

ENVIRONMENTAL & PROCUREMENT POLICY



FORESTS OF
THE WORLD

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Environmental & Procurement Policy

Our vision is a world with rich forest nature, advocating for forests by diminishing the global drivers of deforestation and the climate crisis. The essence of our work is to protect and save carbon rich ecosystems, and we are committed to deliver significant positive results and solutions to the present climate, inequality and biodiversity crises. Nonetheless our organisation, as any other, has an environmental footprint, which we need to keep at a minimum, and to demonstrate that we walk the talk of our advocacy.

1. Purpose and Scope

The goal of this document is to outline how we reduce the negative environmental effects of Forests of the World's (FoW) activities and to recognise and act on these negative consequences of our activities – such as the benefits of participation in global meetings versus the climate footprint of travelling. FoW strives to ensure an operation with minimal pollution, waste production and CO₂-emissions. To ensure that our environmental footprint is as small as possible, our environmental policy is intertwined with our procurement practices to ensure sustainability in all aspects of our operations.

FoW has developed specific positions on the general conditions for buying and using [biomass](#), [soy](#) and [palm oil](#) as well as on global biodiversity and [climate](#). Each of the three product categories (biomass, soy and palm oil) is a huge driver of deforestation and the positions provide solutions for how to approach the issues arising when using these commodities. This Environmental and Procurement Policy reflects our positions on these issues.

FoW is in principle against CO₂ offsetting and compensation. Given the 1.5C degree ambition of the Paris Agreement, and the available global carbon budget, it is, in our view, impossible to compensate for CO₂ emissions through buying

emission reductions elsewhere. Therefore FoW do not engage in trying to compensate for our emissions, instead we seek to reduce our emissions and thereby limit our carbon footprint. This is in line with our FoW's [climate position](#).

2. Environmental Commitment

We implement concrete actions to minimise environmental impacts, addressing key areas such as office spaces, business travel and transport, procurement and Partners and suppliers.

Below describes the concrete actions being implemented and taken by Forests of the World into our daily work and projects.

2.1 Office Spaces

As a tenant, FoW has limited impact on the management of our office spaces i.e. we do not manage the contract with suppliers or sub-providers. Consequently, the heating and electricity provider is not in the scope of this document, as it is decided by the municipality or landlord. However, upon signing a contract with the landlord we paid for an energy assessment and engaged with the landlord to increase insulation. Furthermore FoW seeks to:

Reduce our energy consumption during our daily work in our offices by;

- turning off all equipment when not in use.
- Try to limit the use of heating and cooling equipment
- when changing location or renewing our contract, FoW actively engages in selecting the most climate-friendly solutions.

Limit printing needs as much as possible and reduce our footprint by:

- reusing paper or recycling paper whenever reuse is not possible.
- Print on recycled and/or FSC certified paper only.
- trying to consider alternatives to printing and encourage employees and volunteers to use electronic alternatives.

Limit our online CO₂ footprint by:

- Collaborating on Google drive in order not to send around attachments and having multiple copies of the same document.
- Choosing a data region that preferably uses renewable energy.

Reducing waste and sorting it for recycling through:

- minimising use of all supplies to the extent possible.
- Reusing materials internally when possible, externally by donating used equipment and office furniture, and seeking to buy only used furniture ourselves.
- recycling all waste according to local rules, regulations and possibilities.
- Increase staff and partner awareness.

2.2 Business Travel and Transport

We cannot achieve the intended impact we seek as an organisation without travelling. Travel constitutes a significant source of emissions for us. All staff, volunteers and others travelling for FoW must consider the following in order to minimise the environmental, social and financial impact of any travel they undertake.

When staff or volunteers travel in Denmark for Forests of the World they must follow these principles:

- Public transport is the default option
- Only in cases where the travel time is disproportionately extended or the costs are disproportionately higher, can cars be considered instead of public transport.
- If transporting large items makes public transport impractical, the requirement to use public transport can be waived.
- When renting a car, the car should be fuel efficient, or where possible an electric car. It is recommended that the driver ensures the highest possible degree of carpooling.

When travelling internationally, FoW strives to decrease the environmental impact of our international business travels and local transport by:

- aiming to reduce the total amount of travels by considering alternatives such as online meetings.
- aiming, when travelling overseas, to bundle trips by for example visiting multiple interventions/partners/areas to minimise the total amount of travel by plane.
- aiming to take the most direct route, with least stops, when travelling by plane, in order to lower the carbon footprint and make the trip less straining.
- Using non-flight transport when trips are shorter than 500 kilometres to the extent possible and when advisable such as bus or train.
- Aiming to promote the use of low-impact travel for shorter trips or daily commuting and encourage employees to use public transport.

2.3 Procurement

2.3.1 Guiding principles of procurement

All actors procuring on behalf of Forests of the World (FoW) must adhere to the principles of transparency, integrity, sustainability, and value for money.

- All purchases must be necessary, within approved budgets, and ensure value for money.
- All forms of procurement must be free of favoritism, nepotism, and corruption.
- Requirements for the material, product, or service to be produced, must not be defined in a way that allows favoritism of specific firms or consultants.
- All procurement processes and their documentation must enable a clear audit trail and be stored digitally in FoW's shared drive or Unicontra.
- Procurement shall not be split artificially to circumvent thresholds.
- Where FoW, donor, or government requirements differ, the most restrictive rules apply.
- Derogations from procedure require a Procurement Waiver Form.

FoW integrates environmental, social, and ethical considerations in all purchasing decisions. We prioritise suppliers and products that contribute to sustainable value chains, fair benefit sharing, and low environmental impact.

2.3.2 Procurement procedures

Thresholds for procurement procedures and approval levels for entering into contract:

- **Single quotation/ Direct Purchase:** May be approved by the relevant project responsible, Hub manager, Head of Finance and Administration or one of the Co-Secretary Generals, ensuring adherence to budget lines and the procurement process.
- **Simplified tendering:** May be approved by the relevant Hub manager or one of the Co-Secretary Generals, ensuring adherence to budget lines and the procurement process.
- **Full tendering:** May be approved by one of the Co-Secretary Generals, ensuring adherence to budget lines and the procurement process. The Board must make final approval for major financial commitments such as property purchase/sale, or individual strategic investments exceeding DKK 500,000, ensuring adherence to budget lines and the procurement process.

	Services/Consultancies			Supplies/Physical goods		
	<i>Single quote/ Direct Purchase</i> <i>adquisición simple</i>	<i>Simplified tendering</i> <i>Licitación simplificada</i>	<i>Full tendering</i> <i>Licitación</i>	<i>Single quote/ Direct Purchase</i>	<i>Simplified tendering</i>	<i>Full tendering</i>
HQ – Denmark	DKK <100.000	DKK 100.001 – 500.000	DKK > 500.000	DKK <50.000	DKK 50.001 – 250.000	DKK > 250.000
HUBs	USD <500	USD 500 – 19,999	USD >20.000	USD <500	USD 500 – 19,999	USD >20.000

Note: If a donor or national legislation prescribes stricter thresholds, the stricter rule applies

Tendering procedure:

Single quote/ Direct purchase:

Minimum required documentation:

- *Quote – One written quote (email, screenshot, or receipt).*
- *Approval – Manager or budget holder's approval (email or signature on invoice).*
- *Delivery confirmation – Implicitly via the invoice or short email confirmation.*
- *Storage – Quote + invoice + approval uploaded or linked in Uniconta/zExpense.*

Optional (only if donor requires or risk is higher):

- *Short value-for-money note (1–2 lines in email).*
- *Market check (if price seems unusually high).*

Simplified tendering:

- *Plan & budget confirmation*
 - *Define scope/specifications/ToR, timeline, evaluation criteria (price/quality ratio and sustainability).*
 - *Confirm funding source and donor rules; most restrictive rule applies.*
- *Supplier shortlist*
 - *Identify a minimum of 3 capable suppliers*
- *RFQ package*
 - *RFQ letter + ToR/specs + evaluation criteria + submission instructions + draft contract/PO.*
- *Receipt & opening*
 - *Log all offers received by deadline; acknowledge receipt.*
- *Evaluation*
 - *Use the adjusted evaluation matrix based on the evaluation criteria; document rationale and scoring weights.*
- *Recommendation & approval*
 - *Draft a short evaluation report with selection recommendation.*
 - *Obtain approval per §2.3.2*
- *Negotiation & award*
 - *Clarify scope and terms; issue contract/PO.*
- *Delivery, payment & archiving*
 - *Verify delivery; process invoice*
 - *Archive RFQ, shortlist, addenda, offers, evaluation matrix, approvals, contract/PO, delivery proof, and invoice.*

Recommended timeframe: RFQ open period 5–10 business days.

Full tendering:

- *Procurement planning*
 - *Establish Tender Committee (min. 3 members).*
 - *Confirm budget, donor and national rules; define evaluation weights.*
- *Tender dossier*
 - *Invitation to Tender (ITT), Instructions to Tenderers, ToR/specs, evaluation criteria & weights, submission form, draft contract, ethical/environmental requirements, key dates, and Q&A process.*
- *Publication / invitation*
 - *Post in suitable public channel(s) and/or broad distribution list; ensure equal access to information.*
- *Clarifications & addenda*
 - *Manage structured Q&A; publish addenda; extend deadline if material changes occur.*

- *Receipt & opening*
 - *Register all submissions; issue receipts; conduct formal opening (can be non-public) and record minutes.*
- *Technical evaluation*
 - *Committee scores proposals against ToR; agree consensus scores; document strengths/weaknesses.*
- *Financial evaluation*
 - *Open financials after technical evaluation is final; apply formula/weights; check arithmetical errors.*
- *Due diligence*
 - *Verify references, legal status, sanctions lists, and any donor-specific checks; confirm EUDR/sustainability claims where relevant.*
- *Award decision*
 - *Prepare Evaluation Report; committee signs; obtain Co-Secretary General final approval; Board approval if needed.*
- *Notification & standstill (where applicable)*
 - *Notify winner and send regret letters to unsuccessful bidders; optional short standstill where donor rules require.*
- *Contracting & kick-off*
 - *Sign contract; hold kick-off meeting; confirm deliverables, timeline, reporting, and contract management plan (incl. variation/change control).*
- *Contract management, delivery & payment*
 - *Monitor milestones; verify deliverables; process payments.*
- *Archiving*
 - *Archive the full file: publication proof, Q&A/addenda, opening minutes, evaluation docs, approvals, contract, correspondence, deliverables, invoices.*

Recommended timeframe: ITT open period typically 15–30 calendar days (align with donor rules if stricter).

2.3.3 Details regarding procurement of consultants

When engaging consultants, the same thresholds and procedures apply as for other services.

- A Terms of Reference (ToR) must define objectives, scope, deliverables, timeframe, and evaluation criteria.
- Consultant selection must ensure internal capacity retention and knowledge sharing.
- Consultants with presence in relevant regions are prioritised when appropriate.

- Associate consultants are hired on annual contracts often with a 2–4 months work perspective. These are consultants who are knowledgeable of FoW core activities and will often accept a considerably reduced rate from what they would normally charge.
- All consultant contracts require approval by the HoFA (HQ) or Hub Manager/Coordinator (Hubs).

2.3.4 Environment considerations regarding procurement of physical goods

FoW is dedicated to buying the most environmentally friendly products with the least impact on biodiversity and nature when possible. We specifically aim to procure deforestation-free products in line with the relevant laws.

Efforts should always be made to purchase products with a long expected lifespan, thereby reducing pressure on the Earth's resources and minimising waste production. Consideration should be given to the product's life cycle when making new acquisitions. The possibility of using recycled products should always be considered. Similarly, purchases should be made from companies that operate on an ethical and otherwise sustainably responsible basis.

We follow these principles:

Furniture or office supply: We aim to buy second hand furniture and office supply. When purchasing new products made of wood, this must be FSC-certified. We aim to buy long-lasting products and whenever possible, consider a life cycle assessment.

Food (including beverages):

Organic: Food and beverages should, as far as possible, be organically certified by state authorities. If organic products are not available, or if the price difference exceeds 25%, non-organic goods may be purchased. However, it is recommended to adjust purchases so that the majority of items are organic.

Certifications: Products certified by bodies such as Bird Friendly, Rainforest Alliance, or the Marine Stewardship Council (MSC) should be preferred.

Vegetarian with a vegan alternative: Consumption of animal products should be limited. Therefore, purchases made on the organisation's behalf should be vegetarian or vegan. For events, we aim for good vegetarian dishes with a vegan option (to the extent possible in the Global South or at external venues).

Buy according to the season: Menus should be planned and purchases made according to seasonal availability. Lastly, food waste should be minimised.

Specific products:

Coffee: The coffee at Forests of the World's offices and events must be deforestation- and conversion-free and be produced in agroforestry systems or collected by smallholders under natural canopy shade. If the coffee comes from agroforestry systems they should preferably substitute farmland, and if possible be part of a reforestation focus.

The coffee must be EUDR compliant and if the specific producers and location is not known to us, then the coffee should also be certified, or in the process of certification; Rainforest Alliance and Organic – if possible, combined with the Bird Friendly certificate.

Soy and palm oil: There are several international certification schemes attempting to ensure that soy and palm oil are sustainably produced, without causing deforestation, violating indigenous peoples' rights, or negatively impacting the climate. However, none of these schemes fully guarantee zero deforestation. If soy or products containing soy are required, they should preferably be certified by ProTerra or RTRS (Round Table on Responsible Soy). If palm oil or products containing palm oil are required, they should preferably be RSPO certified and, if possible, developed by the Palm Oil Innovation Group (POIG).

Wood products including paper: (including coffee/tea filters) should preferably be FSC certified or 100 percent recycled. If these cannot be obtained in satisfactory quality, the items should be Swan labelled or comply with other internationally recognized environmental standards. Forests of the World supports the principles of cascaded use of wood, meaning that material should be prioritised qualitatively in terms of its use over time. Therefore, in cases where

it is possible to purchase FSC-certified products and products made from recycled material (e.g., toilet paper, paper, etc.), recycled material should be preferred.

Electronic equipment: Efforts should be made to purchase second-hand electronic equipment. Similarly, efforts should be made to purchase long-lasting products.

Cleaning supplies: should be environmentally friendly, preferably biodegradable and as less harmful as possible. Cleaning supplies should be labelled with the European Flower, Swan, or equivalent labelling scheme.

Printed materials: should be produced in the most environmentally friendly way possible. When printing member magazines, books, brochures, etc., printers who are certified according to the ISO14000 standard and/or similar recognized environmental certification standards should be used, and FSC-certified, 100 percent recycled, or stone-made paper should be used. In special cases where it can be documented that paper meeting these requirements cannot be obtained, a waiver from the requirements may be granted. In these cases, preference should be given to other environmental labels.

2.4 Financial Services and Retirement schemes

FoW understands our indirect impact on the environment through our choice of financial services and pension funds. Our selection of our current bank and pension fund is guided by this understanding. We have prioritised a bank and pension fund that has a sustainable and socially responsible profile. FoW strives to engage actively with our bank and pension fund to move in a more environmentally sustainable direction.

2.5 Webshop

The purpose of the webshop is to raise funds as well as create awareness about and affection for the forests and our projects. The majority of products are purchased from companies under general consideration of environmental sustainability such as FSC certifications and organic certifications. It has also been prioritised to purchase products directly from our project partners,

creating a direct positive impact, while promoting locally sustainable produced products.

All wooden products sold in our webshop are FSC-certified. We seek to minimise our use of plastic and plastic-based products as well as products containing leather.

The packaging adheres to the above guidelines for paper and cardboard, and we also ship packages as weight-efficiently as possible (i.e., we actively repack if a customer has made more than one order, so that only one package is sent).

3. Partners

FoW acknowledges the indirect environmental footprint that our organisation has through our interactions with partners, donors, companies and customers. So far focus has been on the positive environmental impact of our programme and the interventions including preserving as much forests as possible. We work with certification schemes such as FSC, organic and other standards, when it is advantageous for the local beneficiaries. Environmental considerations are included into the programme formulation process and in the negotiation before entering into a project with the local partner and beneficiaries.

- We actively communicate our commitments including those in this policy to partners.
- We avoid engaging in potential partnerships with businesses or organisations, whose operations substantially conflict with this strategy and FoW values.

4. Feedback and Complaints

This Policy is covered by FoW's Feedback and Complaint Handling Mechanism. Feedback and complaints can be submitted to FoW through various channels as described on our website and in the above mentioned document.

5. Monitoring

The monitoring of the Environmental and Procurement Policy, should include:

- A) Monitoring that FoW adheres to the requirements set out in the policy, which overall aims to reduce our environmental footprint.

Developing a range of targets based on our overall goals that enable us to operationalise them. Our overall goals were to; continuously seek to minimise climate impact by reducing emissions as much as possible; prevent or minimise pollution in general; only procure goods that are deforestation free. The goals will be based on a mix of a qualitative and quantitative approach.

FoW will initially outline our baseline and map our current environmental footprint; this will include estimating our carbon footprint from business travels, gain an overview of our waste production in our main offices in Denmark and analyse our supply chains from a risk-focused approach. Furthermore, as part of the baseline, FoW will pinpoint potential high-risk areas with possible great environmental impact and prioritise mitigating these. This initial step is highly likely to lead to recommendations for further actions to be taken and will finally lead to the development of specified targets.

6. Review

Our Environmental Policy, along with the General Code of Conduct Framework, undergoes annual review to ensure relevance and effectiveness in achieving our sustainability objectives.

Date for latest update	Changes made	Responsible
	First version adopted	
February 2024	English and Danish version connected	ANH/GB
January 2025	Looked through	ANH
October 2025	Updated	NJO/JKR/RUJ/LVA