

EXECUTIVE SUMMARY

TITLE	:	Joint APO-Asian Development Bank Institute (ADBI) Survey on Impact Covid19 to SMEs in Malaysia - Round 3 & 4 of Survey in 2021. (1 st and 2 nd round survey have been completed in December 2020).
DATE & VENUE	:	June – August 2021
OBJECTIVES	:	<ol style="list-style-type: none"> 1. To collaborate with APO-ADBI to conduct the survey on impact of Covid19. 2. To grasp the current business status and needs of entrepreneurs. 3. The findings of the survey will be shared to Malaysia's SMEs as well as providing input to MPC and the government.
OUTPUT	:	<ul style="list-style-type: none"> • Results and Findings from the survey • Report on the Impact of Covid19 to SMEs
EXPECTED OUTCOME	:	<ul style="list-style-type: none"> • The findings will provide input on how SMEs response to the challenges against Covid19. • Understand the impact of Covid 19 business performance of SMEs.
PROJECT TEAM	:	PACS (Formerly Known MPCCRO)
TOTAL COST	:	<ul style="list-style-type: none"> • Total cost claimable from ADBI: RM 26,460 (5,880 USD x 4.5 exchange rate) • Paid by ADBI for 1st and 2nd Survey: RM 13,230 (2,940 USD x 4.5 exchange rate) in 2020 • Balance: RM 13,230 (2,940 USD x 4.5 exchange rate) will be claimed for 3rd and 4th round Survey in 2021
BUDGET	:	RM 13,230 (Payment will be borne by ADBI)
RECOMMENDED BY	:	Organization Excellence Department (OED)
COMMENT/ SIGNATURE BY PCT	:	

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

**TITLE: JOINT APO-ASIAN DEVELOPMENT BANK INSTITUTE (ADB) SURVEY ON
IMPACT COVID19 TO SMES IN MALAYSIA - 3rd AND 4th ROUNDS OF THE SURVEY
IN 2021.**

1.0 Purpose

The purpose of this paper is to seek the approval of the Board of Management (BOM) to continue the collaboration between MPC and APO-ADB to conduct the 3rd and 4th Round of the **SURVEY ON IMPACT COVID19 TO SMES IN MALAYSIA in 2021.**

2.0 Background

This survey was initiated by APO-ADB in which MPC have been offered to collaborate with to promote and get the respondents from Malaysia SMEs. The collaboration began in 2020 where MPC and ADB have conducted and completed 2 rounds of surveys. ADB had requested MPC to conduct the 3rd and 4th round survey for year 2021. The study is continued due to the following reasons:

1. The continuing spread of the COVID-19 pandemic into the year 2021, requires the national productivity organization, and the Asian Development Bank Institute (ADB) to conduct the survey to grasp the current business status and needs of entrepreneurs.
2. The data that are collected will be analyzed statistically by APO and ADB, and the anonymous, aggregated results will be published by them.
3. To support businesses more effectively and help the Asian Development Bank Institute (ADB) in exploring possible assistances to SMEs devastated by pandemic.

3.0 Objective

1. To collaborate with APO-ADB 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 as well as providing input to MPC and the government.

4.0 MPC and ADBI have implemented this study starting in 2020 and have completed 1st and 2nd rounds. The purpose of this paper is for a continuation of the study for the 3rd and 4th round for the year 2021. Attached as appendix is the BOM Paper for year 2020 and APO Service order.

4.1 Project Work Plan

Project List (week/month)	June				July				August			
	1	2	3	4	1	2	3	4	1	2	3	4
Translation for Malay and Mandarin language			√	√								
Survey testing					√							
Data collection 3 rd round (by sending emails to SMEs):							√	√				
Data collection 4 th round (by SMS or follow up by phone)								√	√			
Data analysis and reporting:										√	√	√

5.0 Estimated Expenses

Table 1: 3rd Round Survey

No.	Item	Cost	Total (USD)
1.	Translation cost for Mandarin language	1 languages x 12-pages x 20 USD	240 (RM 1,080)
2.	Administrative & Monitoring Costs	2 officers x 2 man-day x 200 USD	800 (RM 4,500)
3.	Good will payment to Partners to promote	550 USD	550 (RM 2,475)
Total			1,590 (RM 7,155)

- ❖ The survey target about 300-400 respondents. If the target is achieved in third round survey, the 4th Round survey will not be continued.

Table 2: 4th Round Survey


No.	Item	Cost	Total (USD)
1.	Administrative & Monitoring Costs	2 officers x 2 man-day x 200 USD	800 (RM 4,500)
2.	Good will payment to Partners to promote	550 USD	550 (RM 2,475)
Total			1,350 (RM 6,075)
Grand Total (Table 1 + Table 2)			2,940 (RM13,230)


- ❖ The 4th round Survey will be conducted only if the 3rd survey does not achieve the target.

6.0 Approval from BOM

The consideration and approval of the Board of Management (BOM) is sought to conduct Joint APO-Asian Development Bank Institute (ADBI) Survey on Impact Covid19 to SMEs in Malaysia 2021(3rd and 4th Round) with the total estimated cost of RM13,230 to be borne by APO-Asian Development Bank Institute (ADBI).


 Prepared by : Sabri Bin Hasan
 Manager PACS/OED, MPC
 Date : June 11, 2021


 Checked by : Rosmi bin Abdullah
 Director PACS/OED, MPC
 Date : June 12, 2021


 Approved by : Y.Bhg Datin Zainon Bakar
 Deputy Director General, MPC
 Date : June 14, 2021