

1. BACKGROUND OF INSKEN

Institut Keusahawanan Negara Berhad (INSKEN) is an agency under the purview of Ministry of Entrepreneur Development & Cooperatives (KUSKOP) that offers entrepreneurship development initiatives through its training and coaching programmes.

In line with INSKEN's tagline; "Membangun Usahawan MADANI", INSKEN ensures all programmes conducted are based on industry needs. Programme are executed through smart collaboration with industry practitioners, professionals and government agencies in order to strengthen the national entrepreneurship ecosystem.

Vision

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

Mission

- i) Strengthening the entrepreneurial development ecosystem by measuring outcomes;
- ii) Enhancing entrepreneur's ability to be resilient, competitive and global;
- iii) Encouraging collaborations between Ministries, Agencies and Industries;
- iv) Preparing entrepreneurs to be catalysts and leading in trends and market.

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2. **SCOPE OF WORK – Program Latihan Intensif dalam Talian bagi Usahawan Generasi Baharu (N-GENE) 5.0**

INSKEN is soliciting proposals from qualified industry practitioner(s) to deliver **training and/or coaching sessions** to conduct this programme owned by Professional Training and Education for Growing Entrepreneurs (PROTÉGÉ) under *Kementerian Pembangunan Usahawan dan Koperasi (KUSKOP)* for graduates who have business with the objective to develop viable and sustainable businesses.

Summary of the programme are as follows:

OBJECTIVE	<ul style="list-style-type: none"> • To assist graduates to generate income and provide early exposure prior to scaling up their businesses; • To reduce the unemployment rate amongst graduates; and • To create job opportunities in the market (job creators).
OUTCOME	<p><u>PARTICIPANTS KPI:</u></p> <p>At the end of this programme, participants are envisaged to achieve the following targets (depending on their business target):</p> <ul style="list-style-type: none"> • A minimum of 30% of participants (100 individuals) successfully increased their income by 20%. • Completed all coaching activities and milestones in the programme. • Completion of all Training and/or Coaching Sessions as per scheduled. • To submit progress report on time via INSKEN Mobile Apps (INSKEN IPRO).

VENDOR RESPONSIBILITIES:

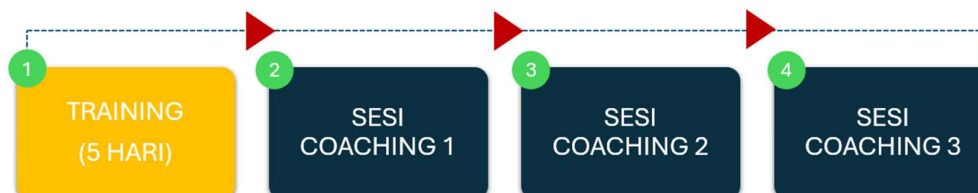
- Develop suitable entrepreneurship modules for targeted participants and align with the programme objectives;
- Deliver trainings according to scope;
- Conduct business one-on-one coaching to participants;
- Improve modules from time to time according to needs;
- Achieve programme output and outcome;
- Promote the N-GENE 5.0 programme to find participants (under PROTEGE's initiative);
- Coordinate and prepare training schedules with participants and adhere to INSKEN's requirements;
- Ensure participants are followed through and communicated to ensure attendance for training and coaching sessions scheduled;
- Prepare pre-test, post-test, feedback forms to participants and other documentations necessary;
- Prepare the certificate (subject to approval from INSKEN);
- Submit monthly report and final report to INSKEN;
- Other requirements that are deemed necessary to be added by INSKEN;
- Training is for 5 days (50 pax per class) via online. Total of 6 classes (300 participants);
- Coaching is for 100 pax for 3 months via online;
- Utilize INSKEN's IPRO to monitor coaching participants performance;
- Conduct interview for suitable participants; and
- To be the secretariat for business pitching sessions to select 100 out of 300 participants into the coaching phase.

PARTICIPANTS	TARGETED PARTICIPANTS <ul style="list-style-type: none"> • Malaysia citizen. • Graduates who have business less than 5 years. • Entrepreneurs who have registered their business with <i>Suruhanjaya Syarikat Malaysia (SSM)</i> or <i>Pihak Berkuasa Tempatan (PBT)</i> for participants from Sabah and Sarawak. • Entrepreneurs who are committed to participate in all activities within the programme. • Others criteria subject to INSKEN's guidelines.
NUMBER OF PARTICIPANTS	Total of 300 participants to enrol in 5-day training and 100 participants (selected from training) for 3 months one-on-one coaching
PROGRAMME MODE	Conducted via online platform
DURATION	<ul style="list-style-type: none"> • 5 days for training (each series) – 300 pax • 3 months for one-on-one coaching session – 100 pax
PROGRAMME COMPONENTS	<ol style="list-style-type: none"> 1. Module 1: Training (5-day module) 2. Module 2: Coaching Sessions (3 times one-on-one coaching)
VENDOR REQUIREMENTS	<ul style="list-style-type: none"> • Business is registered with SSM • Business is registered as HRD Corp.'s training provider • Business acumen topic related experience – Minimum of 3 years track record in planning and conducting training related to business, entrepreneurship, SME development or related areas • Proven record in conducting training programmes with relevant impacts such as increase in participant's sales, establishment of new businesses or financing. • Able to provide relevant facilities or infrastructure to conduct training and coaching via online.
NOTES	INSKEN have the rights to change (if any) the programme content to ensure the success of the programme.

1.0 NGENE 5.0 FRAMEWORK

TRAINING AND COACHING FRAMEWORK (3 MONTHS)

TEMPOH MASA SESI COACHING:
2 JAM/SESI



PROGRAMME REQUIREMENT	<ul style="list-style-type: none"> • Vendor needs to deliver training for 100 pax per cohort divided by 2 groups of 50 pax each. • 3 coaching sessions for 100 pax. (1 entrepreneur = 3 coaching sessions) within 3 months. • Coaching areas should be based on the entrepreneur's gap analysis (operations, marketing, administration, finance and others). • Coaching must consist of and problem-solving approach.
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3. COPYRIGHT OF PRODUCTS AND/OR DELIVERABLES

Industry practitioner(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. Industry practitioner(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.

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4. TIMELINE

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

No.	Activity	Proposed date
		(May – Aug 25)
1	Issuance of RFP document	14 May 25
2	Deadline to register for RFP briefing	18 May 25
3	Briefing on RFP document	19 May 25
4	Deadline for submission of proposal (s)	21 May 25
5	Selection of Service Providers (s)	22 May 25
6	Proposal Pitching	23 May 25
7	Appointment of Service Providers (s)	26 May 25
8	Professional work commences	28 May 25 onward

Should the submitter (s) did not receive any response from INSKEN within three (1) months from the submission date, the application is considered to be unsuccessful. INSKEN reserve to hold the proposal submitted for referencing purposes.

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1. CONTENT OF THE PROPOSALS

All proposals must include the following information:

Part A	Company profile & credentials, and content developers, trainers profile including team's profile. (Please limit to maximum of 2 pages)
Part B	i. Training Classes – Proposed modules/topics ii. Pitching Secretariat Function – Please propose suitable evaluation mechanism, scoring technique and selection criteria. iii. Coaching Sessions – Proposed business coaching content (Please limit to maximum of 6 pages)
Part C	Costing breakdown by components covering training fees, coaching fees, pitching secretariat fees, programme evaluation/reports. (Please limit maximum 1 page per workshop)

Total Maximum page for RFP: 9 pages ONLY

Note: Submitters 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:

- N-GENE 5.0 Proposal - Company XXXX

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2. REVIEW AND SELECTION

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

No.	Criteria	Percentage
1	Organisational information Experience of the company and company profile – turnover of the company, manpower and its success stories, recognition (testimony).	20%
2	Programme Content: Training and Coaching Detailed information on Training Classes and Coaching Sessions including training and coaching approaches/ methodologies, implementation plans and outcome-based KPI.	50%
3	Pitching Secretariat Function Detailed information on how the pitching sessions are going to be conducted including, not limited to, suitable evaluation mechanism, scoring technique and selection criteria.	10%
4	Budget Detailed costing and other information to support the proposed programmes (items to include details such as trainer fee, coaching fee, pitching secretariat fee, report submission fee, etc).	20%
TOTAL		100%

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

3. ADMINISTRATIVE MATTERS

Companies interested in participating in the Request for proposal (RFP) process **must attend the briefing session as per scheduled in the timeline in Section 4 OR other dates that will be informed by INSKEN.**

In order to register and receive the invitation to the briefing session, please email to rfp@insken.gov.my before 5.00 pm, on the deadline to register for RFP briefing (refer to Timeline in Section 4). Please state your name, company, phone number and mention your interest to attend the briefing session. Invitation or Links to the Zoom / Google Meet session will be given only to registered companies.

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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