREAMED

MAINSTREAMING  
INITIATED

NOT  
MAINSTREAMED

NOT  
APPLICABLE

Briefly describe the score:

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List the measures that have been considered as part of the score:

## BENCHMARK 5: PROJECTS AND PROGRAMMES RELATE TO LOCAL AND NATIONAL CLIMATE AND ENVIRONMENT POLICY OR GOVERNANCE FRAMEWORKS

PROJECTS

### DESCRIPTION

Relevant national and local climate, nature and environmental policy and governance frameworks have been taken into consideration in the design process of projects with green objectives. (See Benchmark 4).

For projects with relevance to local or national policy or governance frameworks, advocacy activities should be considered to address any policy or governance issues relevant to programme objectives.

Relevant local and national policy and governance frameworks include:

- Government budgets
- National Adaptation Plans (NAP)
- National Adaptation Programmes of Action (NAPA)
- National Determined Contributions (NDC)
- National Communication (NC)
- National Biodiversity Strategy and Action Plans (NBSAP)
- Plans at local community and lower administrative levels including Disaster Risk Reduction (DRR) plans.

### SELF-ASSESSMENT SCORE

**Fully mainstreamed:** Your organisation takes into consideration relevant policy and governance frameworks in the design process of all projects with climate and biodiversity objectives.

**Moderately mainstreamed:** Your organisation takes into consideration relevant policy and governance frameworks in the design process of the majority of its projects with climate and biodiversity objectives.

**Mainstreaming initiated:** Your organisation takes into consideration relevant policy and governance frameworks in the design process of a minor part of its projects with climate and biodiversity objectives.

**Not mainstreamed:** Your organisation does not take into consideration relevant policy and governance frameworks in the design process of a minor part of its projects with climate and biodiversity objectives.

**Not applicable:** If not applicable, please describe why.

FULLY  
MAINSTREAMED

MODERATELY  
MAINSTREAMED

MAINSTREAMING  
INITIATED

NOT  
MAINSTREAMED

NOT  
APPLICABLE

Briefly describe the score:

List the measures that have been considered as part of the score:

## BENCHMARK 6: RISK AWARENESS IN PROJECT DESIGN AND MANAGEMENT

PROJECTS

### THIS BENCHMARK IS PART OF JOINT COMMITMENT 3:

Carry out context analyses and risk assessments for activities: All activities include climate and environmental considerations in their context analyses and are screened for social, environmental, and climate risks to determine the need for action.

DESCRIPTION	SELF-ASSESSMENT SCORE
<p>The organisation ensures that projects as a minimum integrate forecast-based climate and environmental risks, vulnerabilities and adaptive capacity considerations in their context and problem analyses or, alternatively, conduct these as stand-alone analyses.</p> <p>A forecast-based analysis takes into account future climate and environmental conditions and adaptation needs for the lifetime of a given project – as opposed to only looking at the present climate and environmental conditions.</p> <p>The benchmark includes the following steps:</p> <ol style="list-style-type: none"> <li>1. Carry out a forecast-based analysis across your organisation's projects, using the best data available in the given context.</li> <li>2. If significant climate and environmental risks and vulnerabilities are identified, devise a strategy for how to address the issues and include it in the project design.</li> <li>3. Monitor and evaluate the strategy against the baseline from the analysis, and document progress for all projects.</li> </ol>	<p><b>Fully mainstreamed:</b> Your organisation reflects climate and environmental risks, vulnerabilities and adaptive capacity in the context and problem analyses of all projects and take this into account in the design as well as monitoring and evaluation phases.</p> <p><b>Moderately mainstreamed:</b> Your organisation reflects climate and environmental risks, vulnerabilities and adaptive capacity in the context and problem analyses of the majority projects and take this into account in the design as well as monitoring and evaluation phases.</p> <p><b>Mainstreaming initiated:</b> Your organisation reflects climate and environmental risks, vulnerabilities and adaptive capacity in the context and problem analyses of a minority of its projects and take this into account in the design as well as monitoring and evaluation phases.</p> <p><b>Not mainstreamed:</b> Your organisation does not reflect climate and environmental risks, vulnerabilities and adaptive capacity in the context and problem analyses of its projects.</p> <p><b>Not applicable:</b> If not applicable, please describe why.</p>

FULLY  
MAINSTREAMED

MODERATELY  
MAINSTREAMED

MAINSTREAMING  
INITIATED

NOT  
MAINSTREAMED

NOT  
APPLICABLE

Briefly describe the score:

List the measures that have been considered as part of the score:

## BENCHMARK 7: RISK AWARENESS OF PROJECT IMPACTS

PROJECTS

### THIS BENCHMARK IS PART OF JOINT COMMITMENT 3:

Carry out context analyses and risk assessments for activities: All activities include climate and environmental considerations in their context analyses and are screened for social, environmental, and climate risks to determine the need for action.

DESCRIPTION	SELF-ASSESSMENT SCORE
<p>The organisation ensures that all projects are screened for risks and harms to social, climate and environmental aspects. The screening can be done as part of a wider social and human rights screening or risk assessment, or as a stand-alone process. Part of the screening should include considerations on how GHG-emissions of the project relate to your organisational emissions reduction target, and how positive effects on climate and environment may be achieved through the project design.</p> <p>The screening includes the following steps:</p> <ol style="list-style-type: none"> <li>1. The screening is carried out in the design phase and as soon as possible following a disaster.</li> <li>2. After the screening, one of the following possible actions are carried out:               <ol style="list-style-type: none"> <li>A. If no potential negative impacts have been identified, no further action is needed</li> <li>B. If minimal negative impacts have been identified, a simplified impact assessment is conducted</li> <li>C. If significant potential negative impacts have been identified, a full climate and environmental impact assessment is conducted.</li> </ol> </li> <li>3. Finally, a strategy for how to address the key issues is developed (or it is explicitly justified why this will not be done). The strategy should, if applicable to the specific project, include process and status indicators on climate and environment.</li> <li>4. Monitor and evaluate against baseline information from the screening and impact assessment.</li> </ol>	<p><b>Fully mainstreamed:</b> Your organisation ensures that all projects are screened for potential social, climate, and environmental risks and harm, carries out impact assessments, and develops a strategy to address identified risks.</p> <p><b>Moderately mainstreamed:</b> Your organisation ensures that the majority of its projects are screened for potential social, climate, and environmental risks and harm, carries out impact assessments, and develops a strategy to address identified risks for those projects.</p> <p><b>Mainstreaming initiated:</b> Your organisation ensures that a minor part of its projects are screened for potential social, climate, and environmental risks and harm, carries out impact assessments, and develops a strategy to address identified risks for those projects.</p> <p><b>Not mainstreamed:</b> Your organisation does not screen or assess any of its projects for potential social, climate, and environmental risks and harm.</p> <p><b>Not applicable:</b> If not applicable, please describe why.</p>

FULLY  
MAINSTREAMED

MODERATELY  
MAINSTREAMED

MAINSTREAMING  
INITIATED

NOT  
MAINSTREAMED

NOT  
APPLICABLE

Briefly describe the score:

List the measures that have been considered as part of the score:



## BENCHMARK 8: LOCAL OWNERSHIP AND PARTICIPATION IN PARTNERSHIPS AND PROJECTS

### PARTNERSHIPS

#### DESCRIPTION

The organisation ensures that its projects integrate local capabilities and indigenous peoples' climate and environment knowledge as far as possible.

It further ensures synergies with existing locally-led adaptation and mitigation efforts and actively aims to strengthen local ownership of projects.

#### SELF-ASSESSMENT SCORE

**Fully mainstreamed:** Your organisation fully complies with all aspects of this benchmark in all its projects.

**Moderately mainstreamed:** Your organisation complies with this benchmark in the majority of its projects.

**Mainstreaming initiated:** Your organisation complies with this benchmark in a minority of its projects.

**Not mainstreamed:** Your organisation does not integrate local capabilities and knowledge and does not aim to actively strengthen local ownership in its projects.

**Not applicable:** If not applicable, please describe why.

FULLY  
MAINSTREAMED

MODERATELY  
MAINSTREAMED

MAINSTREAMING  
INITIATED

NOT  
MAINSTREAMED

NOT  
APPLICABLE

Briefly describe the score:

List the measures that have been considered as part of the score:

## BENCHMARK 9: CAPACITY DEVELOPMENT IN PARTNERSHIPS

### PARTNERSHIPS

DESCRIPTION	SELF-ASSESSMENT SCORE
<p>The organisation ensures that their partnerships with local organisations include a budget for capacity building initiatives related to:</p> <ul style="list-style-type: none"> <li>• Climate change and environment advocacy, mitigation, adaptation and mainstreaming</li> <li>• The use of relevant instruments and tools</li> <li>• Guidance on how to ensure reduction of pollutants and GHG-emissions.</li> </ul>	<p><b>Fully mainstreamed:</b> Your organisation has budgets for capacity building in all its partnerships with local organisations.</p> <p><b>Moderately mainstreamed:</b> Your organisation has budgets for capacity building in the majority of its partnerships with local organisations.</p> <p><b>Mainstreaming initiated:</b> Your organisation has budgets for capacity building in a minority of its partnerships with local organisations.</p> <p><b>Not mainstreamed:</b> Your organisation does not have budgets for capacity building in any of its partnerships with local organisations.</p> <p><b>Not applicable:</b> If not applicable, please describe why.</p>

FULLY  
MAINSTREAMED

MODERATELY  
MAINSTREAMED

MAINSTREAMING  
INITIATED

NOT  
MAINSTREAMED

NOT  
APPLICABLE

Briefly describe the score:

List the measures that have been considered as part of the score:

## BENCHMARK 10: PARTNERSHIPS WITH THE PRIVATE SECTOR

### PARTNERSHIPS

DESCRIPTION	SELF-ASSESSMENT SCORE
<p>When partnering with private sector actors, the organisation ensures that due diligence measures are taken in respect of the climate and environment and that the private sector partners' approach to climate and environment is in line with your organisation's strategies and policies.</p> <p>The benchmark includes the following steps:</p> <ol style="list-style-type: none"> <li>1. A <i>due diligence analysis</i> including aspects of climate and environment is conducted in the initial stages of any partnership.</li> <li>2. If key concerns are identified, a strategy on how to address these is developed and implemented.</li> <li>3. The partnership and the progress of implementation is monitored on a continual basis.</li> </ol>	<p><b>Fully mainstreamed:</b> Your organisation fully complies with the three steps in the benchmark in all its private sector partnerships.</p> <p><b>Moderately mainstreamed:</b> Your organisation fully complies with the three steps in the benchmark in the majority of its private sector partnerships.</p> <p><b>Mainstreaming initiated:</b> Your organisation fully complies with the three steps in the benchmark in a minority of its private sector partnerships.</p> <p><b>Not mainstreamed:</b> Your organisation does not perform due diligence on private sector partners.</p> <p><b>Not applicable:</b> If not applicable, please describe why.</p>

FULLY  
MAINSTREAMED

MODERATELY  
MAINSTREAMED

MAINSTREAMING  
INITIATED

NOT  
MAINSTREAMED

NOT  
APPLICABLE

Briefly describe the score:

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List the measures that have been considered as part of the score:

## SCORE CARD

### LIST THE SCORES ACHIEVED WITHIN EACH DOMAIN:

	FULLY MAINSTREAMED	MODERATELY MAINSTREAMED	MAINSTREAMING INITIATED	NOT MAINSTREAMED	NOT APPLICABLE
ORGANISATION					
PROJECTS					
PARTNERSHIPS					
TOTAL					

### NEXT RE-ASSESSMENT:

INSERT DATE	
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**CATALOGUE  
FOR INSPIRATION**

## BENCHMARK 1: POLICY AND STRATEGY

The goal of this benchmark is for your organisation to clearly put into words its climate and environmental commitments. Your organisation can reach compliance with this benchmark in numerous ways - by integrating a strategic commitment to take climate action in the Organisational Strategy, by developing a dedicated Climate Action Policy or by integrating climate considerations across relevant strategies and policies.

### GUIDING QUESTIONS

- Why does the climate crisis matter to you – as an individual staff member and as an organisation?
- How does climate action fit with your organisational vision, your mandate and areas of work?
- What value does climate action bring to your work, your partnerships and target groups?
- How can you make the biggest difference?
- To what extent do you live up to climate mainstreaming requirements from donors, partners, target groups?
- How can you come together as an organisation, alliance or partnership to meet the challenges of the climate crisis successfully?
- How do you best engage your colleagues in climate action, what would motivate them, how would they like to be involved in decision making and what would encourage them to change practices or innovate?
- What does your organisational strategies and policies structure look like, and what strategies and policies should ideally reflect climate and environmental concerns?

### SUGGESTIONS FOR ACTION

#### First steps

- Develop a separate climate and environment policy for your organisation, stating the overall ambition for your green transition.

#### Next steps

- Ensure that climate and environment is reflected in other key strategy and policy documents. These will vary from organisation to organisation but include: Overall organisational strategy, strategies from your international platform or umbrella organisation, M&E framework including annual KPIs, human resource policies etc.
- Ensure that the intentions are implemented in practice and that the organisation is held accountable on key aspects by members, board and other relevant stakeholders.

Find more inspiration for Benchmark 1 [here](#).

## BENCHMARK 2: PROCUREMENT AND CONSUMPTION POLICIES AND PROCEDURES

The goal of this benchmark is to reduce emissions from procurement and consumption throughout the value chain, ideally also those caused by suppliers. Thankfully, more and more suppliers are readying themselves to deliver information on product and service impacts. However, keep in mind that the aim is to achieve a balance between financial stability, climate and environment, and social equity when evaluating new suppliers or tenders. A due diligence analysis is key in this.

### GUIDING QUESTIONS

- Does your organisation have an overview of relevant climate and environment standards and labels related to the goods and services it purchases?
- Does your organisation ask suppliers to offer alternative goods or services as part of your Requests for Quotation (RfQs) and tenders, or are sustainability principles reflected in supplier registration forms e.g. through criteria in the selection process?
- Does your organisation ask suppliers to share their environmental policies and to account for carbon footprints and to offset emissions from goods and services?
- Does your organisation ask suppliers to reduce packaging and single use plastics, and to monitor working conditions including labour rights, health safety and environmental considerations when visiting supplier premises as part of due diligence?
- Does your organisation work to develop new standards in the sector?

### SUGGESTIONS FOR ACTION

#### First steps

- Develop a procurement policy reflecting climate and environmental concerns in order to set the overall ambition for the green transition in this area.
- Identify areas where your organisation can make quick changes. This could include changing your waste and office management policies, introducing vegetarian days in the canteen, limiting the amount of copying and printing, or changing IT equipment policies.
- Move on to achieve larger impacts through limiting fossil fuel-based transportation nationally and internationally through organisation-wide or project-specific travel policies.

#### Next steps

- Perform a due diligence of your organisation's vendors e.g. your bank, pension company and other deliverers of services.
- Include climate and environmental considerations into tender requirements, and develop a list of vetted and screened contractors that live up to your new procurement policy.
- Integrate a Code of Conduct for Contractors including climate and environmental considerations into all procurement policies and processes.
- Consider the full life cycle of a product in the procurement policy and processes.
- Whenever possible, advocate green solutions and standards in your dialogue with suppliers and donors.

Find more inspiration for Benchmark 2 [here](#).

## BENCHMARK 3: CARBON ACCOUNTING AND EMISSION REDUCTIONS

The goal of this benchmark is for your organisation to account for its emissions and work to reduce them. Fully accounting for and reducing your organisation's emissions can be a challenging task. The systematic collection of data is the foundation for setting realistic objectives, priorities and to account for progress in terms of emissions reduction. The organisation's controller system is key in this effort. Make sure to also account for emissions from projects.

### GUIDING QUESTIONS

- What would it take for your organisation to get an overview of its emissions from the organisation, project and partnership domains?
- What sources of emissions do your projects normally include - are there any outliers that should be addressed first and foremost as they are easy reductions from a cost-benefit perspective or because of their large impacts or?
- How can your organisation monitor and report on its work to reduce its carbon footprint?

### SUGGESTIONS FOR ACTION

#### First steps

- Start by identifying the main areas of emissions from your organisation, look at where your organisation could have the biggest emission reduction impact and what could be low-hanging fruits.
- Develop a policy and strategy for how to reduce emissions focusing on low-hanging fruits for change in the short term.
- Consider outsourcing the accounting task to carbon accounting experts or acquiring software for calculating emissions.

#### Next steps

- Develop a full emissions baseline to get a full picture of your organisation's current emissions and to identify actions.
- Reflect on how every single project can reduce its emissions and identify key emissions contributors in each project.
- Develop a standardised method for calculating each project's contribution to the overall organisational emission target.

Find more inspiration for Benchmark 3 [here](#).



## BENCHMARK 4: TRACKING OF GREEN PROJECTS AND PROGRAMMES

The goal of this benchmark is to get an overview of the green objectives and elements of your organisation's project portfolio. A fully climate and environment mainstreamed organisation might not have projects that include green elements or objectives at all, but all organisations will need to thoroughly seek out potential synergies and ways of contributing to climate action. The mainstreaming process for this benchmark therefore consists in tracking your organisation's project portfolio against a chosen methodology that allows you to assess what types of green elements or objectives are included (climate change mitigation, climate change adaptation, biodiversity, protection of the environment, and/or reduction of desertification), to what extent they are included, and then actively considering what synergies might be achieved.

### GUIDING QUESTIONS

- Do your projects already contribute to green objectives or include green elements, and to what extent - and how is this ensured systematically?
- What skills and knowledge is needed for programme or project managers to ensure that green synergies are included in project designs?
- Are there ways for your organisation to include specific green elements - solar panels, nature-based solutions, adaptive capacity building - across the project portfolio?
- Does your project staff in HQ, country offices or with partner organisations have ways of documenting green objectives or elements - can these be aligned?
- What would be the added workload to project staff, M&E officers (in HQ, country offices or partner organisations) if they were to document green objectives or elements?

### SUGGESTIONS FOR ACTION

#### First steps

- Decide on a fitting methodology for tracking green projects and programmes (see the online catalogue for inspiration), taking into account the workload for staff, precision of the methodology and the complexity and scope of the project portfolio
- Review all projects based on the chosen methodology
- Assess the need for including more green elements or objectives, also vis-à-vis your organisation's climate and environment strategies (Benchmark 1)
- Draft an action plan for how to achieve this transformation.

#### Next steps

- Develop a standard procedure for systematically tracking green elements and objectives across the project portfolio in the future
- Build capacity and knowledge among project staff to track projects and programmes
- Build capacity and knowledge among project staff to seek out potential synergies in the design phase of any project or programme.

Find more inspiration for Benchmark 4 [here](#).

## BENCHMARK 5: PROJECTS AND PROGRAMMES RELATE TO LOCAL AND NATIONAL CLIMATE AND ENVIRONMENT POLICY OR GOVERNANCE FRAMEWORKS

The goal of this benchmark is to ensure that organisations align with, consider or work to improve the climate and environment plans that are already in place in the given context. To achieve this your organisation needs to systematically review and track the relevant local plans, policies, and budgets in project or programme countries. Engaging with the government and other relevant stakeholders is important in order to scale up successful projects and to create a conducive political environment for implementation.

### GUIDING QUESTIONS

- What are the relevant plans, policies and budgets in the context of your projects and country contexts?
- How can you ensure that they are systematically considered in the design phase of a project?
- Does your project support the relevant policies and plans and/or are there challenges or issues that compromise the objectives or activities of your projects?
- How are issues of climate and environment generally integrated in your organisation's dialogue with political stakeholders, including government ministries and advocacy partners?
- How can you ensure that the identified challenges or issues are systematically addressed through your organisation's advocacy efforts?

### SUGGESTIONS FOR ACTION

#### First steps

- Review your current project portfolio and make sure that projects take into account the relevant plans and policies in the project context.
- Review country NDCs and identify relevant policy, planning and budgeting frameworks.
- Talk to local planners to make sure projects and plans are aligned.

#### Next steps

- Identify the relevant institutions and actors working within the field of climate and environment in the country context.
- Identify whether there is a need among these stakeholders for capacity strengthening on issues of advocacy, climate and environment.
- Share good practice or case studies of integrated initiatives on climate and environment with stakeholders for inspiration and best practice.

Find more inspiration for Benchmark 5 [here](#).

## BENCHMARK 6: RISK AWARENESS IN PROJECT DESIGN AND MANAGEMENT

The goal of this benchmark is to ensure that your organisation considers the climate and environmental context of all its projects in order to minimise, avert and adapt to any identified risks to the project context. Forecast-based analyses are central to this.

### GUIDING QUESTIONS

- What climate and environment risks are relevant to the contexts in which your organisation operates?
- What are the vulnerabilities and adaptive capacities of the target groups of your projects?
- How are local ecosystems affected by climate risks?
- To what extent are your projects climate or environmentally relevant?
- If your projects are not climate or environmentally relevant, how does the climate and environment context affect your target group and the focus of the project?

### SUGGESTIONS FOR ACTION

#### First steps

- Consult local partners for knowledge about key climate and environmental risks in the local context.
- Get an overview of risks, vulnerabilities and adaptive capacities, by consulting National Adaptation Plans, local scientists or climate departments, partners and local communities, local climate analyses etc.

#### Next steps

- Develop a standard procedure for project staff to ensure risk awareness analyses are systematically carried out for all future projects
- Build capacity among project staff (HQ, country offices, partner organisations) to carry out risk analyses systematically.

Find more inspiration for Benchmark 6 [here](#).

## BENCHMARK 7: RISK AWARENESS OF PROJECT IMPACTS

The goal of this benchmark is to ensure that your organisation as a minimum carries out a screening of the potential risks and harms any project poses to social, climate and environmental context. Depending on the results of the screening, a full or partial impact assessment is conducted and a strategy is developed to mitigate the identified issues. In addition, the purpose of the benchmark is to follow up on the issues identified in the planning and design process of each project.

### GUIDING QUESTIONS

- Does your organisation currently screen for potential climate and environmental implications of its projects - how is this done?
- Could this be done more systematically - and how?
- Who needs to be included in the screening process - from HQ, country offices or partner organisations - and what data and knowledge is the screening based on?
- How will your organisation address the potential negative impacts of its projects?
- Are there solutions that cut across most projects in the project portfolio?
- Who is responsible for carrying out these actions and who is responsible for including them into monitoring and evaluation loops?

### SUGGESTIONS FOR ACTION

#### First steps

- Assess to what extent existing screening systems and procedures sufficiently cover climate and environmental aspects.

#### Next steps

- Include a mandatory screening for all projects on social, climate and environmental risks.
- Build capacity among project staff (HQ, country offices, partner organisations) to carry out impact analyses systematically as part of the project cycle.

Find more inspiration for Benchmark 7 [here](#).

## BENCHMARK 8: LOCAL OWNERSHIP AND PARTICIPATION IN PARTNERSHIPS AND PROJECTS

The goal of this benchmark is to ensure that your organisation involves and integrates local partner knowledge and experience in climate and environment related actions. Partnerships with local organisations is a key element to climate mainstreaming as is the ambition to ensure that communities are actively involved in the decision-making of projects, and that climate and environmental actions are based on local and indigenous knowledge and existing local efforts.

### GUIDING QUESTIONS

- Does your organisation fully live up to its ambitions of involving communities in the design and implementation of projects?
- To what extent are local communities taking the lead?
- How does your organisation include local and indigenous knowledge into projects?
- Could this be done more systematically?
- How much of the funding your organisation receives is transferred directly to local partners?

### SUGGESTIONS FOR ACTION

#### First steps

- Reflect on and document your organisation's current use of local knowledge and involvement of local partners and stakeholders in climate and environment projects.
- Consider if experiences and methods of involvement from one context might be duplicated or used for inspiration in other contexts - consult with programme staff (HQ, country office, local partners) about this.

#### Next steps

- Review your project and programme development procedures and find ways to ensure leadership and ownership of local stakeholders is systematically integrated.
- Document the flow of funds to local partners and consult with relevant organisational stakeholders and donors on how to increase the level of local funding.

Find more inspiration for Benchmark 8 [here](#).

## BENCHMARK 9: CAPACITY DEVELOPMENT IN PARTNERSHIPS

The goal of this benchmark is to ensure that your organisation actively supports local leadership of climate action through capacity development on central issues and that this is an element in all partnerships. Capacity development is a key element in working for sustainable change and it is key in the fight against climate change and environmental degradation.

### GUIDING QUESTIONS

- What are the learning needs and interests of your organisation's partners in relation to environment and climate?
- Does your organisation approach capacity development for improved climate and environmental action in a systematic way?
- Does your organisation have the necessary capacity, systems and structures to effectively support capacity development of local stakeholders?
- Does your organisation allocate sufficient resources towards capacity development efforts?

### SUGGESTIONS FOR ACTION

#### First steps

- Review the capacity development plans in your organisation's projects for elements of climate and environmental capacity.
- Identify elements of capacity development of climate and environmental action that your organisation could support with its existing resources and capacity, and what would need external support.
- Revise projects to include elements of climate and environmental capacity development as relevant.

#### Next steps

- Integrate elements of support for climate and environmental capacity development across institutional fundraising activities and donor dialogues
- Revise project manuals and guidelines to include elements of support for capacity development on climate and environment action, to ensure the systematic integration hereof.
- Define indicators and include monitoring and evaluation of these elements across the project portfolio.

Find more inspiration for Benchmark 9 [here](#).

## BENCHMARK 10: PARTNERSHIPS WITH THE PRIVATE SECTOR

Private sector partnerships have increasingly become part of the development and humanitarian landscape. It is necessary to ensure that climate and environment aspects are considered in all such partnerships. The goal of this benchmark is to ensure that your organisation has clear climate and environmental requirements for your partnerships with private sector actors, to minimise harm but also to push for partnerships that actively contribute to climate action and possibly push for green transition in collaboration with business allies.

### GUIDING QUESTIONS

- Are there any industries, businesses, production processes, or purchasing practices that your organisation wishes not to be associated with, in line with your climate and environment strategy and policies?
- Do your current private sector partners refer to climate initiatives in their CSR strategies?
- Has your current private sector partners defined emissions reduction objectives and how is progress monitored and reported?
- What would be your organisation's opportunities for more effective, innovative or scaled-up climate action by working with private sector partners?

### SUGGESTIONS FOR ACTION

#### First steps

- Assess your current private sector partners' practices of consulting with environmental defenders, and local and indigenous communities
- Assess the scope, source and nature of the GHG emissions of your organisation's current private sector partners.

#### Next steps

- Find ways to improve the level of climate and environment concerns in your organisation's current private sector partnerships
- Develop guidelines for your organisation's due diligence processes via-à-vis private sector partners and ensure these are followed before entering any private sector partnership.

Find more inspiration for Benchmark 10 [here](#).



**ACTION PLAN  
FOR COMMITMENT**





ACTION PLAN

BENCHMARK & SELF-ASSESSMENT SCORE	ACTION TO ADDRESS IDENTIFIED ISSUES	SUCCESS CRITERIA	TIMEFRAME
List the benchmarks and scores you want to take action on:	List what actions you plan to take to improve your scoring on the benchmark:	Specify what score you aim to achieve and what change will look like:	Set a realistic timeframe for when to have improved your score:



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