



ECOVADIS KPI, DATA COLLECTION & ECOVADIS SUSTAINABLE PROCUREMENT PROGRAM TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: EcoVadis Sustainable Procurement Program Training

Course Validity: 1 Day

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with a clear understanding of the Sustainable Procurement (SP) expectations under the EcoVadis rating system. It covers supplier due diligence, ESG risk identification, evaluation tools, monitoring methods, documentation requirements and improvement actions. Participants will learn how to build a structured SP program aligned with EcoVadis best practices to strengthen supply chain sustainability and improve EcoVadis scoring.

OBJECTIVE(S):

- Understand EcoVadis Sustainable Procurement requirements
- Learn how to perform ESG risk assessments for suppliers
- Understand due diligence expectations and documentation needs
- Learn monitoring methods including scorecards, checklists and supplier engagement
- Strengthen supplier sustainability performance through improvement programs

TARGET GROUP(S):

- Procurement and supply chain teams
- Sustainability and ESG personnel
- Compliance and CSR teams
- Managers, executives and project leads
- Any team involved in supplier evaluation or sustainability programs

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate in Malay/English

TOPIC(S):

1. Overview of EcoVadis Sustainable Procurement Requirements
2. Supplier ESG Risk Assessment & Categorisation
3. Supplier Due Diligence Processes & Documentation
4. Monitoring Tools: Scorecards, Audits & Self-Assessments
5. Sustainable Procurement Policy & Supplier Code of Conduct
6. Supplier Engagement, Training & Capacity Development
7. Tracking Supplier Performance & Improvement Plans
8. Common Weaknesses in Supplier Programs & How to Address Them

LIST OF REFERENCE BOOK(S):

- EcoVadis Methodology Documentation
- Supplier ESG & Responsible Sourcing Guidelines
- Anti-Corruption & Ethical Business Frameworks

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Group discussions
- Case studies

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: Overview of Sustainable Procurement Requirements
9:45 am – 10:30 am	Topic 2: Supplier ESG Risk Assessment & Categorisation
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: Supplier Due Diligence & Evidence Documentation
11:30 am – 12:30 pm	Topic 4: Monitoring Tools, Scorecards & Supplier Evaluation
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Supplier Engagement, Training & Capacity Building
2:30 pm – 3:30 pm	Topic 6: Improvement Plans & Sustainable Procurement KPIs
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 7: Strengthening Supplier Programs & Q&A