

HRDF RESEARCH GUIDELINES

Pembangunan Sumber
Manusia Berhad (PSMB)
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Research and Analytics Department
CE Office - Planning, Strategy and Development Division

This document has been endorsed by Research Advisory Committee (RAC)



MESSAGE FROM THE MINISTER

MINISTRY OF HUMAN RESOURCES (MOHR)

Malaysia's Current Workforce

Human capital development is a critical enabler for driving and sustaining Malaysia's economic growth and supporting the transition of all economic sectors towards knowledge-intensive activities. An efficient and effective labour market is also necessary to attract investments into Malaysia and enable everyone to participate in and enjoy the benefits of economic growth.

The Government desires to improve the quality of the labour workforce through the implementation of lifelong learning which focuses on upgrading skills and continuous professional development for employees. The Government believes that up-skilling the workforce through lifelong learning would facilitate the Government agenda to raise the percentage of skilled workers in Malaysia from 28% to 35% by year 2020. In pursuance of this national agenda, the Government, through the Eleventh Malaysia Plan (11thMP), continues to promote the up-skilling and re-skilling of the workforce, as well as encouraging research through increased industry-academia collaboration, more targeted skills training programmes and increased support for industrial and social innovation activities.

The Human Resources Development Fund (HRDF) is one of the agencies under the Ministry of Human Resources (MoHR) responsible for encouraging employers to retrain and upgrade the skills of their employees, apprentices and trainees based on the employer's business needs. Apart from having access to the HRD Fund, the Government also channels other funds to the agency as support for HRDF's initiatives to up-skill the Malaysian workforce.

During the last two (2) Annual Budget announced by YAB Prime Minister, HRDF was given the mandate to implement various programmes that expands its role in driving the national human capital development agenda, such as the 1Malaysia Globally Recognised Industry and Professional (1MalaysiaGRIP) programme, Train & Replace, 1Malaysia Outplacement Centre and Specialised Programme for Intended Community Enrichment (SPICE). Additionally, under the Tenth Malaysia Plan (10thMP), the Government had also allocated RM46 million for HRDF to implement the Apprenticeship Scheme and RM47.5 million for implementation of the Training Incentive for Small and Medium Enterprises. As such, in order to ensure that every Ringgit invested benefits the intended target group, the Government has instructed

all ministries and agencies to conduct evaluation of the outcome of these programmes.

The Importance of Evaluating the Outcome of the Government Programme(s) in Support of the National Agenda

Pursuant to the Government's directives, HRDF has conducted outcome-based studies to improve the effectiveness of the programmes in meeting learning needs. The outcomes of these studies have attracted the interest of many stakeholders. Rather than focusing on the outputs or results of the programmes, the focus has now shifted to its outcomes and impacts.

The practice of evaluating the outcomes of programmes will assist policy-makers, especially Ministries and agencies, in making prudent decisions in terms of strategising and financial planning. It will also serve to improve the best practice approach whereby the results of the evaluation will enable corrective efforts to be made to address issues which arose during the programmes' implementation. Overall, the evaluation is beneficial for policy and budget planning as well as improvement of programme delivery.

Recognising the importance of research study, the Ministry thereby supports all efforts and initiatives which can ensure that all methodology employed to evaluate the programmes are acceptable and in keeping with standard practices. With that, the Ministry welcomes the publications by HRDF which complement the Government's initiative to promote research and development in Malaysia. I would like to take this opportunity to pen this message of support to Human Resources Development Fund for the release of the HRDF Research Guidelines.

With that, I hope that the information in the 'HRDF Research Guidelines' will serve as a valuable guide for you in preparing the proposals and report studies in Malaysia.

Thank you

"PEKERJA BERKEMAHIRAN PENGGERAK EKONOMI"

DATO' SRI RICHARD RIOT ANAK JAEM
Minister
Ministry of Human Resources



MESSAGE FROM THE CHIEF EXECUTIVE

HUMAN RESOURCES DEVELOPMENT FUND (HRDF)

About HRDF

The Human Resources Development Fund (HRDF) is an agency under the Ministry of Human Resources established pursuant to the Pembangunan Sumber Manusia Berhad (PSMB) Act, 2001. In fulfilling the nation's aspiration to attain the status of developed country by the year 2020, the HRDF was set up in 1993 with the aim of developing quality human capital and a world-class workforce in order to achieve a high income economy driven by knowledge and innovation.

HRDF's vision is to be the authority on human capital development with the aim of strengthening the economic development of Malaysia, while its mission is to spearhead human capital learning and development through strategic interventions that fulfil the current and future needs of the industry. The objective of the HRDF is to encourage employers under the purview of the PSMB Act, 2001, to continuously upgrade the skills of their employees, apprentices and trainees in line with their business needs and the development strategy of the country.

Since its inception in 1993, HRDF has implemented various initiatives in order to facilitate its registered employers to utilise the HRD Fund. This effort is in line with the Government's aspiration to increase the pool of skilled workers from 28% to 35% by 2020. As at 31st May 2016, there are approximately nineteen (19) schemes being implemented to assist more than 17,000 registered employers comprising almost 2 million Malaysian employees in the development of workers' competencies and capabilities. Furthermore, HRDF has also approved more than 12 million training places for the past 23 years since its establishment.

The Importance of HRDF's Study

HRDF has shown encouraging "outputs" through the years. However, an important question that needs to be addressed is whether the trainings provided have helped attendees to improve their competencies and / or be promoted to better positions. As the Government and industries mature and become vastly more demanding, the evaluation of programmes implemented to determine their effectiveness on an outcome based / impact basis rather than just output based becomes increasingly crucial. This is because Government funded programmes attract public interest from the perspective of the programmes' value for money and fit for purpose (Shahrizat

and Hidayatullah, 2011). As such, it is critical that the outcomes of programmes are evaluated to ensure maximum value for every Ringgit spent, as per the Government's directive. With these concerns in mind, HRDF has started to conduct various studies such as the effectiveness / tracer and outcome-based studies in order to measure the "effectiveness" and "outcomes" of training for the past years. Additionally, HRDF also has its own Research and Analytics Department (previously known as Research & Development, R&D) which has the main role of conducting and reviewing the research process in HRDF. HRDF also appoints external consultant(s) to conduct certain studies such as evaluation of Government funded programmes to ensure independence of the evaluation.

To ensure that the studies conducted are of good quality and meet the Government's expectations, the consultants are required to follow the HRDF Research Guidelines. As the final document will be referred to by external parties, particularly HRDF's stakeholders such as the Government, Ministries, Agencies, etc., there is a need for HRDF to ensure that the proposals and reports produced are reliable, undisputable and of good quality.

Thank you

"PEOPLE, PROWESS, PROGRESS"

"PEKERJA BERKEMAHIRAN PENGGERAK EKONOMI"

DATO' CM VIGNAESVARAN A/L JEYANDRAN

Chief Executive

Human Resources Development Fund



MESSAGE FROM THE HEAD OF RESEARCH & ANALYTICS DEPARTMENT

HUMAN RESOURCES DEVELOPMENT FUND (HRDF)

The Department of Research & Analytics (R&A Department) is a department under HRDF which serves to identify and implement organisational efficiency improvements through the conduct of effectiveness / tracer and outcome-based studies in order to measure the effectiveness of trainings, ensuring the agency (HRDF) to stay relevant in the past years. In order to ensure that the R&A Department has developed high-level analytical frameworks and methodologies for projects, reports, and articles, the R&A Department has undertaken the initiative to establish the HRDF Research Guidelines.

The HRDF Research Guidelines presents the requirements for the preparation of proposals and reports in respect of the conduct of outcome-based studies, for submission to HRDF. This handbook shall serve as guidance and to provide valuable input to the applicants / consultants in preparing their proposals and reports.

This document also includes information on the Research Code of Conduct Guidelines formulated together with the Research Advisory Committee (RAC) that the consultant needs to adhere when undertaking projects commissioned by HRDF. It is hoped that this document fulfils the need for a comprehensive and up-to-date research standard.

HRDF gratefully acknowledges and appreciates the co-operation of the RAC members as well as all parties in making these guidelines a success. All suggestions towards improving future guidelines are highly appreciated.

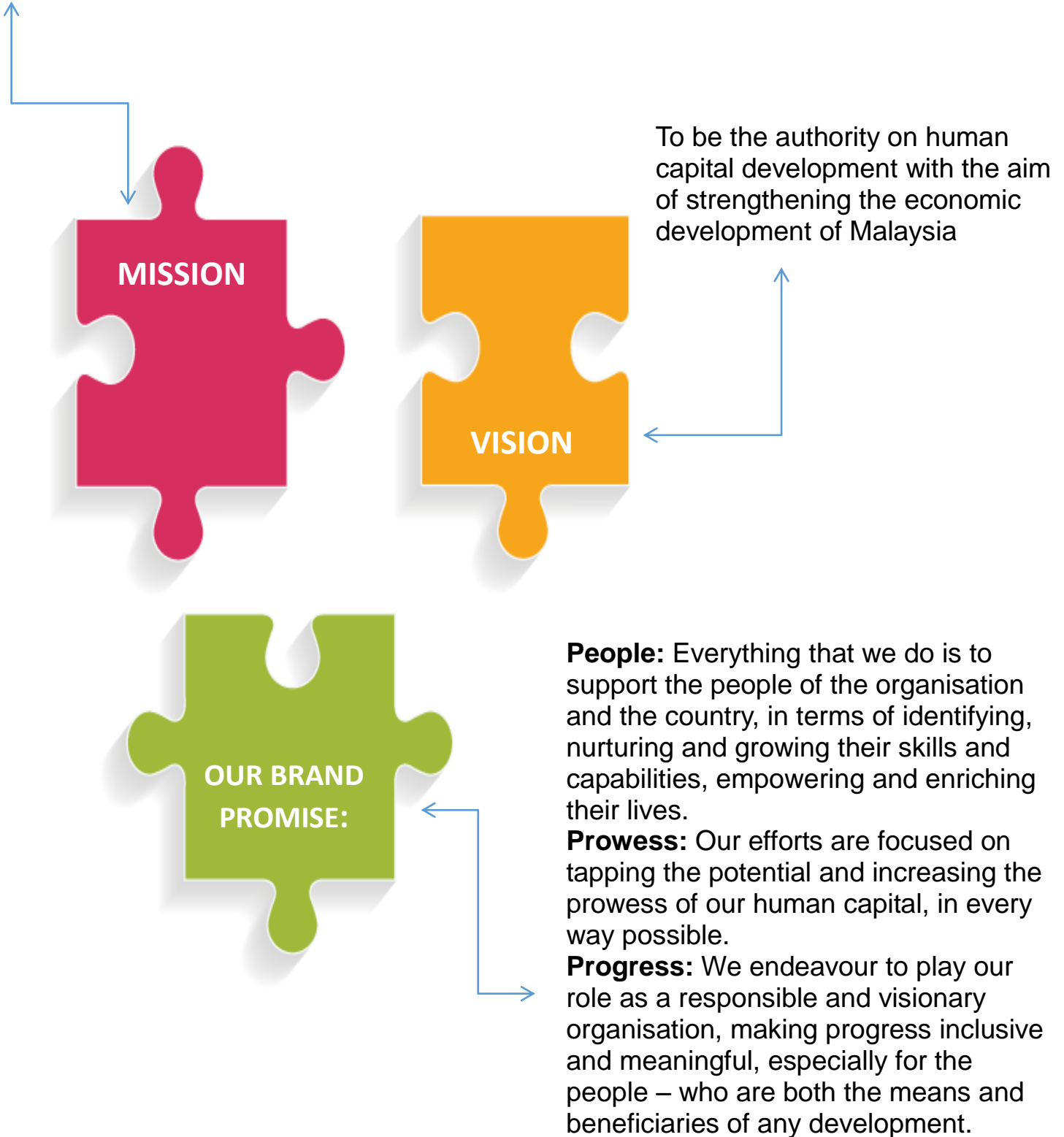
Thank you

“PEOPLE, PROWESS, PROGRESS”

“PEKERJA BERKEMAHIRAN PENGGERAK EKONOMI”

RONY AMBROSE GOBILEE
Head of Research & Analytics Department
Human Resources Development Fund

Spearheading human capital learning and development through strategic interventions that fulfil the current and future needs of the industry



PREFACE

This handbook on HRDF Research Guidelines was prepared by the Research & Analytics (R&A) Department of Human Resources Development Fund (HRDF), an agency under the Ministry of Human Resources (MoHR), in collaboration with the Research Advisory Committee (RAC) that comprises five (5) Research Universities in Malaysia and the Department of Statistics Malaysia, as listed below:



Prof. Dato' Dr. Muhamad Jantan



Prof. Datin Dr. Ruzy Suliza Hashim



Prof. Dr. Roselina binti Ahmad Saufi



Prof. Dr. Zulkornain Yusop



Dr. Raida binti Abu Bakar



Mdm. Mazreha binti Ya'akub

The objective of this handbook is to guide the applicants / consultants in the preparation of proposal / report for submission to HRDF. This handbook comprises four sections, namely;

- (i) Format of Proposal and Report;
- (ii) HRDF Research Proposal Guidelines;
- (iii) HRDF Research Report Guidelines; and
- (iv) HRDF Research Code of Conduct.

HRDF reserves the right to amend or delete any part of this handbook at any time without prior notice in order to give effect to and incorporate as policy, or to correct any error, omission, ambiguity or inconsistency that may arise from time to time.

This handbook must be read together with the following documents:

- (i) The Terms of Reference (TOR) of the research (if applicable);
- (ii) The Request for Proposal (RFP) of the Research (if applicable);
- (iii) The Service Agreement signed by the appointed consultant(s) of the research; and
- (iv) The American Psychological Association (APA) guidelines.



Prof. Dato' Dr. Muhamad Jantan

Universiti Sains Malaysia

Areas of Specialisation

Operation Research & Management, Statistics and Higher Education Policies.

Biography

Prof. Dato' Dr. Muhamad Jantan is currently serving as the Deputy Vice-Chancellor (Research & Innovation) at the Universiti Sains Malaysia. He started his career with Universiti Sains Malaysia in 1982, at the School of Mathematics. Since then he has held the positions of Head of Department of Statistics and Operations Research (1982–1990), Department of Operations Management (1991–1997), Deputy Dean of Research and Graduate Studies (1998-2002), Director of Center for Policy Research (2003-2006), Research Dean for the Social Transformation Platform (2006-2008), Acting Director of IPPTN (National Higher Research Institute of Malaysia (March – August 2008); Director of Institutional Development Division (2009-2012); and Acting Group Managing Director of USAINS Holding Sdn. Bhd. (2013). His current research interest lies in higher education policy with emphasis on pushing the national tertiary education to excellence. In this respect, he has undertaken various projects for the Ministry of Higher Education. He sits on the National Research University Evaluation Committee, Ministry Centers of Excellence, and various committees on Research grants schemes. In this capacity he is involved in developing the various measuring instruments such as MyRA (Malaysian Research Assessment), the HiCOE (Higher Education Center of Excellence) and TBS (Top Business School).

Academic Qualifications

International Baccalaureate, United World College of Atlantic UK
 Bachelor of Science (Mathematics, Operational Research, Statistics and Economics), University of Warwick UK
 Doctor of Philosophy, University College of Wales, Aberystwyth

List of current publications

1. Tameur Nachef, **Muhamad Jantan**, Abdelmalek Boularas (2013) Organizational Dimensions that Influence Organizational Mindset in International Business Context. *International Academy of Business and Management Conference, San Antonio; 21-23 January 2013.*
2. Tameur Nachef, **Muhamad Jantan**, Abdelmalek Boularas (2013). Personal Traits that Affect Decision Maker Global Mindset in International Business Negotiation Situation *Proceedings of the International Symposium on Business and Management, Kitakyushu, Japan; April 2013.*
3. Tameur Nachef, **Muhamad Jantan**, Abdelmalek Boularas (2014). Fuzzy Modelling for Qatar Knowledge-Based Economy and Its Characteristics. *Modern Economy 03/2014; Vol 5(No 3):224-238.*



Prof. Datin Dr. Ruzy Suliza Hashim

Universiti Kebangsaan Malaysia

Areas of Specialisation

Gender & literature; comparative literature; revisionary writings; action research

Biography

Prof. Datin Dr. Ruzy Suliza Hashim joined the School of Language Studies and Linguistics of Universiti Kebangsaan Malaysia in March 1988. She was the Chair of School of Language Studies and Linguistics from 2005-2008. She was also the Head, Centre for Gender Research from 2010-2011. Her book, *Out of the Shadows: Women in Malay Court Narratives* won the National Book Award in 2005. She was on the panel for the SEAWRITE Award and National Laureate Award (Anugerah Sasterawan Negara). Prof. Datin Dr. Ruzy has taught literature since 1991. Her research interests include gender and literature, comparative literature, revisionary writings and action research. She has supervised about 50 postgraduate students (MA and PhD) and is an external examiner for a number of universities in Malaysia.

Academic Qualifications

Doctor of Philosophy (English), University of Otago, New Zealand, 1999.

Master of Sociology of Literature, University of Essex, England, 1991.

Bachelor of Arts with Honours (English), University of Otago, New Zealand, 1986.

Diploma of Education (TESL), Universiti Kebangsaan Malaysia, 1988.

List of Current Publications

1. Nurul Atiqah Amran & **Ruzy Suliza Hashim** (2013). Reading Japanese Occupation in Malaya in the Rice Mother through the Lens of Social Memory. *Asian Social Science*. 9(7).
2. Idrus, M. M., **Hashim, R. S.** & Mohd Mydin, R. (2016). Rediscovery of the Malay 'local:' youth and TV fiction in Malaysia. *International Journal of Adolescence and Youth*, p. 1-16 16 p.
3. Jabboury, L. I., **Hashim, R. S.** & Satkunanathan, A. H. (2016). Alienation and Intersectionality in Adrienne Kennedy's *Funnyhouse of a Negro*. *Pertanika Journal of Social Science and Humanities*, p. 119-132 14 p.
4. Zabihzadeh, S., **Hashim, R. S.** & Wei, G. C. C. C. (2015). Domestic violence against women in Atiq Rahimi's *The Patience Stone*. *GEMA Online Journal of Language Studies*, 15, 3, p. 51-66 16 p.



Prof. Dr. Roselina Ahmad Saufi

International Business School (IBS)
Universiti Teknologi Malaysia

Areas of Specialisation

Human Capital Management and Organisational Behaviour.

Biography

Prof. Dr. Roselina Ahmad Saufi is currently a Professor at the International Business School, Universiti Teknologi Malaysia (UTM). She is also serving as a Visiting Professor at the Universiti Sains Malaysia and Anhui Xinhua University of P.R. China. She was a Deputy Vice-Chancellor (Academic & International) at Universiti Malaysia Kelantan (UMK) from 2 May 2012 –30 April 2015. Prior to her engagement in the academic world she has worked as a Finance Executive in Asia Commercial Finance Sdn. Bhd. Prof. Dr. Roselina has been appointed to various national committees and councils which include the National Professorial Council for Governance, Law and Public Management Cluster as Deputy Chairman; Public-Private Research Network Matching Expert (PPRN); the Knowledge Transfer Programme Council Members Higher Education Academic Performance Audit of Malaysian Quality Assurance as an Auditor; and a member in Human Resource Council of Sabah. Her current achievements include receiving the Golden Globe Award for Education Leadership in April 2016, securing grants from the Niche Research Grant Scheme and Knowledge Transfer Research Grant in September 2015.

Academic Qualifications

Certificate of Management, University of Sophia, Tokyo, Japan, 1986;
Bachelor of Business Administration (Hons.) UKM, 1988;
MBA, University of Sheffield, UK, 1991;
Ph.D in Management, University of Sheffield, UK, 1995.

List of Current Publications

1. **Roselina Ahmad Saufi** & Kiran Kumar Thoti (2016). Organization Culture Practices towards Employee's Job Efficiency in Software Industries. *Intercontinental Journal of Human Resource Research Review*, Volume 4, Issue 2, February 2016. ISSN: 2320-9704 (Online), ISSN:2347-1662 (Print). (Impact Factor:1.615).
2. **Roselina Binti Ahmad Saufi**, Lee Seong Wei, Nohd Hafiz Jamaludin, Mohd Nizamuddin Abdul Rahim, Wee Yu Ghee & Son Jan Mei. (2015). HACCP Plan for Small Scale Production of Tilapia Products. Publisher: Universiti Malaysia Kelantan. ISBN: 978-967-5782-86-2.
3. Kiran Kumar Thoti & **Prof. Dr. Roselina Ahmad Saufi**. (2015). Impact of Microfinance and Microcredit Facilities on Entrepreneurs in Malaysia. *Acme International Journal of Research in Management, Social Sciences & Technology*. Vol. No. 11, Issue No. 11, July 2015. p. 42-51. (Impact Factor 1.537).



Prof. Dr. Zulkornain Yusop

Universiti Putra Malaysia

Areas of Specialisation

International Economics

Biography

Prof. Dr. Zulkornain Yusop is the Dean and Professor at the Faculty of Economics and Management, Universiti Putra Malaysia. His specialization is International Economics, foreign direct investment (FDI) and capital flows. He was appointed as a consultant for various projects including Ministry of Agriculture and Agro-based Industry i.e. Balance of Trade in food. More than 70 postgraduate students have graduated under his supervision (main supervisor) which includes 12 PhDs, Masters of Science, Masters of Economics and MBAs. He is also listed in the 2000 Outstanding Intellectuals of the 21st Century by the International Biographical Centre (IBC), Cambridge, England. He served as a Visiting Professor at Al Faisal University – Prince Sultan College of Tourism and Business, Jeddah Saudi Arabia from October 2010 to March 2013.

Academic Qualifications

Doctor of Philosophy (Economics), University of Manchester, 1999

Master of Science (Economics), Universiti Putra Malaysia, Serdang, 1992

Bachelor of Arts (Statistics), University of Minnesota, Minneapolis, USA, 1989

Bachelor of Science (Economics), University of Minnesota, Minneapolis, USA, 1988

List of Current Publications

1. Hamisu Sadi Ali, **Zulkornain Bin Yusop**, Law Siong Hook (2015), "Financial Development and Energy Consumption Nexus in Nigeria: An Application of Autoregressive Distributed Lag Bound Testing Approach". *International Journal of Energy Economics and Policy*, 2015, 5(3), pp. 1-6.
2. Ruhaida Saidon, **Zulkornain Yusop**, Normaz Wana Ismail & Law Siong Hook, (2013). "Sectoral Foreign aid on Income Inequality". *International Journal of Economics and Finance*; vol. 5, no. 9; 2013 ISSN 1916-971xe-issn 1916-9728 published by Canadian Center of Science and Education.
3. Sharif Karimi Mohammad, **Yusop Zulkornain**, Siong Hook Law and Lee Chin, "Effects of Human Capital on Foreign Direct Investment Inflows". *Journal of Economic Research*, 18 (2013) pp. 1-23.
4. Tajul Ariffin Masron and **Yusop Z.** (2012), "The ASEAN Investment Area, Other FDI Initiatives, and Intra-ASEAN Foreign Direct Investment", *Asian-Pacific Economic Literature*, Volume 26, Issue 2, November 2012, Pages 88-103 (SNIP = 0.7).



Dr. Raida Abu Bakar

Universiti Malaya

Areas of Specialisation

Organisational Psychology/Employee Behaviour

Biography

Dr. Raida Abu Bakar is a senior lecturer at the Department of Business Policy & Strategy, University of Malaya. Her area of research interest is organisational psychology or more specifically, employee motivation. She has 13 years of experience in consultancy and research projects. She was a consultant to numerous projects i.e. Ministry of Entrepreneur and Co-operative Development, Master Builder Association of Malaysia, ANGKASA, Akademi Seni Budaya dan Warisan Kebangsaan, amongst others.

Academic Qualifications

PhD in Management, RMIT University, Australia, 2013

MBA (Human Resource Management), University of Malaya, Malaysia, 2002

BSc in Management, Purdue University, USA, 1998

List of Current Publications

1. **Abu Bakar, R.**, Cooke, F.L, & Muenjohn, N. (2016) Religiosity as a Source of Influence on Work Engagement: A Study of the Malaysian Finance Industry, *International Journal of Human Resource Management*. *Upcoming publication*.
2. **Abu Bakar, R.** and Norbani Che Ha (2012), Bridging the Gap: HR Practises and the Role of Internal Marketing in Malaysian SMEs in Norbani Che-Ha and Amir Mahmood(eds), *Malaysian SMEs in the New Economy*. Cengage Learning Singapore, pg. 204-218.
3. **Abu Bakar, R.**, Cooke, F. L. & Muenjohn, N. (2012), Conceptual link between personality and job engagement: The moderating influence of empowering leadership, in N. Muenjohn (ed.), *Organisational Leadership: Business Process Model and National Quality Assurance Framework*



Mazreha Binti Ya'akub

Department of Statistics Malaysia

Areas of Specialisation

National Account, Supply and Use Table, Research and Development, Big Data Analytics, Classification and Codes, Creative and Innovation, Generic Statistical Business Process Model and National Quality Assurance Framework

Biography

Mazreha is currently the Principle Assistant Director and Statistician. Besides that she is the Secretariat of the 62nd World Statistics Congress of the International Statistical Institute 2019. Due to her background in Statistics, she is a member of International Statistical Institute, Committee of Malaysia Statistics Conference (MyStats) and an EXCO for Institute Statistics Malaysia.

Academic Qualifications

MSc. in Statistics, University Malaya (UM), 2002

BSc. (Hon) in Statistics, University Technology MARA (UiTM), 2000

List of Current Publications

1. Journal of the Department of Statistics, Malaysia, Vol.1 & 2, 2015: Tourism Satellite Account: The Contribution of Inbound and Domestic Tourism in the Malaysia Economy.
2. The 60th World Statistics Congress of the International Statistical Institute: Measuring the ICT through Satellite Account: Malaysia's Experience.
3. Malaysia Statistics Conference, MyStats 2013: Transcending the Traditional Approach through Satellite Accounts.

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SECTION 1: FORMAT OF PROPOSAL AND REPORT

INTRODUCTION

This section provides the format to guide applicants / consultants in the preparation of research proposals and research reports. This section consists of (a) technical specifications, and (b) content specifications.

1.1 TECHNICAL SPECIFICATIONS

1.1.1 Font and Size

- Title: Centred Times New Roman, **bold**, UPPERCASE, font size 14.
- Main Heading: Flushed left, bold, upper case, font size 12.
Example:

1.1 BACKGROUND OF STUDY

- Sub-Heading: Flushed left, bold, upper and lower case, font size 12.
Example:

1.1.1 Role of an Effective Leader

Note: Sub-headings in the text should be limited to three (3) levels.

1.1.2 Paragraph and Line Spacing

- The first line of all paragraphs must not be indented.
- The main body text must be fully justified.

- One and a half (1.5) line spacing must be used.
- Two (2) lines spacing must be used after headings.
- Two (2) lines spacing must be used between paragraphs.

1.1.3 Pagination

- Page numbers must be centred at the bottom of the page.
- The report must be numbered consecutively, including references and appendices.
- Preliminary pages (e.g. table of contents, executive summary) must be numbered using lowercase Roman numerals (i, ii, iii... etc.).

1.1.4 Title of Tables

- **Location:** Top of the table
- **Font size:** size 12, sentence case (capitalise first letter of major words)

Example of Table:

Table 1.1: Sampling Frame of Training Programmes

	<i>Ministry</i>	<i>No. of Agencies reported</i>	<i>No. of Agencies selected</i>	<i>No. of Programmes reported</i>	<i>No. of Programmes selected</i>	<i>No. of target participants</i>
1	MOA	10	3	165	9	867
2	MRRD	9	4	85	10	1137
3	MOSTI	9	4	98	16	365
4	MOYS	1	1	3	1	252
5	MIDS	1	1	3	3	58
6	MPIC	7	1	87	3	53
7	MOHR	2	1	8	2	21
8	MOTOUR	14	1	68	14	542
	Total	53	16	517	58	3295

1.1.5 Title of Diagrams

- **Location:** Bottom of the diagram
- **Font size :** size 12, capitalise first letter of major words

Example of Diagram:

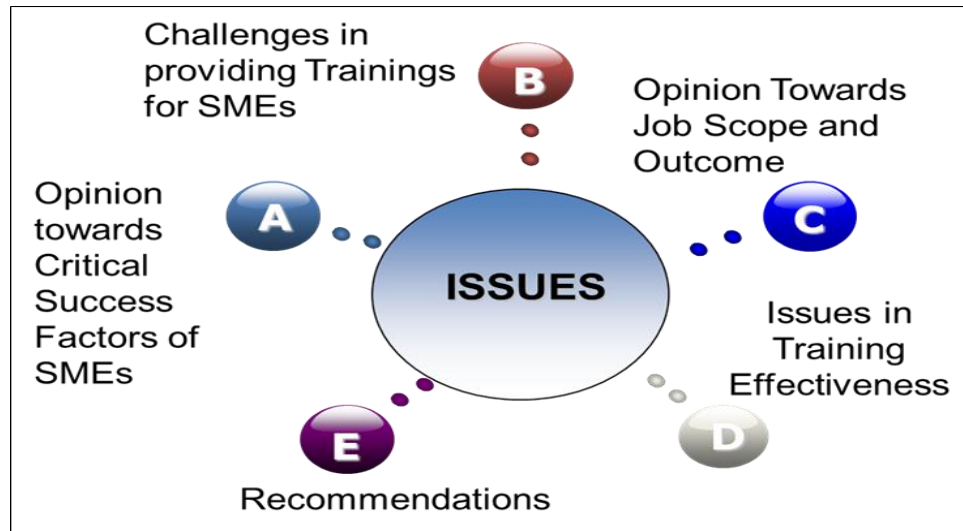


Diagram 1.1: Findings from Face-to-Face Interview

1.1.6 Margin of Pages

Top	: 2.5 cm
Bottom	: 2.5 cm
Left	: 4.0 cm
Right	: 2.5 cm

1.1.7 Binding of Proposal / Report

- Proposal: Comb binding
- Progress Report (Inception, Interim, Draft): Comb binding
- Research Report: Hard binding, Dark blue cover, Gold hot stamping.

1.2 CONTENT SPECIFICATIONS

The proposal and report should contain, at minimum, the following:

RESEARCH PROPOSAL	RESEARCH REPORT
<p>a. Cover page</p> <p>b. Title</p> <p>c. Table of Contents</p> <p>d. Abbreviations</p> <p>e. List of Tables, Diagrams and Figures</p> <p>f. List of Appendices</p> <p>g. Body of Proposal</p> <p>i. Applicant’s Profile</p> <ul style="list-style-type: none"> • Background of Organisation • Profile of Consultant(s) <p>ii. Technical Aspects</p> <ul style="list-style-type: none"> • Research Background • Literature Review • Research Methodology • References (American Psychological Association format must be used) • Timeline • Appendices <p>iii. Financial Aspects</p> <p>h. Deliverables</p>	<p>a. Cover page</p> <p>b. Inner Cover Page</p> <p>c. Title</p> <p>d. Executive Summary</p> <p>e. Table of Contents</p> <p>f. Abbreviations</p> <p>g. List of Tables, Diagrams and Figures</p> <p>h. List of Appendices</p> <p>i. Body of Report</p> <ul style="list-style-type: none"> • Research Background • Literature Review • Research Methodology • Analysis and Findings • Discussion and Recommendations • References (American Psychological Association format must be used) • Appendices

1.3 INTEGRITY OF THE PROPOSAL AND REPORT

- The proposal and report must be written in the applicant's / consultant's own words.
- Quotations from any reference materials must be clearly cited and acknowledged.
- Sources of visual presentations such as photographs or maps must also be clearly indicated.

SECTION 2

HRDF RESEARCH PROPOSAL GUIDELINES

2.0 INTRODUCTION

This section provides a guide to applicants / consultants on the contents of the proposal to be submitted to HRDF. The full proposal should consist of the following three (3) components:

- (i) Applicant's Profile
 - Background of Organisation
 - Profile of consultant(s)

- (ii) Technical Aspects
 - Research Background
 - Literature Review
 - Research Methodology
 - References
 - Timeline

- (iii) Financial Aspects
 - Overall budget for the proposed research

2.1 APPLICANT'S PROFILE

The primary purpose for this component is to gather some basic organisation information and to gauge the applicant's capabilities and competency on the subject of the proposed research. It contains the following information:

2.1.1 Background of the Organisation

- (i) Name of organisation
- (ii) Organisation registration number (MyCOID) (if applicable)
- (iii) Date of establishment
- (iv) Organisation Address (Registration)
- (v) Organisation Address (Mailing)
- (vi) Contact person and contact details
- (vii) List of completed research of related nature
 - Title of research projects
 - Duration (start and end date)
 - Client/ Sponsors
 - Cost of the Research (Malaysian Ringgit, MYR)

2.1.2 Profile of Consultant(s)

- The templates provided in the Request for Proposal (RFP) (as per below) must be used.

(i) Summary of consultant's Information

CRITERIA	RESEARCH HEAD	TEAM MEMBER 1
NAME		
ORGANISATION		
ACADEMIC QUALIFICATIONS		
DESIGNATION		
FIELD OF EXPERTISE		
EXPERIENCE (YEARS)		

(ii) Consultant's Information Template

A1. APPLICANT'S & COMPANY'S PROFILE	
1. Profile of Organisation	: Company of Organisation : Organisation Registration Number (MyCOID) : Date of Establishment : Organisation Address (Registration) : Organisation Address (Mailing) : Contact person : Tel Number : Fax Number : Email Address
2. List of Completed Research of Related Nature	: Title : Duration (Start and End Date) : Client / Sponsors : Cost of the Research (MYR)
3. Profile of Consultant(s)	: Name : Base of the consultant(s) (e.g. within / outside Malaysia) : Academic Qualification : Experience in conducting social research : List of social research conducted
A2. RESEARCH INFORMATION	
1. Title	
2. Research Background	
3. Literature Review	
4. Research Methodology	i. Research Design ii. Population and Sampling iii. Sample Size iv. Instruments v. Data Collection Methods
5. References	
6. Timeline	

2.2 TECHNICAL ASPECTS

This component of the proposal must demonstrate sound knowledge of the subject matter and the technical merits of the proposed research methodology. It contains the following:

2.2.1 Research Background

- Research background is to demonstrate the applicant's familiarity with the research in the context of HRDF.
- Research background should contain the following:
 - (i) Statement of the problem within the roles, functions and significance to HRDF.
 - (ii) Objectives of the research
 - (iii) Scope of the research

2.2.2 Literature Review

- The review is to demonstrate the applicant's familiarity with the subject matter of the proposed research.
- The applicant is required to benchmark the proposed research to prior studies.
- The applicant is required to identify key parameters (variables) of the proposed research.

2.2.3 Research Methodology

The applicant must demonstrate his/her knowledge of the alternative methodologies that may be related to the research and justify the methodology chosen for the proposed research. This should include the following:

(i) Research Design

- Describe and justify the proposed research design.

(ii) Population and Sampling

- Describe the population and identify the sampling frame.
- Describe and justify the method to derive the sample from the sampling frame.

(iii) Sample Size

- Justify the size of sample.

(iv) Instruments

- Describe and justify the tools that will be used to collect data. These may include questionnaires, interview protocols, experiments, observations, etc.

(v) Data Collection Methods

- Describe and justify the methods of data collection.

2.2.4 References

All the materials cited in the research proposal must be listed using the American Psychological Association guidelines.

2.2.5 Timeline

- A Gantt chart within the time schedule must be included.
- The Gantt chart must include the submission of the progress reports deadlines according to the RFP.

2.3 FINANCIAL ASPECTS

- The applicant must provide and justify the itemised unit prices and total prices in “Ringgit Malaysia” (MYR), including GST.
- Among the aspects that applicants may need to consider are:
 - (i) Consultants’ Fees
 - (ii) Communication (telephone / postage)
 - (iii) Travel
 - (iv) Research Materials
 - (v) Rentals
 - (vi) Professional support services
 - (vii) Other expenses
 - (viii) Institutional Overhead
 - (ix) Tax
- The following are details of the aspects that applicants may need to consider when proposing the budget (but not limited to):

NO.	ITEM	DETAIL
1.	Consultants' Fees	<ul style="list-style-type: none"> • Fee • etc.
2.	Communication (telephone / postage)	<ul style="list-style-type: none"> • Based on the data collection method used • etc.
3.	Travel	<ul style="list-style-type: none"> • Flight ticket / Fuel • Accommodation • etc.
4.	Research Materials	<ul style="list-style-type: none"> • Stationeries • etc.
5.	Rentals	<ul style="list-style-type: none"> • Premises • Equipment • Transport • etc.
6.	Professional support services	<ul style="list-style-type: none"> • Enumerators • Data analysts • Interviewers • etc.
7.	Other expenses	<ul style="list-style-type: none"> • Utilities • etc.
8.	Institutional Overhead	<ul style="list-style-type: none"> • State your institutional overhead charges
9.	Tax	<ul style="list-style-type: none"> • Goods and Services Tax (GST) • etc.

- The templates provided in the RFP (as per below) must be used.

B. FINANCIAL INFORMATION	
1. Consultant (salary)	
Person #1	:
Person #2	:
Person #3	:
<i>Sub-Total</i>	:
2. Communication (list)	
Telephone	:
Postage	:
<i>Sub-Total</i>	:
3. Travel (list)	
Fuel	:
Ticket Flight	:
Accommodation	:
<i>Sub-Total</i>	:
4. Material Preparation (list)	
Paper	:
Other supplies	:
<i>Sub Total</i>	:
5. Other Expenses	:
Sub Total	:
Institutional Overhead Charge	:
Sub Total	:
GST	:
GRAND TOTAL	:

SECTION 3

HRDF RESEARCH REPORT GUIDELINES

3.0 INTRODUCTION

This section provides a guideline to appointed consultants on the structure and content of the research report that shall be submitted to HRDF. The research report should include the following, in the order of sequence:

- Cover page
- Inner Cover Page (title, consultant's name and organisation, year)
- Executive Summary
- Table of Contents
- Abbreviations
- List of Tables, Diagrams and Figures
- List of Appendices
- Research Background
- Literature Review
- Research Methodology
- Analysis and Findings
- Discussion and Recommendations
- References
- Appendices (if any)

3.1 EXECUTIVE SUMMARY

The Executive Summary should provide a brief overview of the following:

- Aim(s) of the research;
- Research problem(s);
- Methodology; and
- Major findings and recommendations.

**Note: The executive summary should not exceed two (2) pages and must be written in single spacing.*

3.2 RESEARCH BACKGROUND

- (i) The Research background should contain the following:
- Statement of the problem within the roles, functions and significance to HRDF
 - Objectives
 - Scope of the research
- (ii) Definitions, discussion on aims and significance of the research should be provided in the research background.
- (iii) Evidence and conditions of the existing situations by highlighting the gap(s) to emphasize the statement of problem should be included in the research background.

3.3 LITERATURE REVIEW

The literature review should describe and discuss the following:

- Major prior studies conducted related to the current research.
- The major findings from these prior researches.
- Findings which may or may not be applicable to the current research with emphasis on the major parameters framing the proposed study.

3.4 RESEARCH METHODOLOGY

The research methodology section should:

- Describe in detail the conceptualisation of variables (research framework) that guides the proposed research.
- Discuss in detail the following:
 - (i) Research Design
 - (ii) Population and Sampling
 - (iii) Sample Size
 - (iv) Instruments (all instruments used must be appended)
 - (v) Data Collection Methods

3.5 ANALYSIS AND FINDINGS

The analysis and findings section should:

- Describe the data analysis conducted to establish:

(i) Goodness (Quality) of data

Analysis related to establishing the credibility of the data collected. e.g. reliability and validity test of the instrument used and representativeness of the sample.

(ii) Analysis undertaken to address the objectives

Describe the analysis undertaken to estimate the size of variables of research and the inter relationship between variables. e.g. mean, standard deviation, correlational analysis, ANOVA, etc.

- Provide the results of the analysis in relation to the research objectives.

- The results obtained can be presented as a series of figures, tables, etc., with descriptive texts and discussion.

3.6 DISCUSSION AND RECOMMENDATIONS

The discussion and recommendations section should:

- Discuss the findings, with emphasis on the strengths and weaknesses of the results and how they compare to previous studies nationally and internationally.
- Discuss the implications and significance each of the major findings.
- Describe how the major findings can be integrated in order to provide solutions to the problems addressed by the problem statement.
- Translate the integration of the findings into recommendations for a plan of action.

3.7 REFERENCES

All cited references must be listed using the American Psychological Association style guidelines.

SECTION 4

HRDF RESEARCH CODE OF CONDUCT

4.0 INTRODUCTION

This section provides details of the code of conduct that the consultants need to adhere to when undertaking projects commissioned by HRDF. This code serves to promote ethical conduct and attitudes, awareness of conflicting standards, good judgement and the ability to make well-founded decisions in light of multifarious considerations. There are two (2) key components of this code of conduct:

- i. Obligations of the Consultant(s)
- ii. Ethical Conduct of Research

4.1 OBLIGATIONS OF THE CONSULTANT(S)

The consultant must:

- Exercise reasonable skill, care and diligence.
- Apply best knowledge, competence and skill.
- Ensure the research project progresses according to the schedule.
- Seek the approval of HRDF for any variations from the agreed research proposal before implementing the said variations.
- Submit the reports (written and verbal) as required by HRDF.
- Adhere to HRDF's Integrity Pledge and the Service Agreement.

4.2 ETHICAL CONDUCT OF RESEARCH

4.2.1 Data Collection

- Consent from relevant data owners (if necessary) must be obtained.
- Secondary data must be acknowledged.
- Only appropriate data which are relevant to the research may be collected.

4.2.2 Data Management

(i) Data Security

- Secure research data storage and record-keeping facilities must be provided.
- All data collected and analysed upon closure of the research project must not be retained.

(ii) Data Confidentiality

- The confidentiality of data must be maintained.
- Data collected must not be disseminated to unrelated parties.

(iii) Data Analysis

- All data collected must be analysed.

- The best possible techniques of analysis must be used to analyse the data.
- The data must not be manipulated and fabricated.

(iv) Data Reporting

- The reported findings must be supported by the data analysis.

4.2.3 Plagiarism

The consultant(s) are required to write the report in their own words. Any form of information from any reference materials must be clearly cited and acknowledged.

4.2.4 Collaboration

The consultants must seek the prior consent of HRDF for any collaboration with other (third) parties.

4.3 THE RIGHTS

- The ownership of all intellectual property related to the project lies with HRDF.
- The consultant(s) may disseminate content of the report upon written consent from HRDF.

REFERENCES

1. American Psychological Association. (2010). Publication manual of the American Psychological Association (6th Ed.). Washington, D.C.: American Psychological Association.
2. Howell, J., Miller, P., Park, H.H., Sattler, D., Schack, T., Sperry, E., Widhalm, S., & Palmquist, M. (2005). Reliability and Validity. Writing@CSU. Colorado State University Department of English. Retrieved February 23rd, 2016 from: <http://writing.colostate.edu/guides/research/relval/>.
3. Krejcie, R. V., & Morgan, D. W. (1970). Determining Sample Size for Research Activities. *Educational and Psychological Measurement*, 30, 607-610.
4. Maleske, R. T. (1995). *Foundations for Gathering and Interpreting Behavioural Data: An introduction to statistics*, Pacific Grove, CA: Brooks/Cole Publishing Company.