[PLEASE ADJUST THIS TOOL TO YOUR CONTEXT AND NEEDS]

**Rapid Assessment of PIN’s**

**Local Partners’ Needs Related to Greening Their Operations**

Date: …………………………………………………………….

Name of partner NGO: ………………………………………..

PIN’s partner since: .............................................................

Number of offices: ...............................................................

Number of staff as of now: .................................................

Respondent: ……………………………………………………

PIN staff: ………………………………………………………..

**Explain the purpose of the meeting:**

* introduce PIN’s initiative to help its partner organizations to make their operations (logistics, offices, procurement) more eco-friendly
* understand which environmental measures the partner organization already follows – see gaps & strengths, so that PIN’s support can be adjusted to it
* discuss what types of support would help the partner organization the most in making your operations more eco-friendly

Clarify that the **meeting is about the organization’s logistics, offices, and procurement** – its way of functioning. It is not about various environmental project activities, such as planting trees / cleaning waste / promoting eco-friendly practices. It is about how the organization operates.

**1. Introduce the basics of PIN’s idea of helping partners make their operations even more eco-friendly. Ask the staff of your partner organization for their initial opinion about such support.**

**2. Ask the following questions to get a basic understanding of the partner organization’s work on / thinking about greening operations:**

* Can you please tell me what you and your colleagues think about making your offices, transport, and purchases more environmentally sustainable? This means having less negative impact on the natural environment.
* How big or small a priority is it for your colleagues to make your organization’s operations more eco-friendly, especially when considering all the other workload and priorities you have?
* Who in your organisation is best positioned to work on the following aspects of greening operations?
  + Making logistics more eco-friendly: ………………………………………………….
  + Making office(s) more eco-friendly: ………………………………………………….
  + Making purchases more eco-friendly: ……………………………………………….
* What are the different things that your organization is already doing to make its offices, transport or purchases more eco-friendly? It can be anything related to saving energy, saving water, more eco-friendly transport, reducing waste, purchasing more eco-friendly products or anything else that has a positive environmental impact.
* On the other hand, what do you see as the main gaps related to making your operations more eco-friendly – what are the things that you would like to be able to do but have not done yet? Probe: What else do you think is missing?
* *(please ask this question as it is – don’t make it more specific so that you don’t lead the respondent to a particular answer)* What would help you do most to make your operations even more eco-friendly? Probe: What else would help?
* What would you and your colleagues like to learn the most about how to make operations more eco-friendly?
* On the other hand, does your organization have any “good practices” related to sustainable operations that you could share with other NGOs?
* If the organization is interested in PIN’s support, discuss which staff should participate in it. Ideally it should be someone who manages transport / offices / procurement, as most support concerns these topics. Up to 5-7 people per organization can join.

**3. The last part of the meeting should focus on understanding which environmental measures the organization already follows.** If it has more offices, it should include both the main office and any sub-offices. It is important that the current situation is really presented as it is (both strengths and what is missing), as it can help PIN understand where most support is needed and what ‘good practices’ the partner NGO can share with other participating NGOs. Go together through the following list of environmental measures and indicate (check relevant box) the extent to which the organization follows them. If any of the questions is not relevant for the organization, then skip it.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Environmental Measure** | **To what extent is this measure used?** | | | |
| **Fully** | **Partially** | **Not used** | **Additional information** |
| **Management** | | | | |
| Does your organization have any Sustainability / Environmental Policy or any guidance on how to operate in an eco-friendly manner? | Yes / Fully | Partially | No / Not used |  |
| Is there any person / position in your organization that is officially responsible for ensuring that the organization operates in an eco-friendly manner? | Yes / Fully | Partially | No / Not used |  |
| **Procurement** | | | | |
| Does your organization have any official rules that would ensure that any goods or services you purchase are eco-friendly, if possible? | Yes / Fully | Partially | No / Not used |  |
| If so, to what extent are such rules used? | Yes / Fully | Partially | No / Not used |  |
| **Saving Energy** | | | | |
| Do you know what consumes the most energy in your office(s)? | Yes / Fully | Partially | No / Not used |  |
| To what extent do you use efficient light bulbs? | Yes / Fully | Partially | No / Not used |  |
| Do you have any rules that would ensure that when purchasing electrics, you purchase some of the most energy-efficient models? | Yes / Fully | Partially | No / Not used |  |
| How well is your office insulated to ensure that heated / airconditioned air is not leaking out? | Yes / Fully | Partially | No / Not used |  |
| To what extent do you use renewable energy? (e.g. from solar panels) | Yes / Fully | Partially | No / Not used |  |
| Do you have any functioning rules that would regulate how much heating / air-conditioning is used in your offices? | Yes / Fully | Partially | No / Not used |  |
| Do you have in your offices any reminders that would be reminding staff to save energy? | Yes / Fully | Partially | No / Not used |  |
| **Eco-friendly Transport** | | | | |
| Do you have any official rules focus on making your transport more eco-friendly? | Yes / Fully | Partially | No / Not used |  |
| If so, to what extent are such rules used? | Yes / Fully | Partially | No / Not used |  |
| **Waste** | | | | |
| Do you have any official rules about how to reduce waste and how to manage it safely? | Yes / Fully | Partially | No / Not used |  |
| To what extent are the rules used? | Yes / Fully | Partially | No / Not used |  |
| To what extent do you use single-use plastic bottles during your events? | Yes / Fully | Partially | No / Not used |  |
| To what extent do you use single-use paper or plastic plates, cutlery or cups during your events? | Yes / Fully | Partially | No / Not used |  |
| To what extent do you segregate waste and provide it for recycling? | Yes / Fully | Partially | No / Not used |  |
| **Saving Water** | | | | |
| To what extent do you take any measures to reduce the amount of water you use in the offices? | Yes / Fully | Partially | No / Not used |  |
| **IT** | | | | |
| To what extent do you take any measures to ensure that your IT equipment lasts you longer? | Yes / Fully | Partially | No / Not used |  |

Are there any other important environmental measures that your organization follows but I have not asked about them?

* ………………………………………………………………………………..
* ………………………………………………………………………………..
* ………………………………………………………………………………..
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* ………………………………………………………………………………..

**4. Thank the respondent for everything s/he shared and agree on the next steps.**