

## **1. Background**

Institut Keusahawanan Negara Berhad (INSKEN) is an entity 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's envisions to become the Leading Agency for National Entrepreneurship Development and National Entrepreneurship Resource Centre". As a leading agency, INSKEN strives to provide excellent and impactful quality training and advisory programmes, to meet the needs and demands of SME's entrepreneurs to grow their business capabilities and long-term sustainability.

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) to develop and conduct training workshops for **Industry Advisors and Entrepreneurship Development Officers (EDOs)** for Module Development and Business Coaching, with the objective to prepare them to be a practical business coach and possess the right techniques and tools to allow follow up on outcomes and monitoring progress of the entrepreneurs. It will be focusing on the following areas:

Code	Course Title
TTT01	<b>Training Module Development</b> <ul style="list-style-type: none"><li>- To develop a systematic and outcome based training modules with impactful measurable learning objective to achieve the desired outcomes.</li></ul>
TTT02	<b>Business Coaching</b> <ul style="list-style-type: none"><li>- To develop a comprehensive coaching skills and technique including the emotional intelligence and psychology to help the participants deliver and meet the business goals.</li></ul>

For the purposes of this RFP, “training” is defined as ‘organised activities aimed at imparting instruction and/or information to improve trainees’ performance and to help them attain a required level of knowledge or skill **for direct applications.**

The modules for the above training programmes shall aimed at providing a **hands-on and activity based** with comprised of technical-business know how focusing on highly viable and sustainable model.

Duration of the programmes is between one (1) to three (3) days. The workshops **must be actionable and problem-solving** with relevant real life experience derived from practitioners and **clear measureable outcomes.**

### 3. Qualified Service Providers

Experienced industry players and professionals, trade associations, NGOs or cooperatives with proven track record in entrepreneurship training and business coaching/advisor. The trainers proposed to conduct the workshops are required to **have sufficient industry and/or professional experience** and are required to be available to do follow-up consultations as and when needed. (criteria minimum 3 years' experience in relevant industry and/or possessed acceptable academic background).

### 4. Copyright of Products and/or Deliverables

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

### 6. Timeline

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

No	Activity	Date
1	Issuance of RFP document	14 <sup>th</sup> August 2018
2	Deadline to register for RFP briefing	31 <sup>st</sup> August 2018
3	Briefing on RFP document	04 <sup>th</sup> September 2018
4	Deadline for submission of proposal(s)	05 <sup>th</sup> October 2018
5	Selection of Training Provider(s)	08 <sup>th</sup> October 2018
6	Proposal Pitching	15 <sup>th</sup> October 2018
7	Appointment of Training Provider(s)	22 <sup>nd</sup> October 2018
8	Training workshop commences	07 <sup>th</sup> Jan 2019

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.

## 7. Content of the Proposals

All proposals must include the following information:

Part A	Company profile & credentials, and content developers, trainers & coaches profile. (Please limit maximum <b>2 pages</b> )
Part B	Detailed modules and program specifications including learning objectives, modules and instructional guide. (Please limit maximum <b>4 pages</b> )
Part C	Costing breakdown by components covering module development, training delivery and programme evaluation. (Please limit maximum <b>1 page per workshop</b> )

**Total Maximum page for RFP : 7 pages ONLY**

Note : Training providers 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](http://www.insken.gov.my/rfp) sample of proposal header as follow :

- RFP2018/TTT/TITLE

## 8. Review and Selection

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

No	Criteria	Percentage
1	<b>Organisational information</b> Experience of the organisations, and consultants in development of entrepreneurship training and coaching programmes, 2017 turnover company, manpower and it success stories (testimony)	20%
2	<b>Training and coaching programmes information</b> Detailed information on training and coaching approaches and methodologies, implementation plans and outcome-based KPI	60%
3	<b>Budget</b> Detailed cost information to support the proposed programmes (All matters pertaining to the logistic such as accommodations for trainer & assistant (twin sharing), flight ticket/ transportation, will be borne by INSKEN)	20%
<b>TOTAL</b>		100%

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

## **9. Administrative matters**

Training providers interested in participating in the Request for proposal (RFP) process must attend a briefing session on **04<sup>th</sup> September 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](mailto:rfp@insken.gov.my) before 5.00 pm, **31<sup>st</sup> August 2018**.

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

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.

**END OF DOCUMENT**