TERM OF REFERENCE FOR REQUEST FOR PROPOSAL (RFP) FOR THE ECOSYSTEM TRAINING DELIVERY FOR SOCIAL ENTREPRENEURSHIP DEVELOPMENT AND AWARENESS (SEDAr) PROGRAM

1. General Information

This Request for Proposal (RFP) is issued to provide the selection process for TRAINING DELIVERY services for the project named above.

Sarawak Digital Economy Corporation Berhad (SDEC) is a company wholly owned by the Sarawak Government through State Financial Secretary Inc. under the Ministry of Finance and Economic Planning. It is entrusted as the implementing agency to drive the Sarawak Digital Economy initiatives under the Sarawak Digital Economy Strategy (2018 – 2022), and Post Covid Development Strategy (PCDS) 2030.

2. Project Description

This SEDAr program aims to cultivate a supportive social enterprise ecosystem in Sarawak by empowering key stakeholders - partners, NGOs, and government officers - with the knowledge and skills to identify, nurture, and support impactful social enterprises.

SDEC is seeking proposals from qualified training providers to deliver a comprehensive training that comprises of workshop, sharing session, networking opportunities and resource mobilization on social entrepreneurship, to enable ecosystem players to foster collaboration, address local challenges, and drive positive change, positioning Sarawak as a hub for social innovation and entrepreneurship.

There will be two training sessions which are categorised by their difficulty level:

Feature	Beginner	Intermediate
Target Audience	Newcomers to social entrepreneurship, early-stage ecosystem players	Experienced ecosystem players, program managers, potential trainers

Outcomes	To produce ecosystem players that can conduct awareness activities, identify potential social entrepreneurs, provide basic advice, connect to available resources	To produce ecosystem players that can design and execute support programs (incubators, accelerators), tailor services
Activities	Interactive workshops, case studies, sharing sessions, networking	Interactive workshops, case studies, sharing sessions, project development, networking
Duration*	1 day	5 days
Depth of knowledge	Introductory, foundational	Advanced, practical, hands-on
Skill development	Basic SE identification, referral, communication	Program design, service development, program facilitation

* Durations are suggested only and can be proposed by vendors

3. Scope of Work

For this RFP, the participating vendor is to provide a proposal which includes the items stated in Attachment A which take into consideration all costs related to the program from start to finish which may include:

- Design and develop a comprehensive training program covering social entrepreneurship fundamentals, identifying potential entrepreneurs, designing support programs, tailored services, and ecosystem building.
- Deliver the training program through a blend of interactive workshops, case studies, group work, project development, and networking opportunities.
- Develop and provide high-quality training materials, including handouts, case studies, and presentation slides.
- Provide trainers with expertise in social entrepreneurship, program design, and impact assessment.
- Evaluate the training program's effectiveness through pre- and post-program assessments and participant feedback.

4. Schedule of Events

Submission of participation reply slip	:	3 Working Days after letter of invite is issued

Submission of Quotation	:	14 Working Days after the submission of participation reply slip
Quotation Validity	:	6 months

5. **Right of Rejection**

   SDEC reserves the right to accept or reject any or all responses to this RFP and to enter discussions and/or negotiations with one or more qualified Participating Vendors if such action is in the best interest of SDEC. Furthermore, SDEC has the right, in its sole and absolute discretion, to select the proposal or proposals that it determines best meets its needs.

6. **Cost of Quotation**

   All expenses incurred in the preparation of quotation in response to this RFP are the Participating Vendors' sole responsibility. SDEC assumes no responsibility for payment of any expenses incurred by any Proposing Form as part of the RFP process.

7. **Intellectual Property**

   All the assets that are used and developed for this program is to be wholly owned by SDEC.

Attachment A

Proposals submitted must include, but are not limited to the following items:

ITEM	DESCRIPTION	(✔ or ✗)
1	**Company Profile / Resume**	
	Company name, company registration number, and SSM form.	
	Date of incorporation	
	Registered and business address.	
	Number of Qualified Trainers	
	Trainers Qualification/Certification	
	Similar work experience	
	Financial Information i. Latest Audited Report ii. 3 months Bank Statement	
2	**Program Proposal**	
	Training Outline for beginner and intermediate sessions	
	Training curriculum and objectives	
	Training methodology and approaches	
	Case studies, resources, and tools	
	Implementation Plan	
	Participant Evaluation Plan	
	Post-training support (if applicable)	
3	**Cost Estimation**	
	Cost per session (Min 20 pax, Max 30 pax of participants)	
	Others	

Attachment C

i.   Programs Outline and Criteria

      a. Proposed training program outline shall cater to ecosystem builders, players, and changemakers across Sarawak and are in line with the current State's objective towards the growth of the Digital Economy in Sarawak as stated in the following documents:

- Strategic Thrust Information, Knowledge & Networks, SEHebat Sarawak Blueprint 2022
- Digital Innovation & Entrepreneurship Enabler, Sarawak Digital Economy Strategy (2018 – 2022)
- Economic Prosperity, Social Inclusivity, & Environmental Sustainability Pillars, Post Covid Development Strategy (PCDS) 2030

      b. Proposed programs shall positively impact the Sarawak Digital ecosystem with the objectives of:

- Enhance understanding of social entrepreneurship concepts, unique features, and impact measurement frameworks among key ecosystem players
- Develop skills in identifying potential social entrepreneurs within local communities, recognizing entrepreneurial traits and passion for social impact.
- Equip participants with practical tools and best practices for designing effective support programs for social enterprises, catering to their diverse needs at different stages of growth.
- Foster collaboration and knowledge sharing among ecosystem players to create a holistic support network, and able to funnel social entrepreneurs to the relevant resources and pathways based on their growth stages.
- Build capacity to address specific needs of social enterprises, including business model development, financial management, legal and regulatory issues, and access to technology and funding.

      c. The suggestion for the proposed training topics is, but not limited to: -

- Definition of social enterprise
- Types of social enterprises
- Legal and regulatory frameworks for social enterprises in Malaysia
- Social business model canvas

- Financial management and fundraising strategies for social enterprises

- Measuring and reporting impact

- Recognizing entrepreneurial traits and passion for social impact

- Assessing readiness and potential for success of aspiring social entrepreneurs

- Needs assessment and identifying appropriate support for different stages of growth

- Creating an enabling environment for social innovation and social finance

- Building effective partnerships

d. The scope and types of programs may range from or in combination of the following:
- Interactive Workshop
- Case studies
- Sharing Session
- Group work
- Project development
- Networking opportunities

e. Program Delivery Format
- Programs must be delivered in Physical or Hybrid format in which the venue will be provided by SDEC