



## **HUMAN RESOURCES DEVELOPMENT FUND (HRDF)**

# **STRATEGIC INITIATIVES CALL FOR PROPOSAL**

## **B40 DEVELOPMENT**

VERSION 2

19<sup>th</sup> JUNE 2020

## **1.0 PURPOSE**

- 1.1 The document is formulated for HRDF Registered Training Providers as a proposal submission guideline for B40 Development initiative.

## **2.0 OBJECTIVE**

- 2.1 The B40 Development initiative (B40 Dev) is aimed at equipping the general society and employees from the B40 household income group or vulnerable groups with specific skills and knowledge to up-skill, gain entrepreneurship skills and drive self-employment outcome.
- 2.2 The objective of B40 Dev is to equip trainees with **skills and knowledge** to enable them **venturing into businesses to gain better income**.

## **3.0 TARGET GROUP**

- 3.1 The target group for B40 Dev is **Malaysians from B40 household income group who are looking to** upgrade their skills and knowledge through training programmes which enable them to venture into businesses for better income upon completion of the training.
- 3.2 The B40 group is defined as a **class of Malaysian citizens who earn a household income less than RM3,860\***. The household income is referring to the **overall income earned by household members sharing a particular household or place at residence**. The definition will be updated in line with National definition (if any).

## **4.0 TYPE AND APPROVAL PROCESS OF TRAINING COURSES**

- 4.1 The proposed courses required by the participants can be either certification or non-certification in nature to gain entrepreneurship skills and drive self-employment outcome.
- 4.2 Priority will be given for quality proposals that **provide solutions for the industries that are facing difficulties post-MCO**.

- 4.3 The fees payable to the training provider will be based on evaluation of the nature and depth of the training modules, followed by market price. The maximum course fee amount that can be proposed is **RM5,000 per pax including starter kit and training allowances**. If the nature of the course is certification, an increase in the fees can be considered during the proposal stage.
- 4.4 The **standard training duration is within 3 months** to ensure fast, quality and measurable outcomes. However, if the duration of the training exceeds, the training provider required to **provide justification and implementation plan**.
- 4.5 Once the evaluation process is completed, the outcome will be announced followed by the signing of Service Agreement. For the preparation of Service Agreement, Training Providers are requested to provide relevant Certified Copies of Latest SSM Company Search.
- 4.6 Upon signing the agreement, the appointed training providers are allowed to recruit participating trainees and submit their grant application to HRDF.

## **5.0 SUBMISSION OF PROPOSAL**

- 5.1. Proposals can be submitted from **18<sup>th</sup> June to 17<sup>th</sup> July 2020**. The date for future submissions will be notified after 17<sup>th</sup> July 2020 (if any).
- 5.2 There will be no charges imposed for the submission of proposals. Priority will be given to quality proposals that fulfil the objectives and have the potential to achieve the desired outcome of the scheme.
- 5.3 HRDF will provide feedback on the submission of proposals after the evaluation process within fifteen (15) working days from the date of submission. HRDF reserves the rights to reject/request for additional information if the submission does not meet the requirement / objective of the scheme.
- 5.4 As a general rule, all information / documents (Part 1 – Part 4) as mentioned in this proposal format are required to be uploaded as an

attachment during the online submission via HRDF portal. If you are required to submit the hardcopy of proposals due to technical issues, you may submit it to:

Strategic Initiatives Department  
Pembangunan Sumber Manusia Berhad  
Wisma HRDF, Jalan Beringin  
Damansara Heights  
50490 Kuala Lumpur

5.5 For further information, please feel free to email us at [strategicinitiatives@hrdf.com.my](mailto:strategicinitiatives@hrdf.com.my)

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**PART 1: TRAINING PROVIDER BACKGROUND**

- 1. Training Provider Name .....  
.....
- 2. Registration Number (MyCoID) .....
- 3. Address (Mailing) .....  
.....  
.....
- 4. Contact Details (Person in Charge) .....  
Name / Contact No / Email Address .....  
.....
- 5. Past record / performance of the company (Please attach a separate list)

*\*Please provide a Certified Copy of Latest SSM Company Search*

I would like to declare and confirm that all information provided above is true and accurate

.....  
Signature

.....  
Company Official Stamp

Name:  
Position:

Date: .....

**PART 2: TRAINING COURSE DETAILS**

**Section A: Course Details**

NO	ITEM	ELABORATION
1.	Course Title	Please provide the course title.
2.	Type of Course	Technical or non-technical
3.	Type of Training	Classroom / E-learning / Blended / Coaching / Development / Visual / Remote (Please specify)
4.	Skill Focus Area	Please specify
5.	Duration (Days)	<p>In unit of actual training day and contact hours</p> <p><i>Note:</i> Please provide course duration for total training hours <b><u>and</u></b> training days. <i>For example: 1 month / 20 days / 140 hours.</i></p>
6.	Level of Certification	Name of Certificate <i>(if applicable)</i>
7.	Certification Body	<p>Indicate the awarding certification body of the programme in this column. Provide <b><u>comprehensive details</u></b> of the certification body</p> <ul style="list-style-type: none"> <li>• History of the establishment;</li> <li>• Location of the establishment</li> <li>• Global / Industry Recognition;</li> <li>• The certification process of trainee upon attending to the proposed course;</li> <li>• The process flow for examination (if applicable);</li> <li>• Any other related information on certification body</li> <li>• Sample of certificate given to trainee(s).</li> </ul> <p>Please attach related document(s) to indicate the validity of the certification.</p> <p>Example: Letter of appointment or certificate, a sample of certificate, photos of certification body; copy of the contract or other related documents as a proof of appointment to conduct the programme.</p>

8.	Course Overview	Provide <b>comprehensive overview</b> of the programme which includes the following information: <ul style="list-style-type: none"> <li>• Added value</li> <li>• How well is this programme recognised by the industry</li> <li>• Any reports/findings on the need of this programme especially in post-MCO situation.</li> </ul>
9.	Prerequisites	SPM / STPM Diploma / Degree or Equivalent Others
10.	Course Objective	Please elaborate
11.	Learning Outcome	Please elaborate
12.	Course content	Please list down the outline of the course content. <b>(Attachment I)</b>
13.	Learning Activities	Lecture Role Play Practical Exercise Case Studies Learning Activities Video Presentation Self-Evaluation Training  Please explain how the proposed course will be conducted.
14.	Target Group	Please specify clearly on proposed target group (E.g. housewives, OKU, vulnerable group) and target location.

### Section B: Trainers

NO	ITEM	ELABORATION
1	Trainer's Profile	Please provide the details of the trainer. <b>(Attachment II)</b>

### Section C: Supporting Documents and Additional Information

1. Brochure
2. Detailed Daily Training Schedule
3. Certification Supporting Evidence
4. Trainer Profile (Attachment II)
5. TTT Certificate / TTT Exemption Issued by HRDF (except for seminar, Conference and visiting trainers)

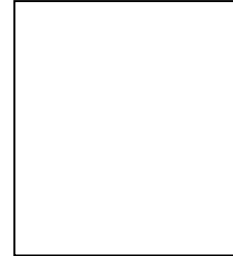
**COURSE CONTENT / HOURS**

<b>NO.</b>	<b>CONTENT / ACTIVITIES</b>	<b>OBJECTIVES</b>	<b>OUTCOMES</b>	<b>HOURS</b>
1.				
2.				
3.				
4.				
5.				



**TRAINER'S PROFILE**

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**1.0 GENERAL INFORMATION**

1.1 NAME :

1.2 I/C or PASSPORT NO. :

**2.0 TRAINER'S PROFILE**

2.1 ACADEMIC QUALIFICATION :

2.2 PROFESSIONAL MEMBERSHIP :

2.3 INDUSTRIAL EXPERIENCE :

2.4 OTHER RELATED STRENGTH(s) :

**3.0 HRDF TTT CERTIFICATION** *(Please attach the copy of TTT Certificate)*

3.1 TTT CERTIFICATE NO. :

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***Note: Kindly attach the complete resume of trainer***

**PART 3: TRAINING REQUIREMENT JUSTIFICATION**

NO	ITEM	ELABORATION
1.	Course Level	Beginner, Intermediate, Expert level <i>(if applicable)</i>
2.	Proposed Outcome	<p><i>Example:</i></p> <p>B40 Dev. – To become an entrepreneur / increase participants' current income through business.</p>
3.	Basis for Consideration (Justification)	<p>Please provide comprehensive justification of the proposed programme which also includes, but not limited to the following information:</p> <ul style="list-style-type: none"> <li>a) The value of the proposed programme to post-MCO situation.</li> <li>b) How well is this programme being recognised by the industry / public / government / agency?</li> <li>c) Any reports / findings on the need of this programme especially post-MCO situation.</li> <li>d) Why it is a need for entrepreneur to be trained with this programme?</li> <li>e) Any other basis that will strengthen the proposal for consideration</li> </ul>
4.	List of Potential businesses	Based on the current situation (post-MCO), please list down the type of businesses that the participants may venture into after completing this proposed programme.
5.	Impact on the economic due to Covid-19 and post-MCO	Please justify the need of this training to curb the economic impact..
6.	List of government and private grants available	<p>By attending to this programme, will the participants receive any grants or financial assistance from any financial institutions to start up their business?</p> <p>Is there any possibility for the training provider to assist the participants in preparing themselves to tap on the available financial assistances / grants?</p> <p>(Example: Financial assistance from specific banks, TEKUN, MARA, MDEC, SMECORP, etc.).</p> <p>Please provide the list with explanations..</p>

**PART 4 : SCHEDULE OF PRICES**

No.	Item	Description	Cost Per Group (20 pax)(RM)	Cost Per Pax (RM)	Justification & Detailed Calculation*
1	Trainer Fee	Trainer's Fees			
		Trainer's flight & accommodation (if applicable)			
2	Venue Rental, Food & Beverage	a) Capped at maximum of RM150/day/pax b) Not inclusive of lab equipment			
3	Training Materials	Inclusive of the following:- a) Consumables (e.g. stationeries) b) Printing of handouts c) Training Manual / Textbooks			
4	Facilities and Equipment	Inclusive of the following:- a) Software, hardware and learning tools (incl. non-venue related rentals, e.g. laptop rental) b) Access to online portals			
5	Examination Fee	Applicable to both non-certification and certification courses			
6	Certification Fee	Exclusive to certification programmes only			
7	Trainees Allowances & Accommodation	If applicable only.			
8	Profit Margin	Percentage calculated based on total of all cost items excl. profit margin	(e.g. RM x,xxx)		x%
<b>SUB TOTAL</b>					
a.	SST (6%)				
<b>GRAND TOTAL</b>					
<p><b>Note: Justification &amp; detailed calculations for each item is mandatory</b>  <b>Please add additional rows if needed, with detailed information..</b></p>					