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| **Company intake tool for participation in Sustainable Match**  |

**How to use this tool**

This tool is part of an assessment process that encompasses possible matchmaking candidates (SMEs) in both developing countries and in the Netherlands.

Assessment process in the developing countries:

1. Local NGO’s inform their partners/small to medium entrepreneurs (SMEs) about the possibilities of Sustainable Match.
2. Companies who have shown their interest get further informed about Sustainable Match by an employee of the local NGO and will be interviewed to see whether there are possibilities for a sustainable match. This interview results in the input for a tailored version of the form below. From this interview it should become clear:
3. **to the applicant what the concept and possibilities of Sustainable Match are**
4. **what the applicant’s and company’s contact details and specifics are**
5. **how viable the company is**
6. **what the social impact of the company is**
7. **what the drive of the company is towards inclusive business**
8. **what the CSR issues are in the area the company works**
9. **what the business model of the company is**
10. **where the possibilities lay for a collaboration with a Ugandan company**

Assessment process in the Netherlands:

1. Invite for information session where business leads from the developing country are presented.
2. Assessment through intake form that is self-administered by the Dutch company and then shared with the Sustainable Match team.
3. Sign NDA, that declares that provided & received information will be treated as confidential.

**Introduction: What is Sustainable Match?**

Sustainable Match is a project initiated by the Dutch government, that is developing a methodology for realizing sustainable matchmaking between small & medium entrepreneurs (SMEs) in developing countries and SMEs in the Netherlands. The goal is to create a win-win situation on sustainable business opportunities for both parties. Sustainable matchmaking should be understood as a business to business model that according to the OECD Guidelines aims at ‘inclusive business’. Inclusive business is understood here as business where people, planet and profit are taken into account. It’s important for Sustainable Match that the participating companies are driven to practice inclusive business.

At this moment, the objective of the pilot phase of the program is to generate best practices in matchmaking SMEs through a needs based approach, tested in matchmaking pilots in Uganda and Bangladesh. By starting with the local needs and interests of local SMEs and transforming these into business propositions for a match with Ugandan SMEs, this should lead to profitable and social impactful businesses for both parties.

With the programme Sustainable Match we can look for long lasting partners for your company. These partners are Ugandan companies looking for business opportunities. At the same time, they are also focusing on addressing sustainability issues in the sector.

**Methodology**

Sustainable Match has a methodology that is unique and different from mainstream matchmaking.

1. The sustainable matchmaking program and results are purpose driven: tackling sustainability issues is the shared objective
2. Needs and desires of the local developing markets are the starting point
3. The programme is matching business to business, creating ‘inclusive’ business is the goal
4. Locally we work with SMEs, NGOs and business/producer organisations
5. In The Netherlands we facilitate, encourage and support Dutch SMEs to participate in a sustainable match
6. All participants endorse the OECD Guidelines for multinational enterprises on corporate social responsibility (CSR) (www.oecdguidelines.nl)
7. Our objective is continuous improvement on the CSR score of the participants
8. All participants are accountable for positive social impact
9. Our resulting matches are financially viable and interesting for investors
10. Our final results are Sustainable Matches

**Form for company intake for participation in the Sustainable Match pilot**

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| 1. **Company Information**

Name of company:  |
| Legal entity: Ltd, other? |
| Address: |
| Locations: |
| Country: |
| Phone number: |
| Fax number: |
| Website: |
| Contact person (Mr. / Mrs.): |
| Position: |
| Year of establishment: |
| Mobile phone: |
| E-mail: |
| KvK / Chamber of Commerce registration no.: |
| Subsidiary companies if applicable: |
| **[*Give as much detail as possible]:*** |
| 1. **Business organisation**
2. How is your organisation run? Could you give a simple organisation chart?

*If available: please add a copy to this form*1. What is the number of employees, permanent and temporary? Also please specify the number of women, both in total and in executive positions.
2. What was the turnover in the last 2-3 years? (Country currency, state per year)
3. What was your profit on company level in the last 2-3 years? (Country currency, state per year)
4. What is your company’s vision?
5. What is your company’s mission?
6. What was your/the founder’s main motivation for starting this company?
7. What is your company’s biggest success?
8. What is your company’s biggest failure/disappointment?
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| 1. **Business Activities**

Please select one of the following options: \*If you have a business model available: please add a copy to this form;\*If unavailable, use the [Business Model Canvas](http://www.businessmodelgeneration.com/canvas) to present your model; \*Or answer the following questions:1. What are your products and services? Indicate which of these are your core products/services.
2. Do you serve local or export markets with your products/services?

If export, to which countries?1. What is the volume per product?
2. What is the margin on your core products/services?
3. How do you distribute your product to your customers?
4. With how many suppliers are you working? Please provide a list of suppliers and indicate which product/service they supply you with.
5. What is the contract form between you and your suppliers?
6. In what region/location do your production activities take place?
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| 1. **Food Security**

How can your company contribute to food security, regarding *availability* of food, *affordability* and food *quality?* 1. Availability
2. Affordability
3. Quality
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| 1. **Sustainability Challenges & Opportunities**
2. What are the main international sustainability challenges faced by your sector and more specifically by your company? You can think of environmental issues, education level, labour circumstances, energy use, water use, etc

*Example:* ***Challenge****: Community support for our operations – our social license to operate****Opportunity****: To build effective partnerships and seek constructive dialogue with the communities in which we operate*.***Mitigating action taken****: community information session****Mitigating action planned****: dialogue with local CBO (Community Based Organisation)*Use [www.csrriskcheck.com](http://www.csrriskcheck.com) (EN) / [www.mvorisicochecker.nl](http://www.mvorisicochecker.nl) (NL) to determine CSR risks for your business activities – supplement its findings with your own knowledge of CSR issues relevant to your business.Also check out: <http://www.globalcompactselfassessment.org/humanrights> 1. What social benefits do your business activities result in?
2. What environmental benefits do your business activities result in?
3. Assess your CSR level: Fill out the MVO Tool in Annex 1.
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| 1. **Business Case**
2. Please give a general description of the type of companies you would like to get in touch with? (e.g. activities, field of operation, etc.)
3. What type of collaboration are you looking for?
* Access to market
* Access to finance
* Access to expertise
* Supply of products
* Supply of services
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| **Participation in Sustainable Match**1. What do you want to get out of the sustainable match with a Ugandan company?
2. What do you think you could offer a Ugandan company?
3. What other reasons do you have for participating in the Sustainable Match program/pilot?
4. Sustainable Match will look for long lasting partners for your company. These partners are Ugandan companies and they are looking for business opportunities. At the same time, they are also focusing on addressing sustainability issues in the sector.

What would the partnership look like, according to you? 1. Do you subscribe the OECD Guidelines?

Yes No 1. Are you interested in and committed to participating in the matchmaking mission and contribute with €975,-?

Yes No And ensure that a decision maker of your organisation is included in the process? |
| 1. **Do you have any additional information you would like to share?**
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**Annex 1: MVO-Tool by MVO Nederland: CSR level check**

*CSR Implementation*

1. Does your company have an international CSR policy? (Corporate Social Responsibility)

Yes No (go to 4) I Don’t Know (go to 4)

1. Which of the below do you incorporate in your CSR policy?

Community concerns (e.g. land rights, corruption, taxes)

Environmental concerns (e.g. energy, waste, resource scarcity, biodiversity)

 Employee concerns (e.g. discrimination, living wage, health and safety)

 Consumer concerns (e.g. fair pricing, safe and honest product)

1. Is the CSR policy of your company, including codes of conduct, public and published on your company website?

Yes No

1. Does each of your company’s entities publish an annual CSR report?

Yes No

1. Do your CSR activities follow the ISO 26000 standard?

Yes No

1. Is there a process in place to ensure continuous improvement of your CSR activities?

Yes No

1. Have you identified your stakeholders?

Yes No

1. Do you involve your stakeholders in decision making processes?

Yes No

*Business processes*

1. Check the following statements if you either purchase products originating abroad, produce abroad, or export products or services.

 We operate in accordance with the OECD guidelines for multinational enterprises.

 We know which sustainability issues (environmental as well as social) occur in the country we (indirectly) do business with and in relation to our products/services.

We take the CO2-emission of our logistics in consideration by minimizing emissions and/or by compensating for emissions.

1. Check the following statements if your company **purchases** products produced or **sources** abroad:

 We have mapped our supply chain and know where our products and their parts/raw materials originate.

 We purchase sustainability certified products or from suppliers that are part of a supply chain initiative or carry a CSR management system like ISO14001 or SA8000.

 We train suppliers on sustainability topics.

We frequently discuss sustainability topics with our suppliers.

 Our suppliers sign a code of conduct.

We require our suppliers to fill out questionnaires on CSR topics.

CSR is a standard paragraph in our purchasing contracts.

We visit our suppliers to check for environmental and labour conditions.

We let an independent organisation audit our suppliers.

1. Check the following statements if your company **produces** abroad:

We know which sustainability issues (environmental as well as social) occur in the country/ies where we produce.

 We create local employment.

 We use the services of local companies.

 We ensure fair and transparant labour contracts for all workers.

 Our workers are free to organise themselves in a labour union, a works council or other parallel means for worker representation.

 Our facility is free of child labour or forced labour.

Our facility is free of discrimination in selection and recruitment on the base of race, colour, gender, religion, sexual orientation, political opinion, nationality, disability or social background.

Our facility has an environmental management system in operation.

 Our facility utilizes effective health and safety instructions and we train our workers in this. Our facility has a policy on combating bribery and we train our workers in this.

 Our facility contributes to the scientific and technological development of the host country.

 Our facility pays tax in the host country.

1. Check the following statements if your company **exports** products/services:

Our products/services contribute to local economic development.

Our products/services meet the legal requirements with regard to health and safety.

We ensure fair competition with local businesses (for example we do not engage in price agreements or illegal division of markets).

*CSR level check is based on:*

[*http://www.oecdguidelines.nl/get-started/test-yourself/*](http://www.oecdguidelines.nl/get-started/test-yourself/)

*MVO Nederland - MVO Maps*

*More information:* [*www.mvonederland.nl*](http://www.mvonederland.nl)

## Get started

* [Test yourself](http://www.oecdguidelines.nl/get-started/test-yourself/)
* [Creating a CSR policy](http://www.oecdguidelines.nl/get-started/creating-a-csr-policy/)
* [CSR navigator](http://www.oecdguidelines.nl/get-started/book-nc/)
* [Download information](http://www.oecdguidelines.nl/get-started/download-info/)
* [Peer review](http://www.oecdguidelines.nl/get-started/peer-review/)



