



SCIENCE  
BASED  
TARGETS

DRIVING AMBITIOUS CORPORATE CLIMATE ACTION

# Request for Proposals

Scope 1 and 2 Workshop Planning Support

July, 2024

## ABOUT THE SBTi

The Science Based Targets initiative (SBTi) is a corporate climate action organisation that enables companies and financial institutions worldwide to play their part in combating the climate crisis.

We develop standards, tools and guidance which allow companies to set greenhouse gas (GHG) emissions reductions targets in line with what is needed to keep global heating below catastrophic levels and reach net-zero by 2050 at latest.

The SBTi is incorporated as a charity, with a subsidiary which will host our target validation services. Our partners are CDP, the United Nations Global Compact, the We Mean Business Coalition, the World Resources Institute (WRI), and the World Wide Fund for Nature (WWF).

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# 1. OVERVIEW

In accordance with the requirements of the [Standard Operating Procedure \(SOP\) for Development of SBTi Standards](#), the Science Based Targets initiative (SBTi) is reviewing the metrics and target setting methods used for addressing scope 1 and 2 emission sources. This work will help inform the development of SBTi standards, including but not limited to the revision of the SBTi Corporate Net Zero Standard.

As part of this process, the SBTi will produce a synthesis report on the proposed metrics and target setting methods for inclusion into the Corporate Net Zero Standard v2. The project aims to provide valuable insights into the selection, application, and evaluation of methods for setting science-based targets, thereby supporting the mission of the SBTi in driving ambitious corporate climate action

The project is expected to commence on Sep 15th and conclude on Oct 15th. The total budget allocated for the project is 10,000 GBP, with funding provided by the SBTi.

SBTi invites tenders for the provision of services to convene a series of workshops featuring a group of independent experts to discuss and recommend a series of scope 1 and 2 metrics and target setting methods for inclusion in the forthcoming SBTi Corporate Net Zero Standard (V2). The outputs of the review may include recommendations of potential new metrics, changes to existing target-setting methods, and incorporation of new methods to enhance the robustness of SBTi standards.

The outputs from the expert workshop will be summarised into a comprehensive report, capturing the key insights, recommendations, and consensus reached during the discussions. This workshop report will then serve as an input for a broader "methods review" report that is required as part of the SBTi's standard development and revision process. The "methods review" report will integrate and reflect these expert perspectives along with additional research and analysis, contributing to the development of the new Corporate Net-zero Standard. This process ensures that the final standard is informed by expert knowledge and is robust and applicable to the intended context.

# 2. BACKGROUND

The Science Based Targets initiative (SBTi) is a collaboration between CDP, the United Nations Global Compact, World Resources Institute (WRI), and the World Wide Fund for Nature (WWF). The initiative aims to drive ambitious climate action in the private sector by enabling companies to set science-based emissions reduction targets.

Science-based target (SBT) methods are used to determine GHG emissions reduction targets for individual companies that align with global climate goals, such as limiting global warming to 1.5°C by the end of the century (Science Based Target initiative (SBTi), 2019). These methods provide an individual company with a quantifiable emission reduction target.

While the SBTi's guidance requires companies to set targets covering emissions in scope 1, 2, and 3, including value chain emissions, this work is limited to methods that address the scope 1 and 2 emissions of corporate entities only.

There are 3 key issues that have emerged

- **Implementing budget sharing approaches for S1+2.** Several studies have examined the available methods for downscaling global emissions pathways into SBTs for companies, including methods utilizing absolute and intensity-based metrics; these studies have led to divergent conclusions on the methods' effectiveness (Bjørn et al., 2021; Chang et al., 2022; Faria & Labutong, 2020; Rekker et al., 2022; Walenta, 2020). These contrasting findings can be attributed to differences in the frameworks and rubrics employed by each study to characterize the methods, and in the principles and metrics used to assess their effectiveness.
- **Applicability of budget sharing approaches over time.** The absolute contraction and Sector Decarbonisation approaches rely on a "top down" budget allocation to companies that caps global emissions. Both these approaches rely on a "grandfathering" allocation principle. Robiou du Pont (2024) highlighted that the allocation of the remaining emissions space across incumbents, including through the grandfathering allocation principle favors incumbents and may penalize future innovators. Likewise, such as Falk et al. (2024) show that current approaches to target setting based on emission reductions may not be suitable for innovative companies providing climate solutions who may need to grow emissions in the short-term to scale up their product portfolio.

### 3. PROPOSED WORK

The scope of required services are outlined below:

#### Pre-Workshop Preparation

- Understand Workshop Objectives
  - Align with SBTi staff the goals and objectives of the workshop.
  - Clarify expectations, definitions, desired outcomes, and key deliverables
  - Undertake a literature review to be familiar with SBTi methods and their limitations and alternative approaches that have been documented in the peer review literature, and by other practitioners e.g. feedback from stakeholders implementing SBTi's existing corporate net-zero standard.
- Develop Workshop Plan
  - Create a detailed agenda, including time allocations for each session. Provide the workshop plan and related materials to the SBTi for review and approval, implementing feedback as/ where required. Organise and plan three sessions:
    - First session (online) to introduce the topics and gather feedback from participants
    - Second session (hybrid) to enable deep dive discussions into the topics to gather additional feedback and subject matter insight



## 2. Prepare Summary Report

- Summarize key discussions, decisions, and outcomes from the workshop.
- Provide both “raw” and curated notes to the SBTi for comparison purposes using templates that may be supplied by SBTi.
- Include feedback analysis, participant engagement levels, and any identified action items.
- Provide recommendations for next steps or future workshops

## 3. Follow-Up Communication

- Send out thank-you notes to participants and stakeholders..
- Address any outstanding questions or concerns from participants.

## 4. Debrief with Stakeholders

- Review with SBTi the workshop outcomes and feedback.
- Discuss the effectiveness of the workshop in meeting its objectives.
- Identify lessons learned and opportunities for improvement in future workshops.

# 4. OUTPUTS AND TIMELINE

Consultancy work should be completed and made available based on the following timelines.

Output	Proposed Timeline
Workshop preparation plan	By Sep 6th
Online introductory session for participants	By Sep 20th
Hybrid half day workshop	By Oct 10th
Online follow up	By Oct 20th
Final summary report and recommendations	By Oct 30th

# 5. QUALIFICATIONS AND EXPERIENCE

The SBTi will consider all qualified candidates, including but not limited to independent contractors, academic institutions and consultancy firms. The contractor delivering this work should be able to demonstrate the following experience and qualifications:

- In-depth understanding of corporate target-setting, SBTi methods, GHG emissions accounting, and the global energy system and commodity markets.
- Knowledge of the ecosystem in which the SBTi operates (e.g. GHG protocol, ISO or other relevant standard bodies)
- Strong network of academic and expert stakeholders relevant to the subject of this call representing a broad geographical range
- Demonstrated experience in conducting similar workshops, note taking experience, ability to synthesise and produce high quality outputs

- Qualifications, experience and size of the team
- Excellent writing and communication skills

## 6. RECRUITMENT PROCESS

### Timeline

This RFP is scheduled in the following timeline:

- Deadline for submitting questions: Aug 10 th
- Deadline for Proposal submission: Aug 23rd
- Evaluation & Interview period: Aug 23rd - Sept 5th
- Expected date of contract award: Sept 6th

### Clarification Questions

All clarification questions should be directed to [eoinwhite@sciencebasedtargets.org](mailto:eoinwhite@sciencebasedtargets.org).

### Submission Requirements

Applicants must submit their proposals in electronic format (PDF preferred) by the specified deadline to [eoinwhite@sciencebasedtargets.org](mailto:eoinwhite@sciencebasedtargets.org) with the subject line: "Proposal – Scope 1 and 2 Metrics and Methods RFP Jul, 2024". Late submissions may not be considered.

### Proposal Structure

Applicants are required to structure their proposals in the following specified format:

#### 1. Cover Letter

A brief cover letter introducing the applicant's organisation, summarising their understanding of the project requirements, and highlighting their key qualifications and experience relevant to the project.

#### 2. Executive Summary

A concise summary of the proposal, including an overview of proposed approach, scope of work addressing the deliverables, and any unique value propositions.

#### 3. Company/Organization Profile

Detailed information about the applicant's organisation, including its history, core competencies, areas of expertise, and relevant experience in project management and workshop facilitation.

#### 4. Project Team

A description of the proposed project management team, including resumes of key team members, their roles and responsibilities, and any relevant certifications or qualifications.

#### 5. Methodology and Approach

A detailed description of the proposed methodology and approach for managing the project, including project planning, scheduling, risk and conflict of interest management, communication and engagement strategies, and quality assurance processes.

#### 6. Budget and Cost Breakdown



A comprehensive breakdown of the proposed budget, including all costs associated with providing project services, such as personnel, materials, travel, and any other expenses including tax details.

#### **7. References**

Contact information for at least three references from previous clients who can provide feedback on the applicant's performance and capabilities in working on the project.

#### **8. Appendices**

Any additional documents or materials relevant to the proposal, such as case studies, project experience samples, or organisational charts.

Proposals should be clear, well-organised, and directly address the requirements outlined in this RFP. Failure to adhere to the specified format may result in the rejection of the proposal.

### **Conflict of Interest**

Proposals must include a statement regarding any actual, potential, or perceived conflicts of interest or conflicts of loyalty that the submitting organisation is aware of, which could affect the delivery of the contract described within this RFP.

Examples include, but are not limited to:

- Contributing to SBTi technical products in the past, as advisor or author, including but not limited to development of methodological positions
- Having any relevant party transactions, relationships or business dealings with the SBTi, its customers, partners or potential competitors
- Having involvement in, or serving on the board of directors or advisory board for any organisation that may have current or potential business dealings with the SBTi
- Having any consulting relationships with organisations that could create a conflict of interest with your work at the SBTi

Applicants should state whether or not they or the proposed team members have any personal or professional relationships with organisations or individuals, including those associated with the SBTi, that could lead to the perception of a conflict of interest with their duties at the SBTi. Should applicants have potential conflict of interest as mentioned above, a full description of it and suggested mitigation actions must be provided.

To support the assessment of potential conflicts, applicants should also submit their organisational Conflict of Interest Policy as part of their submission (if/ where applicable).

### **Evaluation**

Proposals will be evaluated based on the following criteria:

- Relevance and quality of previous work.
- Demonstrated understanding of the project requirements.
- Qualifications and experience of the team.
- Budget and cost-effectiveness.
- Potential conflicts of interest
- Quality and representativeness of the proposed participants

## Selection Process

The selection process will involve initial screening of proposals, followed by scoring and ranking by an Internal Review and Selection Committee. Shortlisted candidates may be invited for interviews or presentations to further evaluate their proposals and the potential for conflicts of interest. The final selection will be based on the overall quality and suitability of the proposals submitted.

## 7. INVOICING SCHEDULE

The proposed invoicing schedule will be determined during the contracting phase.

## 8. TERMS AND CONDITIONS

The selected candidate will be required to enter into a contract with the SBTi. The contract will include standard terms and conditions related to intellectual property rights, confidentiality, termination, liability, and dispute resolution.

This RFP does not constitute a commitment to award a contract. The SBTi reserves the right to reject any or all proposals received. Individualised feedback will not be provided to unsuccessful RFP applicants.

## 9. REFERENCES

- Bjørn, A., Lloyd, S., & Matthews, D. (2021). From the Paris Agreement to corporate climate commitments: evaluation of seven methods for setting 'science-based' emission targets. *Environmental Research Letters*, 16(5), 054019. <https://doi.org/10.1088/1748-9326/abe57b>
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- Rekker, S., Ives, M. C. , Wade, B., Webb, L., & Greig, C. (2022). Measuring corporate Paris Compliance using a strict science-based approach. *Nature Communications*, 4441(13).
- Walenta, J. (2020). Climate risk assessments and science-based targets: A review of emerging private sector climate action tools. *Wiley Interdisciplinary Reviews: Climate Change*, 11(2), e628. <https://doi.org/10.1002/WCC.628>

Robiou du Pont, Y., Rogelj, J., Hsu, A., van Vuuren, D., Hoepner, A.G.F (2024) Corporate emission targets and the neglect of future innovators. Science 384, 388-390 (2024).

Falk, J., Wigg, C., Axelsson, K., Becker, M. (2024) Climate solutions framework (CSF) - defining climate solutions and climate solutions companies. Exponential Roadmap Initiative and Oxford Net Zero.

[https://exponentialroadmap.org/wp-content/uploads/2024/07/Climate-solutions-framework\\_v1.0.pdf](https://exponentialroadmap.org/wp-content/uploads/2024/07/Climate-solutions-framework_v1.0.pdf)