



American Chamber of Commerce North Macedonia

CALL FOR CONSULTANCY SERVICES: ESG Readiness Assessment

The American Chamber of Commerce in North Macedonia is looking for individuals, a team of experts and/or an organization (hereafter: Consultant) to conduct a thorough ESG readiness assessment analysis of the private sector in North Macedonia.

The analysis aims to evaluate the knowledge, competence, and preparedness of businesses operating in North Macedonia in relation to Environmental, Social, and Governance (ESG) practices. The project will also identify any existing gaps or areas for improvement regarding ESG implementation within the private sector.

Project:	Strengthening the Role of North Macedonia's Corporate Sector Through Integration of Sustainable Investing Principles
Grantor:	Center for International Private Enterprise
Grantee:	American Chamber of Commerce in North Macedonia
Assessment Period:	July 1, 2023 – September 30, 2023

Date of issue: May 29, 2023

Deadline for application submission: June 12, 2023

1. Background

The ultimate objective of the Project is to contribute to strengthening the role of North Macedonia's corporate sector in building a sustainable, prosperous, and resilient society by encouraging and supporting companies to integrate sustainable investing principles into their business strategies. Hence, activities will focus on business awareness and education as two main pillars aiming to achieve increased visibility of the ESG concept as well as enhanced knowledge and expertise of the companies for integration of this concept into the business strategies.

ESG (Environmental, Social, and Governance) factors have gained significant importance and relevance in the corporate world in recent years. It reflects a company's commitment to sustainable and responsible business practices beyond financial considerations.

The current state of play in North Macedonia regarding the familiarity of the private sector with ESG demonstrates that most of the local companies are not aware of this concept. Moreover, even though some companies are committed to developing a sustainable business model, they are not able to make progress or have any sound impact because they do not monitor these activities and do not have the necessary knowledge and expertise to present to stakeholders the values they advocate for.

Hence, there is a critical need to familiarize companies with the importance and benefits of corporate implementation of the ESG concept and to assist companies in capacity building through training. However, to provide the most suitable approach to these endeavors, a readiness assessment is needed to provide first-hand and critical information regarding the knowledge and preparedness of companies.

2. Primary objective

Conduct a comprehensive readiness assessment analysis to evaluate the knowledge, competence, and preparedness of the private sector in North Macedonia, as well as to identify gaps related to ESG practices.

3. Scope of Work

The Consultants need to be familiar with the local context of the business environment and will work collaboratively to conduct a thorough readiness assessment analysis. The analysis should include:

- a. Identifying key areas and indicators for assessing ESG knowledge, competence, and preparedness within companies in North Macedonia.
- b. Designing a comprehensive survey, and closely collaborating with the American Chamber of Commerce in North Macedonia - Executive Office in administering the survey which should include approximately 70 companies, primarily members of the American Chamber of Commerce in North Macedonia, ensuring representation from different sizes, industries, geographical locations, and other relevant criteria.
- c. Conduct a minimum of two focus groups interviews, which will be scheduled in coordination with the American Chamber of Commerce in North Macedonia - Executive Office, to gather qualitative insights, including, but not limited to:
 - Current understanding of ESG concepts and its relevance to the company's strategy and operations.
 - Existing initiatives and practices related to ESG within the company.
 - Identified challenges and opportunities in implementing ESG.
- d. Analyzing the survey responses and interview data to evaluate the level of ESG knowledge, competence, and preparedness among the surveyed companies.
- e. Prepare a comprehensive report summarizing the assessment results, including an executive summary, key findings, and recommendations.
- f. Present the assessment findings to relevant stakeholders.

4. Deliverables

- a. A detailed project plan outlining the assessment timeline, milestones, and responsibilities.
- b. Conducted survey questionnaire for assessing the ESG readiness of companies.
- c. Conducted focus group interviews, documented and transcribed for analysis.
- d. A readiness assessment analysis report summarizing the assessment findings and recommendations.

e. A presentation of the assessment report.

4. Consultant Qualifications and Responsibilities

4.1. Senior Consultant:

a. Qualifications:

- I. Experience in managing complex projects, including planning, implementation, and preparation of readiness assessment analysis.
- II. Experience in the implementation of projects related to ESG practices, frameworks, and regulations, including well-versed knowledge of the latest trends and developments in the ESG field.
- III. Advanced knowledge of relevant tools and methodologies for conducting assessments.
- IV. Strong research, analytical and problem-solving skills to identify key areas and indicators for assessing ESG knowledge, competence, and preparedness within companies.
- V. Demonstrated capacity to design robust surveys and conduct a thorough analysis of survey responses and interview data.
- VI. Excellent report writing skills to prepare a comprehensive assessment report.
- VII. Excellent communication and interpersonal skills to effectively engage with stakeholders.
- VIII. Bachelor's degree in a relevant field.

b. Responsibilities:

- I. Lead the assessment process, including survey and focus group interview design, as well as data analysis, ensuring the delivery of high-quality assessments within established timelines.
- II. Develop assessment frameworks and methodologies tailored to the needs of this assignment.
- III. Conduct an in-depth analysis of the knowledge and preparedness of companies for implementing ESG to identify strengths, weaknesses, and improvement opportunities.
- IV. Provide recommendations for creating a corporate education program to enhance companies' knowledge, competence, and readiness for the implementation of ESG principles into business strategies.
- V. Prepare and present comprehensive assessment reports to key stakeholders.
- VI. Provide guidance and mentorship to the junior consultant.

4.2. Junior Consultant:

a. Qualifications:

- I. Solid understanding of research methodology and survey and focus group interview design to support the senior consultant.

- II. Well-experienced in the collection and analysis of qualitative and quantitative data.
- III. Experience in assisting with the preparation of similar reports.
- IV. Strong research and analytical skills.
- V. Good communication and interpersonal skills to effectively interact with the interviewees, the senior consultant, and the project management team.
- VI. Bachelor's degree in a relevant field.

b. Responsibilities:

- I. Contribute to the development of assessment frameworks and methodologies.
- II. Collect and analyze data to assist senior consultant during readiness assessments.
- III. Assist in preparing assessment report and contribute to defining the recommendations and actionable insights to improve the company's readiness and competitiveness.
- IV. Participate in meetings and discussions with relevant stakeholders, including the presentation of the assessment findings.

5. Timeline

- a. The assignment deadline is September 30, 2023.
- b. The final report presentation might be requested to be held after the assignment deadline.
- c. A detailed project plan detailing the timeline for each assessment task should be submitted within the first five working days of the assessment period.

6. Budget

This project budget covers the fees and other related expenses for both senior and junior consultants in the total gross amount for approximately 25 working days for the senior consultant and 15 working days for the junior consultant.

7. Reporting and communication

The Consultant will report to Mr. Boban Bragorski, Policy Manager at the American Chamber of Commerce in North Macedonia. They will provide bi-weekly updates on the progress of the assignment and seek guidance as needed. Email will be the primary means of communication.

8. Application

- a. The deadline for application submission is COB June 12, 2023.
- b. Interested applicants need to send an updated CV with a cover letter or organization profile with CVs of experts, a financial offer, and a list of references related to the previously provided assignments, including, if possible, sharing completed projects and/or written reports relevant to this call for consultancy services in terms of methodology and/or topics.

c. Electronic copies of the required documents shall be sent to: jobs@amcham.mk, with the following reference in the subject: "CALL FOR CONSULTANCY SERVICES: ESG Readiness Assessment".

d. Applications missing any of the above elements will not be considered.

e. Application for only one consultancy position is also acceptable.

f. The American Chamber of Commerce in Macedonia has the right to propose establishing a team of two consultants (senior and junior) from different individual applications, teams and/or organizations if it is in the interest of keeping in line with the requirements of this call.

g. Only shortlisted candidates will be contacted, and only interviewed candidates will receive regret letters if not selected.

h. Questions regarding this call shall be sent to: b.bragorski@amcham.mk.