

REQUEST FOR PROPOSAL (RFP)

1) COMPANY INFORMATION

Company Name & Registration Number	:	
Contact Person (Name & Designation)	:	
Email Address	:	
Phone No.	:	

2) PROJECT OVERVIEW: **SCOPE PUBLIC PROGRAMMES**

Project Title	:	[GENERAL MANAGEMENT] Managing Change / Change Management
Project Description	:	This two-day programme aims to equip participants with the knowledge, skills, and tools to effectively navigate and lead change within their organisations. The programme combines interactive workshops and case studies to empower participants with practical strategies for successful change management, enabling them to lead and navigate organisational transformations with confidence.
Target Audience	:	Middle and Senior Executives from Sarawak Statutory Bodies, GLCs, and private sectors
Desired Training Dates	:	29 th – 30 th April 2024
Number of Participants	:	25 Pax
Location	:	Jasmine & Orchid Room at SCOPE

3) TRAINING REQUIREMENTS

Specific Skills / Knowledge	:	Communication Change Management Principles
Desired Training Format	:	In-person
Assessment Method	:	Pre & Post Assessment
Expected Outcomes & Deliverables	:	<p>Define change management: explain the concept, its role in organisations, and the different types of change (strategic, operational, cultural, etc.),</p> <p>Driving forces behind change: understand the internal and external factors that necessitate organisational transformation,</p> <p>Stakeholders and communication channels: map key stakeholders, their interests, and effective communication strategies to ensure everyone is informed and engaged,</p> <p>Strategies for sustaining change: implement mechanisms to solidify the change and ensure its long-term impact on the organisation, and</p> <p>Monitor and evaluate progress: establish performance measurements to track success, measure outcomes, and identify areas for improvement.</p>

4) TRAINER QUALIFICATIONS

a) Personal Details

Name	:	
Nationality	:	
IC / Passport No	:	
Race	:	
Mobile no.	:	
Email	:	
TTT Certification No.	:	

b) Academic Qualifications

Qualification	:	
Name of Academic Institute	:	
Year Awarded	:	



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c) Professional Qualifications

Professional Qualification	:	
Certificate Body	:	
Year Awarded	:	

d) Years of Career Experience

Previous Company	:	
Position	:	
Year (From & To)	:	

e) Training Experience

No. of training Conducted	:	
Year (From & To)	:	

5) PROPOSAL SUBMISSION

Deadline for Submitting Proposals	:	13 th February 2024
Submission Format	:	E-mail

6) ADDITIONAL INFORMATION

- Include any additional information that may be relevant to the project

Thank you for your interest in our project. We look forward to receiving your proposals.

Contact Information:

Please direct all questions and inquiries to:

- 1) Mr. Claudius Mitchell Hamarah (claudius@scope.net.my)
- 2) Ms. Husna Nadia Binti Abg Sapri (husna@scope.net.my)