PRIVATE AND CONFIDENTIAL

PROJECT PROPOSAL
IMPLEMENTATION OF ORGANISATIONAL ANTI-CORRUPTION PLAN (OACP)

OACP
Project
Proposal

FOR
PERBADANAN PRODUKTIVITI MALAYSIA (MPC)
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Prepared by:

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INTRODUCTION

On 29 January 2019, the National Anti-Corruption Plan 2019-2023 (NACP) was officially launched by the YAB Prime Minister of Malaysia **to realise the Government's commitment and aspiration for Malaysia to be known for its integrity, and not corruption**. This has led to the Order of the YAB Prime Minister Series 2, No. 1 Year 2019 which stated that in clause 6.1.3, every ministry, department, agency and state government shall develop OACP at their respective organisational levels with effect from 29 March 2019, and in clause 6.1.4, OACP shall be developed with the assistance and guidance from the Malaysian Anti-Corruption Commission (MACC) and INTEGRITI.

In the NACP, there are a number of anti-corruption initiatives that are vital to be implemented which INTEGRITI can offer their products and services as solutions to Client's. The package of products and services includes:

1. **Corruption Risk Management (CRM)** – A management process that helps in corruption prevention initiative based on risk profile and risk action plans;
2. **Organisational Anti-Corruption Plan (OACP)** – A plan to help the organisation fight corruption including analysing, identifying, planning, implementing, monitoring and evaluating anti-corruption plan of actions;
3. **Anti-Bribery Management Systems (ABMS)** – The ISO 37001 standards is used to assist organisations to prevent, detect, and address bribery;
4. **Individual Integrity Profile (HGP)** – An online psychometric assessment platform that measures not only productivity, trustworthiness, dependability, and work ethics, but also the qualities required to thrive at the cutting edge of business;
5. **Ethics and Integrity Programme (E&I)** – The programme focuses in managing conflicts of interest, dealing with laws and regulations, issues and challenges, and corruption prevention to strengthen good values, ethics and integrity;
6. **Community Integrity Building (CIB)** – A social accountability approach that helps to identify and implement appropriate, viable solutions to improve the integrity level of the community or client surroundings; and
7. **Integrity Assessment Tool (IAT)** – An organisation assessment instrument developed to identify the preconditions for corruption which exist in a particular organisation as well as the actual incidence of corruption.

It is mandated that the Organisational Anti-Corruption Plan (OACP) is to be implemented in the public sector as well as state-owned enterprises (SOEs), company limited by guarantee (CLBG) and the private sector. These excerpts below are sources of power (*Punca Kuasa/Arahan*) taken from the NACP pertaining to the implementation of OACP.

PRIORITY AREA: **PUBLIC SECTOR ADMINISTRATION**

Strategy 2:	Strengthening the Effectiveness of Public Service Delivery
Strategic Objective 2.1:	Redesigning of Public Services towards Good Governance
Initiative 2.1.5:	**To oblige the public sector to develop Organisational Anti-Corruption Plan (OACP) with the assistance of three agencies namely the Malaysian Anti-Corruption Commission (MACC), National Centre for Governance, Integrity and Anti-Corruption (GIACC) and the Malaysian Institute of Integrity (IIM).**
Milestone:	Within 5 years (2019 – 2023)

PRIORITY AREA: **CORPORATE GOVERNANCE**

Strategy 6:	Inculcating Good Governance in Corporate Entity
Strategic Objective 6.2:	Greater Corporate Entities Resilience against the Threat of Corruption
Initiative 6.2.1:	**To oblige the Statutory Bodies, State-Owned Enterprises (SOEs), Company Limited by Guarantee (CLBG) and private sector regulated by regulatory bodies to develop Organisational Anti-Corruption Plan (OACP) with the assistance of three agencies namely the Malaysian Anti-Corruption Commission (MACC), National Centre for Governance, Integrity and Anti-Corruption (GIACC) and the Malaysian Institute of Integrity (IIM).**
Milestone:	Within 2 years (2019 – 2020)

The following sections set out the project objectives, proposed approaches and deliverables, value propositions, timelines, the project team members, proposed man-days and budget, and finally the disclaimer.

PROJECT OBJECTIVES

The development and drafting of Organisational Anti-Corruption Plan (OACP) is carried out with the following objectives:

- To make OACP document the Client's organisational anti-corruption policy which aims to address the organisation's issues and weaknesses on governance, integrity and anti-corruption.
- To help Client prevent, identify and respond to governance, integrity and corruption, and comply with anti-corruption laws as well as apply best practices; and
- To develop and publish a living OACP document comprising of:
  - o Chapter 1: Introduction, Background and Definition
  - o Chapter 2: Action Plan
  - o Chapter 3: Monitoring and Evaluation
  - o Chapter 4: Conclusion and Way Forward

The key activities included in this project are:

1. **Briefing** – A session between OACP Team and client's secretariat which discusses the project overview (timeline) and the establishment of OACP committee.
2. **Data Analysis** – Based on relevant reference materials and data, the context of governance, integrity and corruption issues is identified and determined. Finally, the key priority areas will also be determined. This is conducted by the OACP Committee facilitated by OACP Consultant.
3. **Scenario Planning Workshop** – In this workshop, the logical scenario is determined; the past, present and future risks are identified; initiatives will be determined as well as the Lead Agency and milestones; and finally, a draft of the strategies and action plan will be developed.
4. **Refining & Development** - a living OACP document comprising of:
   a. Chapter 1: Introduction, Background and Definition
   b. Chapter 2: Action Plan
   c. Chapter 3: Monitoring and Evaluation
   d. Chapter 4: Conclusion and Way Forward
5. **Monitoring & Evaluation** – In this period, the OACP Team will only facilitate with the appropriate and suitable methods for monitoring and evaluation.

PROJECT APPROACH

The Organisational Anti-Corruption Plan (OACP) is formulated with the aim of assisting and helping client to develop its own corporate anti-corruption strategy plan. OACP outlines the problem statement, approaches and programmes relevant to all aspects in improving the plan such as task implementation and service delivery.

OACP METHODOLOGY AND DELIVERABLES

The deliverables of OACP are as below.

Process	Output
Stage 1: Briefing – A session between the OACP Consultant and client's Secretariat to discusses the project overview, timeline (framework) and the establishment of OACP Committee.	• OACP Development Proposal • Letter of Acceptance by Client • Establishment of OACP committee • Project Timeline
Stage 2: Data Analysis Workshop – A workshop where Database Table (*Jadual Pengkalan Data*) is developed. Database is derived from relevant reference materials and data. In this process, the context of governance, integrity and corruption issues	• Database Table (*Jadual Pengkalan Data*)

is identified. Finally, the key priority areas will be determined. This workshop will be attended by the OACP Committee and facilitated by OACP Consultant.	
Stage 3: Scenario Planning Workshop – In this workshop, the logical scenario is determined; the past, present and future risks are identified; initiatives will be determined as well as the Lead Department and milestones to overcome the issues from database and logical scenario; and finally, a draft of the strategies and action plan will be developed.	• Checklist for Group Discussion • Workshops on Preparation for Status of Corruption Issues • Drafting action plan in the provided template
Stage 4: Refining Workshop – This would be the last workshop held in OACP's development process. In this workshop, the OACP Team will facilitate with the development of OACP. Before the workshop can take place, the OACP Secretariat must submit the OACP draft which consist of all 4 Chapters to OACP Consultant for the reviewing purposes. The Secretariat and OACP Committee will then do the necessary action.	• OACP's final draft
Stage 5: Monitoring & Evaluation – In this period, the OACP Consultant will provide the mechanism to enable the Secretariat to monitor the progress and evaluate the outcome of the action plan.	• Monitoring and Evaluation Form

VALUE PROPOSITIONS

- INTEGRITI is entrusted by GIACC to build the capacity and competency of public and private sectors in the areas of governance, integrity and anti-corruption.
- Based on the Order of YAB Prime Minister, No. 1, Year 2018, Series 2, No. 1, Year 2019 the Client will be working with the government-appointed national agency as stated in the Order of YAB Prime Minister in the implementation of the anti-corruption initiatives.

- Our objective is to help the Client create and sustain high integrity culture. This in turn will help the Client to improve its image, brand, reputation and business sustainability.
- The project will help the Client's employees to fully appreciate their roles and responsibilities in nurturing a corporate integrity culture and the prevention of corruption where they can seek advice and report ethical concerns without fear and favour.
- Finally, the implementation of service offered in this proposal reflects the Client's seriousness and commitment in supporting **towards the realisation of the NACP's and government of the day's aspiration in making Malaysia known for her integrity and not corruption.**

The following sections set out the timelines, the project team members, proposed man-days and budget, and finally the disclaimer.

PROPOSED TIMELINE

We envisage that the whole project will take an estimated time of 5 - 6 months to complete. However, it is subject to the availability of the management involvement in the project and other unforeseen circumstances.

Activities in the Project timeline shall include project progress meetings as and when deemed necessary for project monitoring purposes.

PROPOSED TIMELINE: IMPLEMENTATION OF ORGANISATIONAL ANTI-CORRUPTION PLAN (OACP)

No	Key Activity	Month - 1				Month - 2				Month - 3				Month - 4				Month - 5				Month - 6			
		W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
1	Briefing	X																							
2	Data Analysing				X	X	X	X																	
3	Scenario Planning										X														
4	Refining															X									
5	First Presentation																		X						
6	Improvement																			X	X				
7	Second Presentation																						X		
8	Launch																								X

Note: Client need to identify and indicate the specific date for all the related workshop when submitting Acknowledgement of Acceptance to IIM. The proposed dates will be subject to change based on mutual consensus between Client and Consultant. If the date is not fixed or unavailable, new dates would have to be identified.

PROJECT TEAM

The Project team leader shall be Puan Norasikin Baharuddin and will be assisted by Subject Matter Experts (SME) identified by INTEGRITI.

Client shall appoint an OACP Committee (*Jawatankuasa OACP*) as below:

- Head of Committee: A member of Top Management
- Committee Members:
  - Secretariat: Integrity Unit
  - Other members: Senior Officer of Departments / Sections / Units

The Head of OACP Committee will have to report the execution status of all key activities as proposed in this proposal in meetings chaired by the Secretary General or Anti-Corruption Committee *(Jawatankuasa Antirasuah)*.

The SME will be working with the Secretariat of the OACP Committee throughout the process of developing OACP.

Brief profiles of other Project team members shall be provided upon client's acceptance of this proposal.

PROPOSED DAYS AND BUDGET

Activity	Days	Budget (RM)
1. Briefing	1	1,660.00
2. Data Analysing	1	2,080.00
3. Scenario Planning Workshop	3	9,840.00
4. Refining	2	4,160.00
5. Presentation	0.5	1,202.80
TOTAL	**7.5**	**18,942.80**

Note:

The proposed fees:
- Subject to applicable 6% SST
- **Include** expenses for travelling, accommodation, lodging
- **Exclude** printing of materials and workshop training kit

FEES AND PAYMENT ARRANGEMENT

Professional Fee - **RM 18,942.80**

SST for Professional Fee (6%) - **RM 1136.57**

Total - **RM 20,0079.37**

(Proposal Validity: 30days of the date issuing)

Prepared by: Nurul Fadzliyanie Binti Mohd Razif

Date: 12th August 2020

DISCLAIMER

Services provided by INTEGRITI to the Client's in this Project may or may not warrant the needs of the adequate procedures stipulated in the Malaysian Anti-Corruption Act 2009 (Act 694) Amendment Act 2018 under subsection (5) of Section 17A.

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