

1. Background

INSKEN is an agency under the purview of Ministry of Entrepreneur Development and Cooperatives (MEDAC) that offer entrepreneurship development initiatives through training and coaching programmes.

In line with INSKEN's tagline; "Growing Tomorrow Entrepreneurs", INSKEN ensures all programmes conducted are based on industry need. The programmes will be executed through smart collaboration with industry practitioners, professional and government agencies in order to strengthen national entrepreneurship ecosystem.

VISION

Realizing the National Entrepreneurship aspiration through capacity building of entrepreneurs with outcomes.

MISSION

- Strengthening the entrepreneurial development ecosystem by measuring outcomes.
- Enhancing entrepreneur's ability to be resilient, competitive and global.
- Encouraging collaborations between Ministries, Agencies and Industries.
- Preparing entrepreneurs to be catalysts and leading trends and markets.

2. Scope of Work – INSKEN Business Booster Consultant(s)

INSKEN is soliciting proposals from qualified consultant(s) to deliver the consultation and improvement works segment for INSKEN Business Booster (IBB). IBB is a specialized development post programme for INSKEN alumni (consisting of small, medium and high performing entrepreneurs), with the objective to improve, upskill and upgrade their businesses.

The consultation area will be focusing on the following:

Code	Area
IBB01	Logistics/Supply Chain
IBB02	Finance
IBB03	Retail
IBB04	Branding

For the purposes of this RFP, “**consulting** is defined as ‘a process through which entrepreneurs are assisted to measurably improve their business performance by improving and fixing the gap identified through ‘Gap Analysis Study’ in scaling up the business’.

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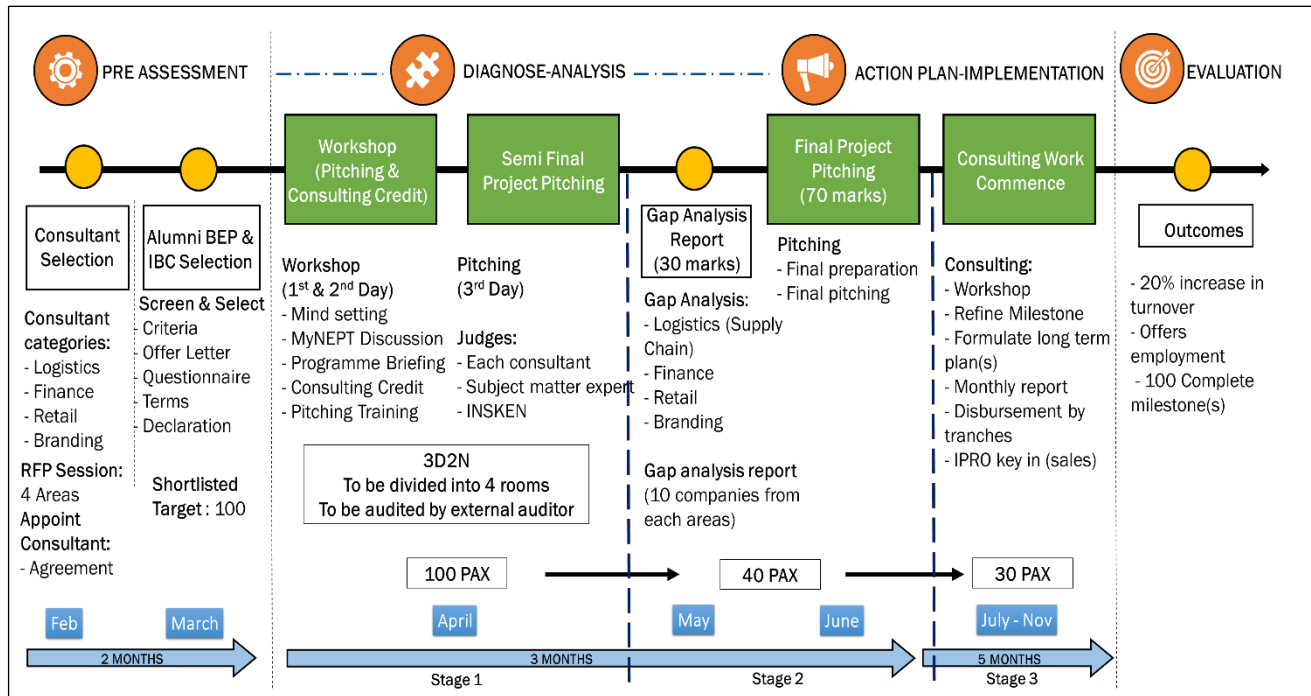
Summary of INSKEN Business Booster Programme are as follows:

OBJECTIVE	Specialised 1 to 1 consultation targeting 4 main areas (logistics, finance, branding & retail) of improvement to be delivered by appointed consultants.
OUTCOME	<p><u>ENTREPRENEURS KPI:</u></p> <p>At the end of this programme, entrepreneurs need to achieve certain KPI (depending on their business target), minimum 3 KPI Eg:</p> <ul style="list-style-type: none"> • Increase minimum of 20% turnover (measured 1 year after end of programme). • Improve business gaps (identified through gap analysis study). • Offering job opportunity to local community.
OUTCOME	<p><u>CONSULTANT(S) RESPONSIBILITY:</u></p> <ul style="list-style-type: none"> • To ensure 50% of entrepreneurs (participants) will be able increase minimum 20% turnover. • To ensure 90% of entrepreneurs (participants) will be able achieve target/ KPI's and full commitment in this programme. • Completion of Workshop, Consulting Sessions and Improvement Works according to the schedule. • To submit report (progress) on time via INSKEN Mobile Apps (INSKEN IPRO).

<p>PARTICIPANTS</p>	<ul style="list-style-type: none"> • Must be alumni of INSKEN’s developmental programme that was held between 2017 until 2019. • Business still in operation. • 100% completed key in data required in INSKEN IPRO even after completion of programme. • Require business improvement and expansion in the targeted 4 main areas. • Others criteria subject to INSKEN’s guidelines.
<p>NUMBER OF PARTICIPANTS</p>	<ul style="list-style-type: none"> • Stage 1: 100 pax • Stage 2: 40 pax • Stage 3: 30 pax
<p>DURATION</p>	<ul style="list-style-type: none"> • Stage 1 <ul style="list-style-type: none"> i. 3D2N consisting of training & semi-final pitching • Stage 2 <ul style="list-style-type: none"> i. 1 month for Gap analysis (1 day/company) ii. 2D1N for training and final pitching • Stage 3 <ul style="list-style-type: none"> i. 3D2N consisting of training & semi-final pitching ii. 5 months (consultation work)

<p>PROGRAMME COMPONENTS</p>	<ul style="list-style-type: none"> • Stage 1 <ul style="list-style-type: none"> i. Pitching training ii. Training on target areas of improvement iii. Semi-final Pitching • Stage 2 <ul style="list-style-type: none"> i. Gap analysis study ii. Final Pitching • Stage 3 <ul style="list-style-type: none"> i. Workshop ii. Consultation & improvement work
<p>CONSULTANT(S) CRITERIA</p>	<ul style="list-style-type: none"> • Relevant experience – 5 to 10 years above. • Good business track record (maintain revenue & profit - minimum of 3 years, including current year). • Excellent communication skills, dedicated, committed and good team work. • Free from any legal actions and free from any issues with INSKEN. • Must not openly involve with any political activities. • Business are currently on-going and active. • Willing to assist, guide & develop participants (entrepreneurs) and entrepreneurship ecosystem. • Good networking with related ministries, agencies or relevant entrepreneurship agencies • Recognition or award (business achievement) from related ministries/bodies will be value added.

3. Programme Framework & Timeline



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4. Consultant(s)

Consultant(s) may propose:

- i) To deliver coaching sessions for the alumni
- ii) To conduct Specific Workshop

<p>CONSULTING REQUIREMENT</p>	<ul style="list-style-type: none"> • Each consultant(s) is required to deliver minimum 5 consulting sessions & improvement works for 7/8 alumni (1 alumni = 5 consulting sessions & improvement works) within 5 months. • Consultation & improvement works are based on the alumni's gap analysis study (logistics, finance, branding & retail). • Consultation must be actionable and problem-solving approach.
<p>CONSULTING WORKSHOP REQUIREMENT</p>	<ul style="list-style-type: none"> • Consultant(s) need to deliver 1 day workshop covering specific modules such as: <ul style="list-style-type: none"> ✓ Current Scenario of the Industry ✓ Key Success Factors ✓ Challenges and How to Overcome ✓ Other relevant topics that relevant
<p>GAP ANALYSIS</p>	<ul style="list-style-type: none"> • Each consultant(s) is required to conduct gap analysis study to a maximum of 10 alumni.

5. Copyright of Products and/or Deliverables

Consultant(s) shall acknowledge and agree that any products and/or deliverables created for the purpose of this 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. Consultant(s) shall be prohibited from disseminating products and/or deliverables developed and funded under this programme to other parties without prior written consent from INSKEN.

6. Timeline

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

No	Activity	Date
1	Issuance of RFP document	17 th February 2020
2	Deadline to register for RFP briefing	25 th February 2020
3	Briefing on RFP document	27 th February 2020
4	Deadline for submission for proposal	10 th March 2020
5	Selection of Service Providers (s)	11 th – 12 th March 2020
6	Proposal Pitching	13 th March 2020
7	Appointment of Service Provider (s)	23 rd March 2020
8	Professional work commences	24 th March 2020

Should the consultant(s) 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, consultant(s) & coaches' profile including team's profile. (Please limit to maximum of 2 pages)
Part B	i. Consultation & improvement work – Proposed approach ii. Specific Workshop – Proposed relevant modules (Please limit to maximum of 4 pages)
Part C	Costing breakdown by components covering consulting fees, workshop, programme evaluation. (Please limit to maximum of 1 page per workshop)

Total Maximum page for RFP: 7 pages ONLY

Note: Consultant(s) 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. Please submit your proposal via online submission using the provided template and email to rfp@insken.gov.my with the header as follows:

- RFP2020/AP/IBB/Consultation

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8. Review and Selection

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

No	Criteria	Percentage
1	Organisational information Experience of the consultant(s), coaches and company profile - turnover company, manpower and it success stories (testimony)	20%
2	Programme Content: Specific Workshop, Consultation Sessions & Improvement Works Detailed information on modules for Workshop and consultation approaches/ methodologies, implementation plans and outcome-based KPI	60%
3	Budget 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, to be included in the budget)	20%
TOTAL		100%

Only shortlisted consultant(s) will be contacted and may be required to present their proposals to the selection panel.

9. Administrative matters

Industry players interested in participating in the Request for proposal (RFP) process **must attend a briefing session on 27th February 2020** 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, 25th February 2020. Please state your name, company, phone number and mention your interest to attend the briefing session.

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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