

1. Background

Institut Keusahawanan Negara Berhad (INSKEN) is an agency under the purview of TERAJU with the main purpose to lead and coordinate existing entrepreneurship development programmes and introduce latest programmes to achieve the national entrepreneurship development aspirations. This will be accomplished through collaboration and networking with other agencies in the ecosystem and benchmarked against international standards.

INSKEN aspires to become a premier national entrepreneurship development center that lead, coordinate and facilitate entrepreneurship learning and development efforts in creating entrepreneurs with viable, vibrant and sustainable enterprises, increasing contribution to the economy.

INSKEN plans to do so by facilitating in linking public and private organisations in creating a more cohesive demand-driven entrepreneurs development ecosystem. Therefore all programmes developed under INSKEN are to be applicable and with relevant real-life experience derived from industry experts.

2. Scope of Work

INSKEN is soliciting proposals from qualified service provider(s) with sound experience to develop a Specific Developmental Programme (SDP) for 20 pre-selected companies in specific industries. The SDP aims to develop and enhance 20 TERAJU TeraS companies to become leaders in local/regional/global supply chain of their respective industries. The SDP will be conducted through a targeted approach by having two phases:

Phase 1 : Organisation Review

Phase 2 : Business Review

The SDP must include the following scopes of work:

a) Selection process for the companies

Develop and manage the selection criteria and process of participants selection for the SDP.

b) Approval process

Develop and manage the selection and programme related approval process and to ensure appropriate programme management and governance process is in place.

c) Gap analysis (Phase 1)

Develop and manage a comprehensive gap analysis of the companies' current status (company's health check) with a detailed moving forward plan and action plans to address the issues.

d) Immersion Programme / Accelerator Programme

Five (5) to seven (7) days immersion programme at an internationally renowned and reputable organisation/institution with track records of developing companies and organisations to become global champions. Format has to be of classroom training/sharing session, tutorial, presentations, coaching, group activities, immersion visits to selected companies proposed by the delivery partner.

The module proposed will have to include module on company's strategic growth plan and the action plans towards achieving the set KPI/outcome.

e) Itemised and specialised action plans for each participating company

The participating companies will have to be able to receive:

- a strategic business action plans,
- marketing strategies,
- related skills for them to become leaders in their respective industries.
- acquire knowledge and insight on other countries' market conditions and future directions and in the respective industries.

f) Monitoring and coaching of the companies within project period

Develop, conduct and deliver coaching and monitoring of the companies and delivered by reputable and credible business coaches and/or industry leaders.

g) Facilitation programme for the companies

Develop and manage a facilitation programme for the companies in implementing and delivering the strategic business action plans.

h) Measurable KPI/outcome from the programme

The programme must have clear and measurable KPI/outcome in terms of increase in Sales and No. of Employees.

i) Ground arrangements for Immersion Programme

Provide, arrange and manage local ground transportation, logistic arrangement, accommodation and meals throughout the duration of the programme.

3. Qualified Service Providers

The applicants must be able to deliver the scopes of works as append above with credible and sound experience with **sufficient industry and/or professional experience** in such developmental programmes with measurable track records of such programme.

4. Copyright of Products and/or Deliverables

Applicants shall acknowledge and agree that any products and/or deliverables created for the purpose of RFP shall be considered as a “work made for hire” and all rights to the said products and/or deliverables shall belong exclusively to INSKEN.

The applicants shall be prohibited from disseminating products and/or deliverable developed and funded under this programme to other parties without prior written consent of INSKEN.

5. Timeline

The RFP process will be conducted as per the schedule below:

No	Activity	Date
1	Issuance of RFP document	14 th February 2018
2	Deadline to register for RFP briefing	26 th February 2018
3	Briefing on RFP document	02 nd March 2018
4	Deadline for submission of proposal(s)	12 th March 2018
5	Selection of Service Provider(s)	19 th - 30 th March 2018
6	Appointment of Service Provider(s)	02 nd - 06 th April 2018
7	Professional work commences	02 nd May 2018

Should the training providers did not receive any response from INSKEN within three (3) months from the submission date, the application is considered to be unsuccessful. considered to be unsuccessful.

6. Content of the Proposals

All proposals must include the following information:

Part A	Company profile & credentials, and content developers, trainers & coaches profile (whichever applies). (Please limit maximum 2 pages)
Part B	Detailed breakdown by components covering all components in the scopes of work. (Please limit maximum 4 pages)
Part C	Costing breakdown by components covering all components in the scopes of work. (Please limit maximum 1 page per workshop)

Total Maximum page for RFP : 7 pages ONLY

Note : Applicants are requested to refer to “Sample of Proposal” to be submitted to INSKEN.

The “Sample of Proposal” can be downloaded at the following link,
www.insken.gov.my/rfp sample of proposal.

7. Review and Selection

The selection panel will review the proposals based on the following criteria:

No	Criteria	Percentage
1	Organisational information Experience of the organisations, and consultants in	20%
2	Scopes of work components information Detailed information on the components of the scopes of work with an outcome-based KPI	60%
3	Budget Detailed cost information to support the proposed programmes	20%
TOTAL		100%

Only shortlisted applicants will be contacted and may be required to present their proposals to the selection panel.

8. Administrative matters

Interested parties must attend a briefing session on **02nd March 2018** in Kuala Lumpur/Putrajaya/Cyberjaya. Depending on the numbers of interested training providers, we may organise briefing sessions in Kuching and Kota Kinabalu.

In order to register and receive the invitation to the briefing session, please email rfp@insken.gov.my before **5.00 pm, 26th February 2018**.

INSKEN will not entertain inquiries via email or phone calls. All questions will be answered during the briefing sessions only.

Please submit your proposal via online submission by using the provided template and email to rfp@insken.gov.my with header of follow :

- RFP2018/TED/TEP

Deadline for submission of proposal(s) is on **12th March 2018 @5.00 pm**.

INSKEN reserves the right to accept or reject any or all proposals received, to negotiate with any qualified proposer, or to cancel in part or in its entirety this RFP process if it is in its best interest to do so without giving any reason whatsoever. This RFP does not commit INSKEN to award funding or pay any cost incurred in the preparation of the proposals.

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