**Experimentation of the ACT Adaptation methodology for all sectors**

**Terms of Reference**

Background

The Article 7 of the Paris agreement defines the global goal of “enhancing adaptive capacity, strengthening resilience and reducing vulnerabilities to climate change”. To support this goal, ADEME has developed the ACT Adaptation methodology. It aims at assessing the adaptation strategy of companies from all sectors, from physical risks analysis to governance and decision-making. These methodologies are developed in collaboration with stakeholders from all sector and tested with volunteering companies.

These Terms of Reference refer to the experimentation for the Adaptation methodology for all sectors. They include a description of the process, the commitment required from companies and the benefits they will get from participating.

1. **Project Steps and Timeline**

ADEME will select a consultant trained in the ACT Adaptation methodology. This consultant will carry out an ACT assessment for the company. This assessment, free of charge for the company, will follow the steps and timeline shown below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | April-22 | May-22 | June-21 | July-21 | August-22 | Sept-22 | Octo-22 |
| Meeting to discuss scope of the project / Presentation on the ACT Adaptation methodology |  |  |  |  |  |  |  |
| Data collection by the company with the support of the consultant,  ACT assessment by the consultant |  |  |  |  |  |  |  |
| Meeting to deliver the assessment results to the company |  |  |  |  |  |  |  |
| Meeting to share feedback and lessons learned |  |  |  |  |  |  |  |

1. **Commitment of the Company**

The company must commit to:

* Name a project leader who will be the main point of contact with the consultant and ADEME
* Incentivise them to be actively engaged in the assessment process. This engagement is estimated to be 5 to 10 working days FTE, including the following tasks:
  + Data collection.
  + Participating to project-related meetings:
    - A meeting to present the ACT initiative.
    - A meeting to discuss the scope of the data collection work, with the consultant.
    - Catch-ups over the phone to refine the data collection process, with the consultant.
    - A meeting to deliver the assessment results to the company by the consultant.
    - A meeting to share feedback and lessons learned with the companies which took part in the experimentation, the Steering Committee, the members of ACT initiative that developed the methodology, ADEME, in order to update – if required – the ACT Adaptation methodology.
* Collect the required data (as availability permits) for the assessment and provide them to the consultant hired by ADEME.
* Take part in the project until completion according to the project timeline (including the final meeting to share feedback and lessons learned).
* Agree that ADEME communicate about the company’s participation in the experimentation through various means (newsletter, ACT website…). The individual assessment results of the company will remain confidential – results will be anonymised and aggregated for the sector before sharing.
* Complete the application form (in the appendix).

1. **Benefits and guarantees for your company**

Benefits:

* Benefit from a free ACT Adaptation assessment done by a consultant selected by ADEME and trained in the methodology.
* Be one of the first companies using this innovative approach which allows comparison of your company’s climate governance, physical risks analysis and adaptation strategy with the relevant operational recommendations and identify opportunities for improvement.
* Receive your ACT assessment with a final rating including three dimensions, your company’s results broken down by module and indicator, as well as areas of improvement for your climate change adaptation strategy.
* Contribute and benefit to the climate adaptation momentum for private sector.
* Showcase your adaptation strategy and inform your stakeholders about your adaptation efforts
* Accelerate the adaptation strategy of the company
* Be recognised for having participated in the project.

Guarantees :

* **Confidentiality of the data and of the individual ACT score of the company.**   
  Only the results aggregated at the sectoral level and the names of the participating companies will be communicated by ADEME.   
  The data and the assessment report of each company will remain confidential; if required, a confidentiality agreement can be agreed between the parties.
* Be supported by a consultant, trained in the ACT Adaptation methodology.

1. **Handling of your contact details**

Following GDPR regulations, we want to inform you that we will be using the contact details you provide us (full name, email address and company name) to keep you updated on the following ACT-related activities:

* To share any information and documentation related to the ACT Adaptation experimentation.
* To invite you to the feedback meeting.
* To share relevant ACT-related information (e.g. webinars, calls for proposals).

**Please complete the following:**

I, [Name Surname], confirm that [Name of the company] wishes to participate in the experimentation.

I agree to the terms of reference detailed above and will attach the application form.

Contact details of the company’s main contact for ADEME for the experimentation:

[Name Surname, role within the organisation]

[Phone number]

[Email address]

Name Surname, role within the organisation

Signature

Appendix: Application Form

*Note: The application form must be concise and cannot exceed 4 pages.*

**Please answer the following questions**:

1. Name of the company
2. Activity sector and NACE / ISIC code
3. Geographic location (region)
4. Number of employees
5. Number of sites and their geographic location
6. Revenue
7. Have you completed a climate physical risks analysis for your company?
8. Have you put in place an action plan to adaptation to climate change impacts?
9. How do you assess your maturity and vulnerability to challenges linked to climate change impacts?
10. What are your reasons for taking part in this project?
11. Which/how much human resources do you plan on allocating to this project?
12. According to you, which climate change impacts could affect the activities of your company?