

# Sustainability Consulting Scope of Work Example

## 1. Project Overview

This Scope of Work outlines the services to be provided by the Sustainability Consulting Team for [Client Name/Company]. The goal is to support the organization in identifying, assessing, and implementing sustainability strategies to reduce environmental impact and improve operational efficiency.

## 2. Objectives

- Assess current sustainability performance and practices
- Develop a Sustainability Action Plan with measurable targets
- Provide guidance on implementation and progress monitoring
- Enhance awareness and capacity building within the organization

## 3. Scope of Services

- Baseline assessment of sustainability (energy, water, waste, GHG emissions, etc.)
- Stakeholder engagement and materiality analysis
- Development of action plan with goals, KPIs, and timelines
- Workshops and training sessions for staff
- Support in sustainability reporting (e.g., GRI, CDP)
- Progress reviews and recommendations

## 4. Deliverables

- Initial assessment report
- Sustainability Action Plan document
- Presentation of findings and recommendations
- Workshop materials and training guides
- Progress update reports (as per timeline)

## 5. Project Timeline

Phase	Activities	Estimated Duration
Kick-Off	Project initiation, gather requirements	Week 1
Assessment	Data collection, baseline analysis	Weeks 2-4
Action Plan	Develop roadmap, set targets	Weeks 5-6
Implementation Support	Workshops, training, reporting	Weeks 7-10
Review & Handover	Progress review, final reporting	Weeks 11-12

## 6. Roles and Responsibilities

- **Consultant:** Conduct assessments, prepare documents and reports, provide training
- **Client:** Facilitate access to data and key stakeholders, participate in workshops, review deliverables

7. Assumptions & Exclusions

- Client to provide timely access to data and personnel
- Regulatory compliance is outside the project’s direct scope
- No physical implementation of solutions by consultant

8. Approval

By signing below, both parties agree to the terms outlined in this Scope of Work.

Client Name/Signature

Date

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Consultant Name/Signature

Date

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