

#### **COURSE DESCRIPTION**

#### Course Background

Malaysia supports 144 developing countries under the framework of the South-South Cooperation since 1980 via the Malaysian Technical Cooperation Programme (MTCP). In 1983, Japan started its Third Country Training Programme (TCTP) in Malaysia. Subsequently, Malaysia and Japan began to collaborate in 1992 to assist developing countries under the MTCP Recipient List within this TCTP arrangement.

The capacity-building training programme centres around the sharing of Malaysia's and Japan's experience with selected African countries, focusing on key insights that are essential for the current scenario in the SME development landscape, organised through a thematic approach. To date, 150 participants from 15 African countries have been successfully trained by SME Corp. Malaysia since the inception of the programme in 2011. The programme provides insights into issues faced by SMEs and government interventions and strategies to develop SMEs.

### **Course Content**

### The 9- day physical course includes:

- Policy, Framework, and Strategic Initiatives to Empower SMEs
- Mainstreaming Market Access and Internationalisation of SMEs
- The Role of Finance in Improving the Growth of SMEs
- Networking with key government officials and policy makers in SME development

# **Course Objectives**

Sharing Malaysia's and Japan's experience in SME development among participating countries; and raising awareness among participants of global and regional SME developments and issues.

# Course Methodologies

- The course will be delivered at SME Corp. Malaysia in English. This course shall include lectures and assignments related to conceptualization of frameworks for SME development.
- All participants must prepare a Plan of Action and present it on the last day of the course. Participants are also required to prepare a Summary Report which include a summary of lesson learnt throughout the course in Malaysia and how it is applicable to participants' respective countries.

#### **TARGET PARTICIPANTS**

This course will be relevant to middle / senior level of government officials from government ministries, non-governmental agencies and civil societies in charge of SME development.

### List of target countries:

 Angola, Benin, Botswana, Burkina Faso, Cote D'voire, Ethiopia, Ghana, Kenya, Madagascar, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Senegal, Sierra Leone, Somalia, South Africa, South Sudan, Tanzania, The Democratic Republic of Congo, Uganda, Zambia, Zimbabwe

### **APPLICATION PROCEDURE**

Applications should be made using the prescribed TCTP forms available through <a href="https://www.facebook.com/MTCPMalaysia">https://www.facebook.com/MTCPMalaysia</a>. TCTP application forms can also be obtained from the nearest Malaysian Embassy / High Commission in MTCP recipient countries. Submitted application forms must be accompanied by the following documents:

- i. Copy of Passport (all pages and coloured)
- ii. Passport sized photo (3.5cm x 5cm) (White background)
- iii. Medical Report

All application forms must be duly completed and endorsed by the Ministry of Foreign Affairs of their respective countries and should be submitted only through the diplomatic channel via Malaysian Embassy / High Commission of Malaysia

Successful applicants will be notified via email by SME Corp. Malaysia no later than 7 July 2023

#### **VISA INFORMATION**

All participants must enter Malaysia with Visa With Reference (VWR). Participants for the programme will receive a copy of the approval letter from SME Corp. Malaysia. Participant are required to obtain the VWR stamping from the nearest Malaysian Embassy / High Commission, (more info at https://www.kln.gov.my/web/guest/overseas-mission)

#### **GENERAL RULES AND REGULATIONS**

- To observe the course schedule by punctual attendance;
- To attend/participate actively in all sessions including study visits;
- To follow the travel schedule arranged by the organiser with regard to departure from Malaysia;
- To carry out instructions and abide by conditions as stipulated by the organiser;
- To discontinue the course, should participants fall seriously ill and be considered unable to continue the course;
- To refrain from committing any illegal or immoral acts. Should participants be found in contravention of this requirement, they will be barred from attending the course and will be asked to leave the course with immediate effect:
- To dress appropriately which includes long-sleeved shirts with ties, tailored pants and blazer or uniform for men. Lady participants are required to dress appropriately and modestly;
- Participants must respect the local customs and observe the rules and regulations at the place of accommodation and not to change accommodation designated by the organiser;
- To observe the rules and regulations of the organiser or establishment with which participants are visiting or attached to;
- To remain in Malaysia and complete the whole duration of the programme without any leave of absence;
- Participants who do not comply with the general conditions, regulations and obligations of the TCTP participants would be reported to their respective Embassies or High Commissions as well as to the Head of their respective organisations;
- Participants are fully responsible for their own valuables and belongings while travelling and while in Malaysia. Any losses due to <u>negligence will not be</u> compensated by the organisers; and
- Participants will not utilize knowledge and skills acquired in the training for military purposes.

#### ALLOWANCE AND BENEFITS

Participants will be provided with the following allowances and benefits:

#### Accommodation

Participants will be accommodated at a hotel / hostel within the vicinity of the training institute. Participants are strictly not allowed to bring any family members during the course. Accommodation will be on a single room basis.

### • Daily Allowance

Participants will be provided with a daily allowance based on TCTP regulation. The per diem would only cover the official course duration.

#### Meals

Lunch will be provided except during weekends.

#### Air Fares

Economy class air travel from the capital city of the participants to and from Malaysia. Tickets will be issued upon confirmation of acceptance.

### Course Fees

All course fees are borne by the Government of Malaysia and JICA.

### **MEDICAL INFORMATION**

Participants are required to be vaccinated for Covid-19 prior to arriving in Malaysia. A Yellow Fever certificate is required for some countries upon landing in Malaysia (more info at https://tinyurl.com/3zpdruca).

#### CONTACT INFORMATION

### For enquiries, please contact:

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### ABOUT MTCP, JICA AND SME CORP. MALAYSIA

#### About MTCP

The Malaysian Technical Cooperation Programme (MTCP) was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).

As the national focal point, the MTCP Secretariat of the Ministry of Foreign Affairs, Malaysia oversees the overall planning and operation of all activities and programmes under the MTCP, including coordination and collaboration with local and international development partners. For more information, visit MTCP Official Facebook Page: https://www.facebook.com/MTCPMalaysia

### **About JICA**

The Japan International Cooperation Agency (JICA) was established in 1974 as a special public institution of the Japanese Government. Currently, JICA is responsible for the implementation of development cooperation which provides technical cooperation, ODA loans and grant aid all under one roof.

#### Visior

Inclusive and Dynamic Development

#### Mission

- Addressing the global agenda
- Reducing poverty through equitable growth
- Improving the governance
- · Achieving human security

Addresses of JICA overseas offices can be found at JICA Website: http://www.jica.go.jp/english/countries/index.html

## About SME Corp. Malaysia

SME Corporation Malaysia (SME Corp. Malaysia) is the central coordinating agency (CCA) under the Ministry of Entrepreneur Development and Cooperatives (MEDAC) that coordinates the implementation of development programmes for small and medium enterprises (SMEs) across all related Ministries and agencies. It acts as the central point of reference for research and data dissemination on SMEs and entrepreneurs, as well as provides business advisory services for SMEs and entrepreneurs throughout the country.