

ESG-Compliant Request for Proposal (RFP)- Instructional Scenario

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Chapter 1. Instructional Scenario – ESG-Compliant Request for Proposal (RFP)

Project Title: Creating a Sourcing Request with Sustainability Criteria

Sector: ESG / Procurement / Sustainable Supply Chain

Role: Instructional Designer & Technical Writer

Objective: Design and deliver a bilingual instructional module that guides learners through the creation of a formal Request for Proposal (RFP) incorporating environmental compliance and supplier evaluation criteria.

Books: Career Paths – Environmental Engineering – Express Publishing, English for E-mails- Oxford

Chapter 2. Learning Outcomes

Learning Outcomes

- **Language Objectives:**

- Use formal business English for procurement communication.
- Apply domain-specific vocabulary (e.g., FSC, PEFC, EUDR, supplier assessment).
- Structure professional correspondence with clarity and precision.

- **Technical Communication Objectives:**

- Draft ESG-compliant RFPs aligned with EU regulations.
- Define supplier requirements and evaluation criteria.
- Integrate sustainability clauses into procurement documentation.

Chapter 3. Instructional Flow

Table 1. Instructional flow during the lesson

Phase	Activity	Skills Developed
Introduction	Overview of RFP and green procurement	Regulatory awareness, vocabulary activation
Case Analysis	Scenario planning for Eco-Furniture	Needs assessment, stakeholder alignment
RFP Planning	Defining technical and sustainability requirements	Document scoping, compliance integration
Drafting	Writing and refining the RFP	Applied writing, ESG phrasing
Review	Collaborative editing and finalization	Clarity, tone, completeness

Chapter 4. Output: ESG-Compliant RFP

Output: ESG-Compliant RFP

Subject: Request for Proposal – Certified Wood Components for Office Furniture

Dear Suppliers,

Our company is planning to launch a new line of office furniture and is looking for suppliers of wooden components. We are committed to sustainable development and seek partners who share these values.

Please submit an offer for wood or panels that meet the following criteria:

- Certification: FSC or PEFC
- Compliance: EU Deforestation Regulation (EUDR)

Your response should include:

- Copies of relevant certificates
- Confirmation of EUDR compliance
- Description of your sustainability practices

Evaluation will consider not only pricing, but also transparency and environmental responsibility. Please submit your offer by **October 30, 2025**.

Sincerely,

The Procurement Team

Chapter 5. Instructional Design Highlights

Instructional Design Highlights

- **Real-World Simulation:** Learners engage with authentic ESG procurement scenarios.
- **Regulatory Integration:** Content reflects current EU sustainability directives.
- **Scaffolded Structure:** Step-by-step guidance supports independent drafting.
- **Cross-Functional Relevance:** Combines business English, compliance, and supplier relations.

Chapter 6. Reflections and Relevance

Reflections and Relevance

This scenario demonstrates my ability to:

- Translate ESG compliance into actionable procurement documentation.
- Design bilingual instructional materials for regulated sectors.
- Support learners in mastering formal communication for sustainable sourcing.
- Align technical writing with environmental and legal standards.