Annexure X: Sustainability Requirements for Events under consultancy contract

Objective

This Annexure sets out the minimum sustainability requirements applicable to all events, workshops, meetings, consultations, conferences, trainings, and other event-related activities organized or facilitated by the Consultant under this Consultancy Contract. The objective is to promote environmentally responsible, resource-efficient, socially inclusive, and ethical event management practices

Applicability

These guidelines are recommended for all activities undertaken by the Consultant related to event planning, procurement, workshop.

Sustainability Requirements

The Consultant shall, to the maximum extent practicable and appropriate to the nature and scale of each event, comply with the following requirements:

a. Venue

- Prefer venues that demonstrate environmentally sustainable practices, including waste segregation and energy-efficient operations.
- Ensure accessibility and proximity to public transport

b. Materials & Procurement

- Avoid single-use plastics
- Use reusable, recyclable, or biodegradable materials
- Minimize printed materials; prioritize digital communication
- Source local and sustainable products where feasible

c. Energy & Water

- Use energy-efficient lighting and equipment, including LED lighting where available.
- Ensure that lighting, audiovisual equipment, and other electrical devices are switched off when not in use.
- Provide drinking water through dispensers or refill stations instead of single-use bottled water, where feasible.
- Promote efficient use of water and prevent unnecessary wastage.

d. Waste Management

- Implement waste segregation using separate bins for wet, dry, and residual waste, where feasible.
- Ensure that waste is collected and disposed of through authorized waste management service providers.

- Take appropriate measures to minimize food waste and material waste generated during events.

e. Catering

- Give preference to locally sourced and seasonal food.
- Minimize the use of disposable packaging and serving materials.
- Where feasible and permitted by applicable regulations, arrange for the safe donation of surplus food through authorized organizations.
- The Consultant shall ensure that no alcoholic beverages are procured, served, distributed, or otherwise made available at any event, meeting, workshop, conference, training, or other activity organized or facilitated under this Consultancy Contract.

f. Transportation

- Encourage participants and service providers to use public transport, shared mobility, or carpooling where practical.
- Optimize travel and logistics to minimize greenhouse gas emissions.
- Consider virtual or hybrid meeting formats where these can effectively achieve the objectives of the event.

g. Communication & Branding

- Prioritize digital communication tools, including QR codes and digital displays, in place of printed materials.
- Avoid the use of non-recyclable flex banners and similar materials. Reusable, recyclable, or environmentally preferable signage shall be used wherever feasible.

h. Inclusion

- Ensure that event venues and facilities are accessible to persons with disabilities.
- Promote inclusive, equitable, and non-discriminatory participation in all events.
- Engage vendors and service providers that comply with applicable labour laws and fair labour practices.

The Consultant shall make reasonable efforts to implement these Sustainability Guidelines in all event-related activities under the Contract. Where specific requirements cannot be implemented due to operational, logistical, regulatory, or venue-related constraints, the Consultant shall adopt suitable alternative measures that support the objectives of sustainable event management, wherever feasible.

These Sustainability Guidelines form an integral part of this Consultancy Contract and shall be read together with the other terms and conditions of the Contract