

Within the USAID Project “Business Support Organizations –  
Champions Activity”

**The Economic Chamber of North-West Macedonia**

publishes

**CALL FOR CONSULTING SERVICES**

**SoW**

**General Information**

The **Economic Chamber of North-West Macedonia (ECNWM)** is a Business Support Organization (chamber of commerce) established in 2005. It organizes, advances, promotes and protects interests of businesses, in the country and abroad, in order to create a better environment for doing business as a precondition for economic growth, by respecting the values and principles of transparency, partnerships, sustainability and equal access.

**Green Business Leaders © project**

The **Economic Chamber of North-West Macedonia** in the period August 2023 – June 2024 implements the Project “**Green Business Leaders**” © - grant within the frame of the USAID project “Business Support Organizations Champions - Activity” conducted by Strategic Development Consulting. The focus of the project is **introduction of new member services: energy efficiency solution and protection of the environment**. The project coverage is north-west part of the country (Skopje, Tetovo, Kumanovo, Gostivar, Kicevo, Debar, Struga, Ohrid and their surroundings). The new member services that will be designed by the **Economic Chamber of North-West Macedonia (ECNWM)** in cooperation with the only national consultant association in the country (**Management Consulting Association – 2000**) will be launched during 2023 -2024.

The project key components include:

- Energy Management and Efficiency
- Energy Material Waste Management
- Advocacy for green businesses.

**Scope of Work**

The purpose of this SoW is to select a company or individual consultant that will develop curricula and deliver coaching on waste management for at least 10 member companies of ECNWM and develop a brief waste management plan to at least 5 companies that includes a strategic approach to managing waste, including energy-efficient products.

- **PART 1 - Waste management coaching** - the commissioned consultant will develop a curriculum to coach at least 10 (ten) companies in safe reducing waste at the source and its disposal. This could include **reducing energy consumption, using sustainable materials, and designing products for reuse or recycling**. Also, the coaching program will entail motivational elements for member companies to recycle and reuse/upcycle energy-efficient products and components. Herein, ECNWM will offer information on resources to help companies understand the recycling and disposal requirements for energy-efficient products. At least 10 companies (members of ECNWM) will receive coaching on waste management, , with preference to women-led companies.

Additionally, the curriculum will offer opportunities for guidance on best practices for waste management standard, including ISO 14001. This can help companies standardize the approach in reducing the amount of waste they generate and ensure that waste is managed in an environmentally responsible manner.

- **PART 2 - Waste management plan:** Additionally, through the same commissioned consultant, we will encourage at least 5 member companies to introduce a strategic approach to waste management and thus, will be supported in development of a brief waste management plan. The plan will include a plan towards reducing waste, recycling, and disposing of waste responsibly and how to monitor the amount of waste generated by their energy-efficient products and services, and to track progress over time.

**The expected outcomes are as follows:**

- Developed curriculum to coach companies in safe reducing waste at the source and its disposal.
- At least 10 member companies coached on waste management.
- Waste management plan that includes a strategic approach to managing waste, including energy-efficient products, developed for at least 5 member companies.
- Coaching report.

**Deliverables and Schedule**

The Expert is responsible for the timely submission of these deliverables, as part of the SoW:

No.	Deliverable	Description	Due date	Days
I.	Developed curriculum	Develop a curriculum to coach companies in safe reducing waste at the source and its disposal that could include reducing energy consumption, using sustainable materials, and designing products for reuse or recycling. Additionally, include best practices for waste management standards, such as ISO 14001.	10 April 2024	4

II	10 companies coached	At least 10 companies will receive coaching on waste management, selected through the members of ECNWM, with preference to women-led companies.	30 April 2024	10
III	5 waste management plans created	At least 5 member companies to develop a brief waste management plan that includes a strategic approach to managing waste, including energy-efficient products	15 May 2024	13
IV	Coaching report	Report after completing the coaching (Introduction, body, conclusion).	May 2024	3

The total level of effort (LOE) is equivalent to a maximum of 30 days. All required deliverables shall be submitted to the **ECNWM Project manager** listed on Page 1 in Macedonian Language.

### Vendor/Expert Qualifications

To be eligible for the role of developing curriculum to coach companies, coaching on waste management and creating the waste management plan, candidates should meet the following qualifications and requirements based on the information provided in the call:

- **General experience:** The company or individual consultant should have a minimum of five (5) years of proven track record and working experience related to waste management and environmental sustainability;
- **Specific Experience:** The company or individual consultant should have delivered a minimum of three (3) coaching assignments related to projects in waste management and environmental sustainability.

#### Additional requirements:

- The candidates must be fluent in the local languages spoken in the target areas, Macedonian or Albanian.
- The proposed experts are required to be citizens of North Macedonia.
- Current state and final account of the company (for individual experts it is not required).

Candidates meeting these qualifications are encouraged to apply for the role of developing curriculum to coach companies, coaching on waste management and guidance on ISO 14001 standard, as well as and for creating a waste management plan.

## Application process

This call is open until **April 3<sup>d</sup> 2024, COB**. Interested companies should submit their application packages, which include:

- Curriculum Vitae (CV) for all experts that are proposed to deliver the assignment; for Companies as well their portfolio.
- Reference list for at least 3 completed assignments related to the scope of this Call; (including nature of task, contact details of the clients, and year of implementation)
- Financial offer in MKD, as per the template provided below as *Annex 2: Financial Offer*. (This can be provided as attachments with the application or as links to documents).
- Organization and Methodology for delivery of the coaching and development of Waste management plans.

Application packages should be submitted by email at: [miranda.ajdini@oemvp.org](mailto:miranda.ajdini@oemvp.org). The subject of the e-mail should read: *“Expert service offer – Waste management coaching and creation of waste management plans.*

If shortlisted, candidates may be requested to submit additional information. No telephone or e-mail inquiries will be accepted.

## Evaluation Criteria

The following are the evaluation criteria to be followed in the selection of the Company:

### Criteria Points

Organization and Methodology	20
Past Performance/Experience and qualifications	30
At least five (5) years of proven track record and working experience related to waste management and environmental sustainability (max.20 points 5 to 10 years experience 10 points, 10 and above 20 points.	
At least three (3) coaching deliveries related to topics such as waste management (3-6 coaching deliveries - 5 points, 6 coaching deliveries and above - 10 points)	
References	20
Professional experience with similar assignments, consequently 3 missions for min 3 points, 4 missions 4 points, respectively, to 20 missions and more, max 20 points	
Financial offer	30

Best offer max 30 points	
Other offers (best offer/their offer) x 30	
<b>TOTAL</b>	<b>100</b>

**NOTE:**

1. *Payment Terms: First payment will be made upon submission of first deliverable & approval of the invoice based on the financial offer of the offeror. Second payment will be made upon submission of second and third deliverables and approval of the invoice based on the financial offer of the offeror. The total financial offer may not exceed a gross of 337,800.00 MKD.*
2. *The project is VAT exempt.*
3. *Logistical Support: ECNWM is to provide the organizational support for the training.*
4. *The Expert is required to budget all materials, transport and incidental costs, if applicable*

Annex 2 - Financial Offer

#	Task	No. of days	Daily fee (gross amount in MKD)	Gross total price with all additional expenses including personal income tax in MKD
1	Development of curriculum	8		
2	Waste management coaching	10		
3	5 waste management plans created	10		
4	Coaching report	2		
TOTAL				

Date and place:

Signature: