

# GreenStart Assignment Guidelines for Consultants



## **GreenStart Assignment Guidelines for Consultants**

### **1 Overview**

GreenStart is intended for clients unfamiliar with and/or lacking capability in business process improvement methodologies. It will give companies an introduction to the potential of using Environmental Best Practice to improve their competitiveness. It seeks to prepare clients to progress to further and more sustained environmental programmes in order to drive cost reduction measures along with capability & capacity building.

The funding is available to Enterprise Ireland (EI) Clients only, and is confined to established and Scaling Division companies. The Programme is administered by Enterprise Ireland and managed by the Competitiveness Team, contactable at: [green@enterprise-ireland.com](mailto:green@enterprise-ireland.com).

GreenStart is a seven day assignment, designed to be delivered by an external environmental consultant / trainer over a period of approximately eight weeks. The individual company project will focus on agreed resource efficiency.

### **2 Application Process**

- 2.1 The company contacts their Enterprise Ireland Development Advisor to discuss their eligibility for GreenStart funding support.
- 2.2 The company may be invited to apply online for GreenStart funding.
- 2.3 Applications are subject to an evaluation process.
- 2.4 The client will be notified of the decision, normally within 2-3 weeks.
- 2.5 On approval, a Letter of Offer will be sent to the company.
- 2.6 To accept the offer the Letter must be signed by the company's Authorised Officer (as per the application form).
- 2.7 The assignment can then commence.

The application will include brief information on:

- i Company background.
- ii The need for a GreenStart initiative e.g. addressing environmental issues, resource efficiency etc.
- iii The business area on which the assignment will focus.
- iv Indicative targets on the measurable business improvement to be achieved.

### **3 Assignment methodology**

On 'Day 1' of the assignment, the work programme described in the application will be further developed, resulting in agreement on the client commitment, the productivity, operations and/or cost improvement initiative.

Prior to commencement it is advisable for the consultant to contact the Company's Enterprise Ireland Development Advisor for company history and current business plans.

The consultant will inform Enterprise Ireland at [green@enterprise-ireland.com](mailto:green@enterprise-ireland.com) of any issue which might affect the progress or outcome of the agreed project.

#### **Day 1: Environmental introduction, - the consultant will:**

- Meet and engage with the owner/key managers in the company and, where appropriate, meet with relevant EI staff.
- Introduce environmental management concepts, systems and structures.
- Identify key project(s) inclusive of cost reduction potential.
- Scope the commitment needed from the company.
- Agree a schedule for implementation, the supports required and initiation.

#### **Day 2 - 6: Consultant and company will:**

- Review and evaluate objectives relative to the schedule agreed.
- Facilitate the team efforts and train key personnel in environmental management.
- Agree targets

- Progress targets and objectives as per the project schedule.
- Continue to train and implement environmental structures and procedures
- Agree next steps, final targets and objectives.

**Day 7: Project closeout, the consultant and company will:**

- Quantify the project results against the stated objective.
- Review the effectiveness of the environmental learning to ensure the approach “sticks”.
- Agree next steps for future potential projects.
- Where appropriate, meet with, and discuss the final report with relevant EI staff.

**Reports Required:**

- ✓ **‘Day 1 report’**
- ✓ **‘Final report’**
- ✓ **Targets Achieved**
- ✓ **Case Study**

All reports must be signed by the company and the consultant.

Report templates are provided in the attached Appendices (1 to 4). Reports can be submitted as scanned pdf format to: [green@enterprise-ireland.com](mailto:green@enterprise-ireland.com)

It is **essential** to submit the required reports, in particular the ‘Day 1’ and ‘Final’ reports as soon as possible. This will ensure continued compliance with the GreenStart Offer and will allow engagement with the company to address any issues. Resolving issues and addressing any deviations from the original objectives as they arise, will avoid any complications at the grant claim approval stage.

**4. Assignment Costs / Duration**

- Any deviation from the 8 to 12 week timeframe must be notified to [green@enterprise-ireland.com](mailto:green@enterprise-ireland.com).
- Daily rate of up to a max of €900 (inclusive of expenses) will be considered for a maximum of seven consultancy days.
- Total project cost up to €6,300, maximum EI grant up to €5,000.
- It is the responsibility of the company to claim the GreenStart funding support.
- The company is responsible for the payment of the consultant’s fee.

# Appendix 1

## Day 1 Report

<b>Company Name</b>	
<b>GreenStart Company project Contact Person</b>	
<b>Date of 1<sup>st</sup> day of GreenStart project</b>	
<b>Is company commitment in place to complete full assignment within 8 – 12 weeks?</b>	
<b>List the key Green team member(s) involved in the project (if required)</b>	
<b>What resource efficiency project(s) have been identified?</b>	
<b>What key costs/performance improvements are expected?</b>	
<b>Other comment(s)</b>	
<b>Signed By:</b>	
Company contact person	
Date	
Consultant	
Date	

## Appendix 2 (page 1)

### Day 2 – 7 Final report:

<b>Company Name</b>	
<b>GreenStart Company project contact person</b>	
<b>Date of completion of GreenStart project</b>	
<b>List the key Green team member(s) involved in the project (if required)</b>	
<b>Was an introduction to environmental best practice given to staff &amp; how widespread?</b>	
<b>What resource efficiency project(s) have been completed?</b>	
<b>What cost savings were delivered?</b>	
<b>Were any further actions agreed?</b>	
<b>Will the company implement further Green projects?</b>	
<b>Other comment(s)</b>	
<b>Signed By:</b>	
Company contact person	
Date	
Consultant	
Date	


## Appendix 2 (page 2)

### Actual Targets Achieved

<b>Impact Metric - Projected Cost Savings</b>			
<b>Annualised cost savings in €</b>	<b>% energy, waste, water saving as outcome of assignment</b>	<b>Successful tenders as result of assignment</b>	<b>NOTES</b>

Note. Please insert impact metrics as appropriate.

## Appendix 3

 <b>GreenStart Case Study</b>			
<b>Company Details</b>			
<b>EI Client Company</b>		<b>Location</b>	
<b>EI Development Adviser</b>		<b>Sector</b>	
<b>Number of Employees</b>		<b>Turnover</b>	
<b>Consultants Details</b>			
<b>Consultant</b>		<b>Location</b>	
<b>Assignment Details</b>			
<b>Assignment Objectives:</b>			
<b>Work Programme:</b>			
<b>Number of Consultancy Days</b>		<b>Assignment Duration</b>	
<b>Date Completed</b>			
<b>Assignment Outcomes/Results:</b>			