

EXECUTIVE SUMMARY

TITLE	:	Pilot for Electrical & Electronics Virtual Business Mentoring (EEVBM)
OBJECTIVE	:	To provide assistance to SMEs who are impacted by the current pandemic through business mentoring
EXPECTED DELIVERABLES	:	100 companies will benefit from the advisory and mentoring sessions
DURATION	:	Oct – Dec 2020
TOTAL COST	:	RM140,000.00
BUDGET	:	Sectoral Productivity Nexus (SPN) for Electrical and Electronics Productivity Nexus (EEPN)
RECOMMENDED BY	:	
Comment/ Signature by PCT	:	

MALAYSIA PRODUCTIVITY CORPORATION (MPC)
PROPOSAL FOR BOARD OF MANAGEMENT

Pilot for Electrical & Electronics Virtual Business Mentoring (EEVBM)

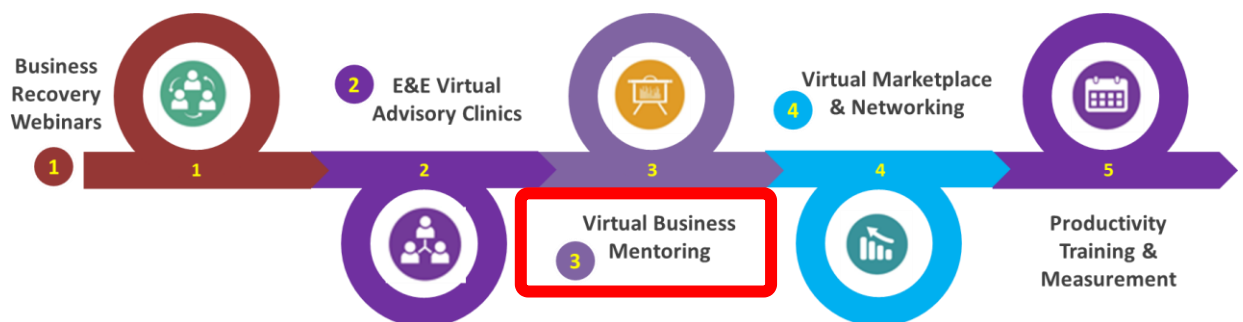
1.0 Purpose

The purpose of this paper is to request approval from Board of Management (BOM) to conduct Pilot for Electrical & Electronics Virtual Business Mentoring (EEVBM) with the estimated cost of RM136,000 using the Sectoral Productivity Nexus (SPN) for Electrical and Electronics Productivity Nexus (EEPN) allocation.

2.0 Background

Covid-19 has indeed changed the global business landscape. It has weakened many companies irrespective of size. Some large companies, especially in retail and services have had to close and many SMEs have been severely affected. Based on the Department of Statistics Malaysia, E&E's contribution to Malaysia's GDP in 2019 was RM95 billion and E&E's exports were valued at RM380 billion.

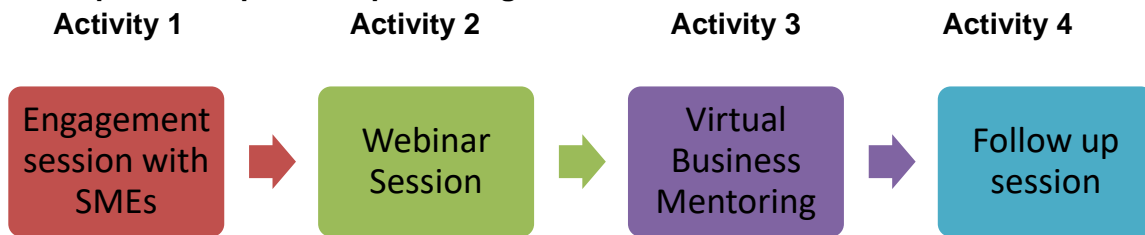
SMEs must be made aware that growth cannot happen as before. Catastrophe has a way of eroding confidence and blinding people to opportunities. The client base they had before may have ceased to exist or may have changed in their preference and orientation. An urge from the recent business recovery webinars, that the local companies in Malaysia, especially SMEs need assistance from the Government and larger companies to help them to connect and reconnect to the supply chain in Malaysia and overseas. As such under one of EEPN activities, is to conduct the virtual business mentoring for businesses to find new ways to operate while implementing cost-cutting measures through Industry 4.0. This is realigned with MPC's Business Advisory Model as below framework:-



3.0 Objective

The objective is to provide assistance to SMEs who are impacted by the current pandemic through business mentoring.

4.0 Proposed scope of the pilot design are as follows:-

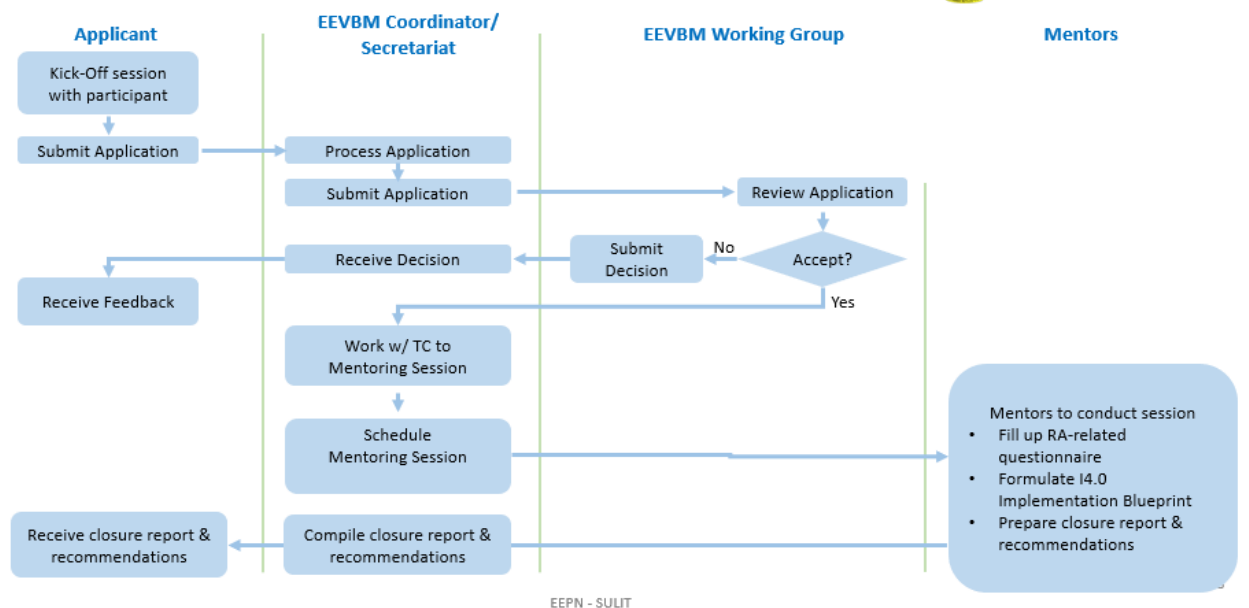


Activity 1	:	To organize engagement session with the SMEs to collect issues/concerns that they are facing during this COVID-19
Activity 2	:	To organize series of webinar session. The topic will be based from the issues collected from Activity#1
Activity 3	:	SMEs can submit application to EEPN/MPC should they require further/detailed one-to-one mentoring session. This will be done through virtual business mentoring
Activity 4	:	Follow up activity to ensure the quality of our mentoring service

5.0 Proposed flowchart of the pilot design are as follows:-

EEVBM Flowchart of Activities

All workflow activities via Virtual Business Mentoring (VBM) Platform



6.0 Expected Deliverables

- Standard operating procedures (SOP), process flow and manuals;
- Terms of reference (ToR) for companies and mentors;
- Issues collected from SMEs
- Series of webinar session
- 1000 sessions of EE-VBM for 100 companies for the pilot programme (1 hour per company, max 5 hours);
- 100 companies who will receive tailor-made implementation plan based on EE-VBM areas of consultation for the pilot programme; and
- Reports on participating companies – 1 consultation report for each company comprising the company's diagnostic information, challenges and barriers for expansion and business organization, as well as recommendations for solutions.

6.0 Proposed Implementation Timeline

The proposed timeline for this programme is Oct – Dec 2020

7.0 Estimated Total Cost

#	ACTIVITY	COST PER UNIT (RM)	TOTAL (RM)
1.	Mentors <ul style="list-style-type: none">To organize mentoring session and prepare reportPayment will be based on Ministry of Finance circularThe mentoring session will be organize within 1-hour per session and a maximum of 5hours per company	Sijil/Diploma – RM100/hour Degree – RM200/hour Masters – RM300/hour PhD – RM400/hour	100,000.00 (based on RM200/hour)
2.	Technical Expert <ul style="list-style-type: none">Development of Blueprint modules & promotional activitiesTraining of mentorsDevelop survey & analysis	RM2,000 x 5 man-days RM2,000 x 5 man-days	10,000.00 10,000.00
3.	Coordinator <ul style="list-style-type: none">To develop SOP, ToR and Flow Chart for Virtual Business MentoringCoordinate programme	RM2,000 x 5 man-days	10,000.00
4.	Promotion & Marketing	Promotion materials, videos, montage, posters etc.	10,000.00
Total			140,000.00

8.0 Approval from BOM

The consideration and approval of the Board of Management (BOM) is sought to conduct Pilot for Electrical & Electronics Virtual Business Mentoring (EEVBM) with the estimated cost of RM140,000 using the Sectoral Productivity Nexus (SPN) for Electrical and Electronics Productivity Nexus (EEPN) allocation.

Prepared by:



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Date: 30 October 2020

Reviewed by:



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Date: 30 October 2020

Approved by:



Suhaimi Hamad
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Date: 30 October 2020