

INSTITUT KEUSAHAWANAN NEGARA BERHAD
CONSULTANT REVIEW SESSION FORMAT
FOR *RENDERING OF SERVICES FOR CANDIDATE EVALUATION AND ASSESSMENT FOR ANUGERAH*
USAHAWAN MADANI INSKEN (AUMI) 2025

PART A: COMPANY PROFILE

Company/Business Name	:	
Registration No.	:	
Year Incorporated	:	
Type of Business Activity	:	
Industry	:	
Address & Phone No	:	
Shareholder(s)/ Partner(s) & Highest Academic Qualifications & Working Experience	:	1. Name Education Position Experience
Lead Consultant, Assistant Consultants Line up & Specialisation, Highest Academic Qualifications & Consultancy Experience	:	2. Name Education Position Experience 3. Name Education Position Experience
Last year turnover (2024)	:	RM XXXX
Full Employee(s)	:	XX employees
Experience in industry	:	XX years
Experience in consultancy services	:	XX years

Track Record	:	<i>Please include both government and private entities</i>
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PART B: SCOPE OF WORK DELIVERY

Please outline, with technicalities, on the proposed approach and delivery of each scope of work as stipulated in the table below. Please utilize table format to ensure information are concise for ease of reference.

No.	Item	Remark
1	Objective	<ul style="list-style-type: none"> i. To evaluate and assess applications from interested alumnus for the awards. ii. To determine the suitable winner for each category of the awards. iii. To conduct additional assessments, if required.
2	List of Awards	<ul style="list-style-type: none"> i. <i>Anugerah Usahawan MADANI (5 Awards)</i> Demonstrates entrepreneurial development growth in line with the values of Malaysia Madani. ii. <i>Anugerah Usahawan Gemilang (5 Awards)</i> Symbolizes the journey of an entrepreneur's success from the beginning to becoming a business icon. iii. <i>Anugerah Usahawan Harapan (5 Awards)</i> Provides inspiration to other entrepreneurs to build successful businesses in the future.

No.	Item	Remark
		<p>iv. <i>Anugerah Legasi Usahawan (5 Awards)</i></p> <p>Recognizing the business journey from inception to its success.</p>
3.1	Scope of Work (SOW)	<p>Phase 1 – Public Application</p> <ul style="list-style-type: none"> i. Develop the most suitable criteria for each award. ii. Facilitate with promotion of the award to obtain applications. iii. Develop suitable platform or mechanism for applicants to submit their documents. iv. Other relevant scopes that facilitate the application process.
3.2		<p>Phase 2 – Screening and Evaluation</p> <ul style="list-style-type: none"> i. Conduct due diligence on all submitted documents to ensure it is sufficient for evaluation. ii. Evaluate each application based on the criteria set. iii. Ascertain information provided are correct based on best practices. iv. Develop suitable scoring methods for panellist. v. Conduct on site premise visits to a minimum of 3 finalised nominations. vi. Present to the relevant committee on the finalised nominations for deliberation and identify suitable winners.

No.	Item	Remark
		<p>vii. Authenticate the validity of the business nominated to ensure it is legal and in accordance with local laws.</p> <p>viii. Other relevant scopes deemed necessary.</p>
3.3		<p>Phase 3 – Winner Selection</p> <p>i. Develop background and summary of each winner for the award ceremony.</p> <p>ii. Certify each winner upon completing the entire selection process.</p> <p>iii. Other relevant scopes deemed necessary.</p>
3.4		<p>Other Necessary Scopes:</p> <p>i. Advise INSKEN's working team on the most suitable approach which adheres to the relevant industrial standards to conduct the necessary processes.</p> <p>ii. If required, to engage with the applicant to ascertain information provided are correct and valid.</p> <p>iii. Attend meetings alongside INSKEN's working team to provide updates on the current status and provide relevant feedback, if necessary.</p> <p>iv. Other relevant scopes deemed necessary.</p>
4	Timeline	<p>Rendering of services to commence immediately upon appointment targeted in August 2025 and the award ceremony is scheduled in December 2025.</p>

No.	Item	Remark
5	Consultant's Key Performance Indicators (KPIs)	i. To identify a minimum of 3 finalist for further evaluation for each award category. ii. To present a minimum of 3 finalist for each category to a designated committee to identify the winner. iii. Certify each winner whilst adhering to industrial standards and best practices.

Table 1: Summary of services required from the appointed consultant

PART C: PROPOSED TIMELINE

Please propose a timeline to complete the entire process from evaluation until selection of winner for each award.

PART D: PROPOSED COSTING

NO	ITEM	UNIT	TOTAL COST (RM)
1	Consultancy Services Fee		
2	Reports Development Fee		
3	Evaluation Fee		
4	Out of Pocket Expenses		
5	Other Applicable Fees (<i>Please outline each item under this category</i>)		
Total RM			

Note: The costing is subject to further negotiation