



REQUEST FOR PROPOSAL (RFP)

PROGRAMME MANAGER FOR WEB-BASED PROGRAMMES AND COURSES FOR HIGH IMPACT PROGRAMME - NURTURE & DEVELOPMENT PROGRAMME (HIP - NDP)

Ref. No.: YP/RFP/OT/04/04-2020

Registration Opening Date	24 April 2020
Registration Closing Date	30 April 2020,12:00pm

Issuer:

**YAYASAN PENERAJU PENDIDIKAN BUMIPUTERA
Level 15-1, Mercu UEM, Jalan Stesen Sentral 5,
KL Sentral, 50470 Kuala Lumpur**



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**SECTION A
INTRODUCTION AND
BACKGROUND**

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SECTION A – INTRODUCTION AND BACKGROUND

1. Introduction and Background

Yayasan Peneraju Pendidikan Bumiputera (Yayasan Peneraju) is an initiative that focuses on strengthening the capacity building towards sustainable Bumiputera talents.

Among the objectives of Yayasan Peneraju is improving the quality, quantity and effectiveness of Bumiputera talents in line with the efforts to develop Malaysia towards a high-income nation through our structured academic, vocational and professional certification programmes.

Yayasan Peneraju has **FIVE (5)** clear missions:

- i. Provide quality educational opportunities for Bumiputera
- ii. Nurture and develop high potential Bumiputera
- iii. Establish joint collaboration with stakeholders in achieving the Bumiputera agenda
- iv. Provide the opportunity for international/industry certification towards providing high income job
- v. Transform Bumiputera capabilities towards generating high income employment

Yayasan Peneraju is currently seeking service provider to provide **PROGRAMME MANAGEMENT SERVICES FOR WEB-BASED PROGRAMMES AND COURSES FOR HIGH IMPACT PROGRAMME - NURTURE & DEVELOPMENT PROGRAMME (HIP - NDP)**. Yayasan Peneraju is inviting qualified and competent parties (hereinafter referred to as "**Bidder**") to participate in the Request for Proposal ("RFP") exercise that should meet our criteria and requirements as stated in **Section B** and **Section C** of this document.

2. Disclaimer

No undertaking, representation or warranty is made by Yayasan Peneraju however that any vendor(s) will be invited to submit such a Proposal or that any vendor(s) will be awarded any contract as a result of their participation in this process or otherwise, all of which shall be at the sole discretion of Yayasan Peneraju. Please do not include any confidential information or intellectual property of your company or of a third party in your response to this RFP as Yayasan Peneraju reserves the right to use any information submitted as if it were in the public domain.



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SECTION B
SCOPE OF SERVICES

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SECTION B – SCOPE OF SERVICES

1. INTRODUCTION

- 1.1** High Impact Programme – Nurture & Development Programme (HIP-NDP) is a web-based series of programmes and courses that are to be conducted to promote awareness on specific sectors; or address specific competency or soft-skills gaps of pipeline talents or current workforce in order to prepare them to be more adaptive, relevant and competitive in this fast-changing world.
- 1.2** The programme will involve two categories, which are webinars and a series of online courses. Each webinar and series of sessions will involve different topics that are suitable for targeted audience and/or participants.

2. OVERVIEW OF HIP - NDP

With the recent COVID-19 pandemic, Yayasan Peneraju is echoing the Government's call to practise social distancing and to avoid mass gathering. As such, Yayasan Peneraju is embarking on web-based format initiatives to implement our HIP – NDP and future programmes. The HIP – NDP details are as follows:

a) Type of Programme:	Webinar (Online Conference/Workshop)	Online Courses
b) Theme:	Technology: IR4.0 Mindset	Open
c) Format:	Web-Based	Web-Based
d) Description:	A half-day 'closed' webinar online conference/workshop themed ' IR4.0 Mindset ' to address essential human values in the digital era, whilst promoting Yayasan Peneraju's Technology programmes via a suitable platform which is to be proposed by the Bidder	A series of online courses focussing on a range of topics for targeted groups of participants: <ul style="list-style-type: none"> i. Undergraduates/Post Graduates; ii. Unemployed Graduates; iii. Junior Workforce; iv. Current/Retrenched Workforce <p>Participants will have remote and ready access to online platforms and are not required to attend any face-to-face sessions in order for them to complete the course.</p> <p>The content of the online courses are to be delivered by selected subject matter experts or content providers who have experience delivering in such format.</p>



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<p>e) Objective:</p>	<p>1) To share knowledge and skills to obtain the IR4.0 mindset</p> <p>2) To promote Yayasan Peneraju's Technology programmes to potential beneficiaries</p>	<p>1) To equip participants with technical skills required for them to effectively do their tasks or remain relevant in today's technology-intensive settings; and/or</p> <p>2) To instil 21st century skills – Communication, Critical Thinking, Collaboration, and Creativity – to participants for them to function well in today's competitive world</p>
<p>f) Content/Topic:</p>	<p>1) Encouraging young Bumiputera talents to take a more proactive role to remain relevant in IR4.0</p> <p>2) The soft skills needed to become resilient to new ways of working in IR4.0 - NDP & Industry focused (Panel Session-and interactive Q&A with participants)</p> <p>3) Job shift, Change in work environment, So do (must?) you.</p> <p>4) Yayasan Peneraju Scholars' sharing session – the experience of being a Yayasan Peneraju scholar, and future opportunities for others to join</p>	<p align="center">Open for proposal.</p> <p>Examples:</p> <ul style="list-style-type: none"> • <i>Excel for Beginners to Advanced Course</i> • <i>Microsoft Excel Basic and Advanced</i> • <i>SPSS Beginners / Advanced</i> • <i>Python</i> • <i>Matlab</i> • <i>Adobe</i> • <i>Microsoft Project</i> • <i>Goal Settings</i> • <i>Time Management</i> • <i>Marketing Yourself on Social Media</i> • <i>Design Thinking</i>
<p>g) Outcome:</p>	<p>1) Knowledge sharing -IR4.0 -Future job opportunities -Trends in industries -Experience in IR4.0</p> <p>2) Promote Yayasan Peneraju's programmes to target audience - The relevancy of the programmes to the industry - Career Pathway</p>	<p>1) Participants apply acquired skills to effectively perform their tasks and improve overall productivity</p> <p>2) Participants have the confidence and competency to be relevant and competitive in a technology-intensive world/environment</p>
<p>h) Date/Month: (Tentative)</p>	<p align="center">September 2020</p>	<p align="center">From August 2020</p>
<p>j) Duration:</p>	<p align="center">3 – 4 hours</p>	<ul style="list-style-type: none"> • One-off • Series of scheduled sessions (2-4 sessions)
<p>i) Proposed Venue:</p>	<p align="center">Live Streaming from any suitable location(s) in Klang Valley</p>	<p align="center">Web-based/online session(s)</p>

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j) Location of Participants:	Nationwide	Nationwide
k) Participants *indicative	1) Yayasan Peneraju scholars - 100 pax 2) Targeted public – 500 pax ✓ Relevant Ministries and Agencies ✓ Start-ups, SMEs, Industries ✓ Potential employers ✓ Learning institutions ✓ Relevant stakeholders	1) Undergraduates/Post Graduates – 200 pax; 2) Unemployed Graduates – 150 pax; 3) Junior Workforce – 150 pax; 4) Current/Retrenched Workforce – 200 pax
l) Speakers	1) 1 moderator 2) 6 speakers/panellists 3) 3 Yayasan Peneraju scholars	n/a
m) Guests: VVIP/VIP	1) VVIP: TBA by Yayasan Peneraju 2) VIP: TBA by Yayasan Peneraju	n/a

3. SCOPE OF SERVICES

Yayasan Peneraju is seeking for a Bidder to execute the webinars and online courses mentioned above. The appointed bidder is expected to provide the services including, but not limited to the scope of services listed below:

3.1 Programme Management Services

To provide programme content delivery, related management services and administrative support to Yayasan Peneraju in managing and conducting HIP – NDP programmes end-to-end. The scope of services include conceptualising, managing, coordinating, conducting; bringing innovation and creativity for these web-based webinars/series of courses.


3.1.1 Conceptualisation

3.1.1.1 To propose the theme, concept and name of all webinars/ series of courses.

3.1.2 Web-based Training Provider(s) and Content

3.1.2.1 Bidder to propose and appoint certified web-based content providers to develop the modules for online courses. Upon NDP – HIP Committee’s approval on the selected online training provider and modules, Bidder is to plan, coordinate and execute the sessions end-to-end.

3.1.2.2 Bidder is to propose suitable topic(s) that is trending or relevant for all webinars/series of courses, if need be. To also propose suitable speakers, panelists, moderator for all webinars.

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3.1.3 Web-based Platforms

- 3.1.3.1 Bidder has to propose suitable platforms for all webinars/ courses and to ensure the platforms support the number of participants stated at **Overview of HIP – NDP**.
- 3.1.3.2 The Bidder will coordinate setup based on criteria provided by Yayasan Peneraju.
- 3.1.3.3 The Bidder is to propose, manage and execute all the necessary webinars/courses set up, equipment and other relevant items. (if required)

3.1.4 Promotion, Online Registration Form/QR Code, Follow up & Post Event Feedback from Participants

- 3.1.4.1 Bidder to promote all webinars/series of courses via social media platforms and other relevant medium(s) (Eg. Facebook postings, advertisements on LinkedIn), handle online registration form/QR code, follow up and post event feedback from the participants.

3.1.5 Creative

- 3.1.5.1 Bidder to propose and develop necessary creative works for all webinars/series of courses such as e-posters, e-banners, social media postings, buntings and other collaterals (when necessary).

3.1.6 Recording

- 3.1.6.1 All webinars/series of courses to be recorded and edited for future usage.


3.1.7 Final Report

- 3.1.7.1 To provide post event report for all webinars and series of courses upon completion.

3.2 Webinar

- 3.2.1** Bidder to propose speakers and title/topic.

- 3.2.2** Bidder to coordinate speakers and participants.

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3.3 Online Courses

3.3.1 Bidder to propose modules and source suitable content providers.

3.3.2 Bidder to execute approved series of courses.


4. BIDDER QUALIFICATION BACKGROUND AND REQUIREMENTS

4.1.1 Programme Manager

- 4.1.1.1 Minimum of 3 years of experience in the industry.
- 4.1.1.2 Experienced in managing web-based programmes that is similar in magnitude or bigger would be an advantage.
- 4.1.1.3 Having past or current clientele in relevant sectors would be an advantage.
- 4.1.1.4 The bidder must engage certified web-based content providers (subject to Yayasan Peneraju approval) to execute series of online courses.
- 4.1.1.5 Yayasan Peneraju retains the right to refuse the web-based content providers that the Bidder has selected.
- 4.1.1.6 Yayasan Peneraju may, at its sole discretion enter into separate, independent contracts for any other items required for the event.
- 4.1.1.7 Regularly reporting to NDP – HIP Committee on the project milestones and progress.

5. Report To

- 5.1** The appointed Bidder will report to HIP - NDP Committee of Yayasan Peneraju.
- 5.2** Yayasan Peneraju will only liaise with the appointed Bidder and not with Bidder's outsourced web-based content providers or any other third parties.
- 5.3** Bidder to coordinate meetings with HIP – NDP Committee prior to execution of all webinars/series of courses.

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5.4 The Bidder is wholly responsible for the delivery/non-delivery of the sub-contractor's deliverables.

5.5 All communications connected with or arising out of the RFP shall be conducted directly between Yayasan Peneraju and the Bidder irrespective of the number of sub-contractors/joint partners proposed.

6. The Appointment of Programme Managers

6.1 The appointment of the Bidder will be at the discretion of Yayasan Peneraju's management.

6.2 The appointed Bidder may be required to work closely with Yayasan Peneraju's Programme Partners/PR Agency; as and when needed.

6.3 Neither the RFP nor the RFP process creates a contract or any legal relationship between Yayasan Peneraju and the Bidder unless and until a contract in writing is signed by both parties.



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**SECTION C
IMPORTANT NOTICE**

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SECTION C – IMPORTANT NOTICE

1. CONFIRMATION OF PARTICIPATION

1.1 Confirmation of participation is **COMPULSORY**. Only registered Bidder will be invited for a **MANDATORY** RFP briefing session. Proposal received from unregistered Bidder AND absent from this RFP briefing will not be considered for further evaluation.

1.2 All interested Bidder are required to confirm their participation by registering at the link below:

https://docs.google.com/forms/RFP_Programme_Manager_for_Web-Based_Programme_and_Courses_for_HIP_-_NDP

2. CLARIFICATION AND ORAL INTERPRETATION

Request for clarification by interested Bidders shall be sent to the Secretariat before confirmation of participation closing date and be communicated via e-mail only via following e-mail address:

E-mail : procurement@yayasanpeneraju.com.my
Attention : **Strategic Procurement Department**

Any oral interpretation received by Bidder is not considered as the modification to the RFP Document.