YOUR  
LOGO

**COMPANY NAME**

ESG REPORTING FRAMEWORK SETUP PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to support the development of your ESG (Environmental, Social, Governance) reporting framework. Our team specializes in guiding organizations through ESG data collection, reporting, and strategy alignment.  
  
This proposal outlines our approach to establishing a comprehensive ESG reporting framework for [Client Company Name].

# Project Objectives

The primary objectives are:  
  
- Establish a standardized ESG reporting framework  
- Ensure alignment with global standards (e.g., GRI, SASB, TCFD)  
- Enhance transparency and stakeholder communication  
- Support long-term ESG strategy and compliance

# Proposed Services

Our ESG framework setup includes:  
  
- Current state assessment and gap analysis  
- Materiality assessment and stakeholder engagement  
- KPI identification and data collection processes  
- Reporting framework design and documentation  
- Training and handover to internal teams

# Scope of Work

Services included in this project:  
  
- Initial consultation and ESG goal alignment  
- Regulatory and standards mapping  
- Data governance and reporting workflows  
- Drafting ESG report templates  
- Final documentation and training

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Assessment & Gap Analysis | Review current ESG practices | [Start Date] |
| Framework Design | Develop reporting structure and KPIs | [Date] |
| Implementation | Data collection workflows and templates | [Date] |
| Final Documentation & Training | Deliver final framework and training | [Completion Date] |

# Pricing

Estimated cost breakdown for ESG framework setup:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Assessment & Materiality | Initial ESG review and stakeholder mapping | [Amount] |
| Framework Design | Develop KPIs, workflows, templates | [Amount] |
| Training & Handover | Documentation and team training | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is an experienced ESG advisory firm, helping businesses navigate sustainability reporting and corporate responsibility.  
  
- Experience: [X] years in ESG consulting and reporting  
- Expertise: GRI, SASB, TCFD, CDP reporting frameworks  
- Mission: To enable organizations to achieve ESG excellence with clarity and precision

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Engagement: ESG reporting framework setup for mid-sized manufacturer  
- Outcome: Successfully published first ESG report aligned with GRI and SASB  
  
Testimonial:  
“[Your Company Name] provided expert guidance and practical tools for our ESG journey.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone billing.  
Confidentiality: All client data and reports are confidential.  
Client Responsibilities: Provide necessary data and stakeholder access.  
Adjustments: Scope changes require written agreement and may affect project cost/timeline.

# Acceptance

To approve this ESG reporting framework proposal and begin the project, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Authorized Representative]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_