

EXECUTIVE SUMMARY

TITLE	:	Joint APO-Asian Development Bank Institute (ADBI) Survey on Impact Covid19 to SMEs in Malaysia
DATE & VENUE	:	May – June 2020
OBJECTIVES	:	<ol style="list-style-type: none"> 1. To collaborate with APO-ADBI in conduct the survey on impact of Covid19. 2. The study is to grasp the current business status and needs of entrepreneurs 3. The findings of the survey will be share to Malaysia SMEs and provide the input to MPC and government.
OUTPUT	:	<ul style="list-style-type: none"> • Result and Finding from the survey • Impact of Covid19 to SMEs • Publication
EXPECTED OUTCOME	:	<ul style="list-style-type: none"> • The finding will provide the input on how SMEs retaliation again Covid19. • The Impact of business and performance of SMEs because of Covid19. • To understand the action and response taken by SMEs in dealing with Covid19 issue.
PROJECT TEAM	:	MPCCRO
TOTAL COST	:	RM 26,460 (5,880 USD x 4.5 exchange rate)
BUDGET	:	RM 26,460 (Payment will borne by ADBI)
RECOMMENDED BY	:	Quality Excellence Department (QED)
COMMENT/ SIGNATURE BY PCT	:	

**MALAYSIA PRODUCTIVITY CORPORATION (MPC)
REQUEST FOR APPROVAL FROM BOARD OF MANAGEMENT (BOM)**

**TITLE: JOINT APO-ASIAN DEVELOPMENT BANK INSTITUTE (ADBI) SURVEY ON
IMPACT COVID19 TO SMES IN MALAYSIA**

1.0 Purpose

The purpose of this paper is to seek the approval of the Board of Management (BOM) for Collaboration Survey between MPC and APO-ABDI - **SURVEY ON
IMPACT COVID19 TO SMES IN MALAYSIA**

2.0 Background

This survey was initiated by APO-ABDI and the organization request MPC to help and collaborate with them to promote and get the respondents from Malaysia SMEs. The reason why APO-ABDI conducted the study because:

1. In response to the outbreak of COVID-19, the national productivity organization and the Asian Development Bank Institute (ADBI) are carrying out a survey to grasp the current business status and needs of entrepreneurs.
2. The data that are collected will be analyzed statistically by APO and ADBI, and the anonymous, aggregated results will be published by them.
3. To support businesses more effectively and help the Asian Development Bank (ADB) explore possible assistances to SMEs devastated by COVID-19.

3.0 Objective

1. To collaborate with APO-ABDI in conducting the survey.
2. The study is to grasp the current business status and needs of entrepreneurs
3. The findings of the survey will be shared to Malaysia SMEs and provide the input to MPC and government.

4.0 Project Work Plan

Project List (week/month)	May					June			
	1	2	3	4	5	1	2	3	4
Translation for Malay and Mandarin language			13						
Survey testing			13 - 16						
Data collection 1 st phase (by sending emails to SMEs):				18 - 24					
Data collection 2 nd phase (by SMS or follow up by phone)					25 - 31				
Data analysis and reporting:						1	15		

5.0 Estimated Expenses

Table 1: 1st Round Survey

No.	Item	Cost	Total (USD)
1.	Translation cost for Malay and Mandarin language	2 languages x 12-pages x 20 USD	480 (RM 2,160)
2.	Administrative & Monitoring Costs	2 officers x 2 man-day x 300 USD	1,200 (RM 5,400)
3.	Good will payment to Partners to promote	600 USD	600 (RM 2,700)
Total			2,280 (RM 10,260)

- ❖ The survey target about 300-400 respondents. If the target achieve in first round survey the 2nd Round survey will not be continue.

Table 2: 2nd Round Survey

No.	Item	Cost	Total (USD)
1.	Administrative & Monitoring Costs	2 officers x 2 man-day x 300 USD	1200 (RM 5,400)
2.	Good will payment to Partners to promote	600 USD	600 (RM 2,700)
Total			1,800 (RM 8,100)

- ❖ The 2nd Survey will conduct only if the 1st survey not achieve the target.

Table 3: 3rd Round Survey

No.	Item	Cost	Total (USD)
1.	Administrative & Monitoring Costs	2 officers x 2 man-day x 300 USD	1200 (RM 5,400)
2.	Good will payment to Partners to promote	600 USD	600 (RM 2,700)
Total			1,800 (RM 8,100)

- ❖ The 3rd Survey will conduct only if the 2nd survey not achieve the target.

6.0 Approval from BOM

The consideration and approval of the Board of Management (BOM) is sought for to conduct Joint APO-Asian Development Bank Institute (ADBI) Survey on Impact Covid19 to SMEs in Malaysia with the total estimated cost of RM26,460 will be borne by APO-Asian Development Bank Institute (ADBI).

Prepared by : Mohd Khairul Nazir Nawi
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Checked by : Rosmi bin Abdullah
Director, MPC

Approved by : Ab. Rahim Yusoff
Deputy Director General, MPC

Date : May 7, 2020