

Road-test of the ACT methodology for the Agriculture & Agrifood sector

Terms of Reference

Background

To assess the climate strategies of companies of varying sizes and sectors and make evident to them the requirements of a low-carbon world, ADEME and CDP have developed the ACT (Assessing low-Carbon Transition) Initiative.

As part of the UNFCCC secretariat Global Climate Agenda (GCA), the ACT initiative provides methodologies to assess the alignment of the strategy of companies against a decarbonisation pathway taking into account the relevant activities for the sector. These methodologies are developed in collaboration with stakeholders from the sector and tested with volunteering companies.

These Terms of Reference refer to the road-test for the Agriculture & Agrifood sector. 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 and CDP will select a consultant trained in the ACT sectoral 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:

	March-21	April-21	May-21	June-21	July-21	Aug-21	Sept-21
Meeting to discuss scope of the project / Presentation on the ACT framework							
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							

2. Commitment of the Company

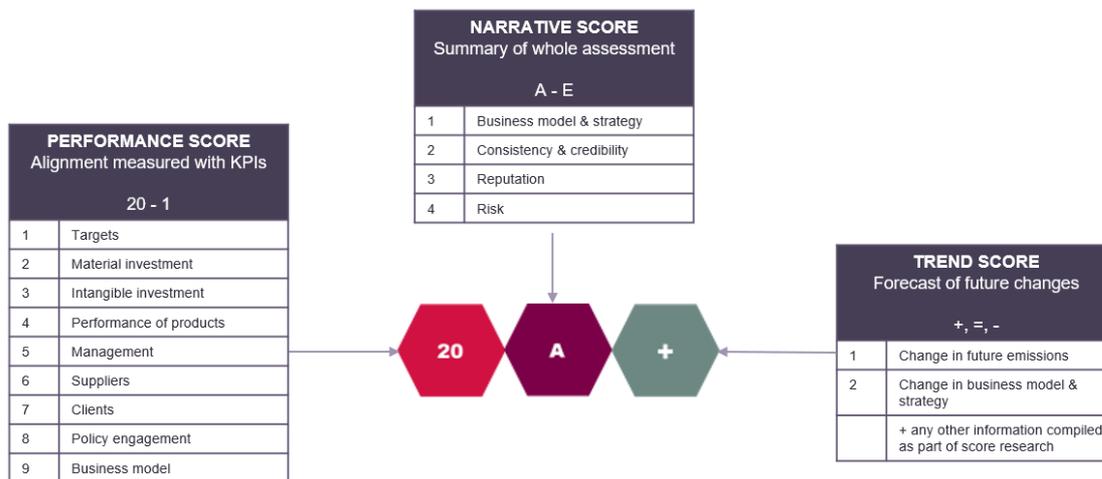
The company must commit to:

- Name a project leader who will be the main point of contact with the consultant and ADEME / CDP
- 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 or if applicable, a [training on ACT](#) (1 day).
 - 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 road-test, the Technical Working Group which developed the methodology, ADEME and CDP, in order to update – if required – the sectoral 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 and CDP communicate about the company's participation in the road-test 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).

3. Benefits and guarantees for your company

Benefits:

- Benefit from a free ACT assessment done by a consultant selected by ADEME and trained in the sectoral methodology.
- Be one of the first companies using this innovative approach which allows comparison of your company's climate strategy to a relevant sectoral decarbonisation pathway.
- 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 low-carbon strategy.



- Use these elements to communicate with stakeholders (investors, clients...) on your low-carbon strategy.
- Collect useful lessons learned for potential climate reporting on the risks and opportunities linked to the transition (TCFD).
- Be recognised for having participated in the project.
- Involve your staff in the environmental performance of your company.

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 and CDP.
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 methodology.

4. 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 sectoral road-test.
- To invite you to the feedback meeting.
- To share relevant ACT-related information (e.g. webinars, calls for proposals).

5. Contact details form to complete

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

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

Contact details of the company's main contact for ADEME and CDP for the road-test:

[Name Surname, role within the organisation]

[Phone number]

[Email address]

Name Surname, role within the organisation

Signature

Appendix: Application Form

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 GHG inventories for your company?
8. Have you put in place an action plan to mitigate your GHG emissions?
9. How do you assess your maturity and vulnerability to challenges linked to GHG emissions?
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 impacts could the transition towards a low-carbon economy have on the activities of your company?

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