



REQUEST FOR PROPOSAL (RFP)

PROGRAMME MANAGERS for

- 1. Peneraju Program Latihan Untuk Siswazah (PLUS)**
- 2. Peneraju Pensijilan Untuk Siswazah (PUSH)**
- 3. Peneraju Sijil Profesional/Industri Tambahan (SPRINT)**
- 4. Peneraju Skil/Profesional Employment Enhancement & Development (SPEED)**
- 5. Peneraju Spesialis**

Ref. No.: YP/RFP/OT/02/03-2020

Registration Opening Date	9 April 2020
Registration Closing Date	16 April 2020;12:00 noon

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 are 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 the 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 certification towards providing high income job; and
- v. Transform Bumiputera capabilities towards generating high income employment.

Yayasan Peneraju is currently seeking for **PROGRAMME MANAGERS** for **PENERAJU PLUS, PENERAJU PUSH, PENERAJU SPRINT, PENERAJU SPEED and PENERAJU SPESIALIS PROGRAMMES**. Yayasan Peneraju is inviting qualified and competent parties (hereinafter referred to as “**Bidder**”) to participate in the Request for Proposal (“RFP”) exercise based on our criteria and requirements as stated in **Section B** of this document.

2. Disclaimer

No undertaking, representation or warranty is made by Yayasan Peneraju however that any Bidder(s) will be invited to submit such a Proposal or that any Bidder(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 Yayasan Peneraju's Intervention Programmes are intended to provide career advancement opportunities through industry-relevant certification training. As there are several initiatives that have been implemented to address the issue, our programmes are designed to fill the gaps of existing initiatives and/or to focus on niche areas which have yet to be offered by any other agencies.
- 1.2 Yayasan Peneraju's objective in introducing our Intervention Programmes are as follow:
- a. Increase number of Bumiputera with Professional and Industry certification by providing training and funding opportunity in identified areas;
 - b. Fulfill industry demand for certified professionals, technical experts and specialists by identifying industry and employers requirements; and
 - c. Strengthening talent pipeline pool in critical sectors / specializations.

2. Overview of Programmes

a. Peneraju Program Latihan Untuk Siswazah (PLUS)

Target group: Fresh Bumiputera graduates (diploma and degree) who are unemployed between the ages of 21 to 25 years.

Objective: To certify fresh graduates with skills related to IR4.0 to enable them to be employed in intended industries.

Duration: Maximum 1 year

b. Peneraju Pensijilan Untuk Siswazah (PUSH)

Target group: Bumiputera graduates (diploma and degree) with less than 3 years post-graduation with or without working experience between the ages of 21 to 28 years.

Objective: To increase the number of Bumiputera graduates with certification in Accounting, Finance and Technology field.

Duration: Accounting maximum 3 year
Technology maximum 1 year

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c. **Peneraju Sijil Profesional / Industri Tambahan (SPRINT)**

Target group: Final year Bumiputera students (SKM 3, Diploma and Degree) in institutions of higher learning or TVET institutions between the ages of 20 to 25 years.

Objective: To increase number of Bumiputera students with Professional / Industry certification.

Duration: Maximum 1.5 year

d. **Peneraju Skill / Professional Employment Enhancement & Development (SPEED)**

Target group: Bumiputera working adults with more than 3 years working experience.

Objective: To increase Professional / High Skill certified Bumiputera workforce.

Duration: Accounting / Finance maximum 4 years
High Skill maximum 2 years
Technology maximum 1.5 years

e. **Peneraju Spesialis**

Target group: Students who have completed and passed their first semester of postgraduate / specialist courses at local universities recognized by National Specialist Register and/or other specialist registers/boards.

Objective: To provide funding for qualified Bumiputera to obtain the qualifications to become specialists.

Duration: maximum 4 years (depending on courses)

2. Scope of Services

The scope of work for the RFP are as follows:

2.1 Programme Manager Requirement

To provide management services and administrative support to Yayasan Peneraju in managing programmes and scholars under Yayasan Peneraju. The scope of services are as follows:

a. **Selection, Assessment and Enrolment**

- i. To conduct the Selection and Assessment process, which include coordinating and processing applications, interviewing candidates,

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- proposing suitable candidates to Yayasan Peneraju for approval and informing successful candidates;
- ii. To coordinate issuance and acceptance of Letter of Offer and Scholar Agreement;
 - iii. To co-ordinate registration and enrolment of scholars;
 - iv. Accountable for total enrolment numbers (depending on programmes);
- b. Programme Administration
- i. To provide reports on progress of programmes and scholars including other essential functions such as employment monitoring and tracer study;
 - ii. To liaise with government agencies / institutions / training providers / certification bodies with regards to enrolment, scholars, timeline of programmes, invoices and payment status;
 - iii. To conduct analysis on enrolment, academic performance, employability rate and salary;
 - iv. Accountable for timely and accurate reports and documentations for payments.
- c. Scholar Management
- i. To manage and monitor scholars' progress and performance which include proposing actions on non-performing scholars;
 - ii. To advise scholars on their roles and responsibilities and matters pertaining to their funding agreement with Yayasan Peneraju;
 - iii. To manage scholars' issues such as non-attendance, deferment, withdrawal and termination;
 - iv. To provide support services such as advising and counselling to scholars;
 - v. Accountable for scholars' academic performance.
- d. Other value added services such as application system, payment tracker, scholars' database and employment placement.

3. Bidder Qualification Background and Requirement

Bidder shall provide their qualification background and requirement to support the presentation of their strengths for evaluation as follows:

- i. Related or similar experiences in providing similar or relevant services with good track records;
- ii. Bidder have sufficient manpower to assign a qualified and dedicated team with relevant competencies to provide the management and administrative services required.



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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/form RFP Briefing Registration for RFP Programme Managers>

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.