

## EXECUTIVE SUMMARY

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

**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 - 3<sup>rd</sup> AND 4<sup>th</sup> 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-ADBI to conduct the 3<sup>rd</sup> and 4<sup>th</sup> Round of the **SURVEY ON IMPACT COVID19 TO SMES IN MALAYSIA in 2021.**

### **2.0 Background**

This survey was initiated by APO-ADBI 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 ADBI have conducted and completed 2 rounds of surveys. ADBI had requested MPC to conduct the 3<sup>rd</sup> and 4<sup>th</sup> 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 (ADBI) 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 ADBI, and the anonymous, aggregated results will be published by them.
3. To support businesses more effectively and help the Asian Development Bank Institute (ADBI) in exploring possible assistances to SMEs devastated by pandemic.

### **3.0 Objective**

1. To collaborate with APO-ADBI 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 1<sup>st</sup> and 2<sup>nd</sup> rounds. The purpose of this paper is for a continuation of the study for the 3<sup>rd</sup> and 4<sup>th</sup> 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 <sup>rd</sup> round (by sending emails to SMEs):   |      |   |   |   |      |   | √ | √ |        |   |   |   |
| Data collection 4 <sup>th</sup> round (by SMS or follow up by phone) |      |   |   |   |      |   |   |   | √      | √ |   |   |
| Data analysis and reporting:   |      |   |   |   |      |   |   |   |        | √ | √ | √ |

#### 5.0 Estimated Expenses

Table 1: 3<sup>rd</sup> 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 4<sup>th</sup> Round survey will not be continued.

Table 2: 4<sup>th</sup> Round Survey

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

- ❖ The 4<sup>th</sup> round Survey will be conducted only if the 3<sup>rd</sup> 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(3<sup>rd</sup> and 4<sup>th</sup> 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