



QUOTATION BRIEF

SPECIFICATIONS FOR LEADERSHIP ASSESSMENT PROGRAM

9th Floor, Human Resource Division Meeting Room, Tourism Malaysia

INFORMATION

PROGRAM : LEADERSHIP ASSESSMENT FOR 58 OF TOURISM MALAYSIA PROFESSIONAL AND MANAGEMENT TEAM ON GRADE 44 – 52 FOR POTENTIAL PROMOTION FROM;

- a. GRADE 44 TO 48
- b. GRADE 48 TO 52
- c. GRADE 52 TO 54

SPECIFICATION : Objective:-

- i) Tourism Malaysia is looking for a holistic approach to assess talents within the organization for the purpose of promotion, overseas posting as well as internal job rotation.
- ii) To identify a pool of talents within the organization for the purpose of succession planning.

Specification:-

The assessment should be based on Tourism Malaysia's core and leadership competency requirement. The proposal should include:

- i) leadership assessment module based on Attitude, Skill, Knowledge and Leadership capabilities.**
- ii) details of approach and the assessment tools that the consultant will use to assess the participants. The approach can be mixed mode and not limited to either offline or online method.**
- iii) suggestions of assessment tools that measure competencies and potential in an in-depth and unbiased manner.**

Method:

- iv) method of assessment should be done face-to-face with option of virtual assessment for overseas staff.**
- v) Assessment should be done in a day for the target group with size range from 10-15 participants.**
- vi) Assessment options either offline (face to face) or online session as we have participants from HQ and overseas offices.**
- vii) a standardized evaluation of behavior and competencies based on multiple evaluations including and not limited to:
 - a. job related simulations**
 - b. business case studies**
 - c. interviews**
 - d. psychometric tools****
- viii) Consultant to suggest assessment tools depending on the grades of the participants.**

Outcome Report

- ix) Consultant to prepare assessment results report which outlines participant's strengths, areas of improvement or development, and his/her readiness in assuming the role being targeted.**
- x) An overall report of the participants and individual report.**

NOTES : Please provide a detailed quotation which includes scope of work, proposed assessment tools, proposed timeline and other information deemed necessary.

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