

## **1. Background**

Institut Keusahawanan Negara Berhad (INSKEN) is an entity under the purview of Ministry of Entrepreneurs Development and Cooperatives (MEDAC).

INSKEN envisions to be the Leading Agency for National Entrepreneurship Development and Resource Centre, aiming to develop highly knowledgeable, resilient and capable entrepreneurs to compete in the global arena.

To achieve this, INSKEN is committed to achieve the following missions:

### **INSKEN's Missions:**

- i. Establish a National Entrepreneurship Ecosystem in creating sustainable, competent and competitive entrepreneurs**
- ii. Spark innovation in entrepreneurship areas through agencies collaborations**
- iii. Ensure high impact return towards national economy and/or to the well-being of the community**
- iv. To ensure the entrepreneurs are equipped with technology based knowledge to compete in the global arena**

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## 2. Scope of Work

INSKEN is soliciting proposals from qualified service provider(s) to develop and conduct training workshops for **Biskaunselor National Convention 2020** with the objective to equip INSKEN's Biskaunselors to be a practical business coach.

BKNC aims to ensure the Biskaunselor possesses the right techniques and tools to allow them to do follow up on outcomes and monitoring progress of entrepreneurs. It will be focusing on the following areas:

Code	Course Title
BKNC01	Risk Management
BKNC02	Diagnose and Measuring Business Performance
BKNC03	Marketing: Build Your Brand
BKNC04	Coaching: Effective and Excellent Technique
BKNC05	Self-Awareness
BKNC06	Interpersonal Relationships, Listening Skills and Empathy
BKNC07	Influence
BKNC08	Leading During Times of Change
BKNC09	Communication Skills
BKNC10	Motivation and Engagement, Leading with Vision and Purpose
BKNC11	Building Effective Teams
BKNC12	Strategy and Strategic Thinking
BKNC13	Mentoring, Developing Internal Talent, Succession
BKNC14	Accounting
BKNC15	Human Resource Management
BKNC16	Train the Entrepreneurship Trainer
BKNC17	Trademark and Intellectual Property

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** module with comprises 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.

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## 6. Timeline

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

No	Activity	Date
1	Issuance of RFP document	28 <sup>th</sup> February 2020
2	Deadline to register for RFP briefing	5 <sup>th</sup> March 2020
3	Briefing on RFP document	6 <sup>th</sup> March 2020
4	Deadline for submission of proposal (s)	12 <sup>th</sup> March 2020
5	Selection of Service Providers (s)	13 <sup>rd</sup> March 2020
6	Proposal Pitching	17 <sup>th</sup> March 2020
7	Appointment of Service Providers (s)	23 <sup>rd</sup> March 2020
8	Professional work commences	30 <sup>th</sup> March 2020

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.

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## 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). Please submit your proposal via online submission using the provided template and email to [rfp@insken.gov.my](mailto:rfp@insken.gov.my) with the header as follows:

- RFP2020/BKNC

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## 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>		<b>100%</b>

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

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## **9. Administrative matters**

Training providers interested in participating in the Request for proposal (RFP) process must attend a briefing session on **6<sup>th</sup> March 2020** in Kuala Lumpur/Putrajaya/Cyberjaya.

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, 5<sup>th</sup> March 2020**.

**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.

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