



## MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) 2019

19 – 30 August 2019

Co-operative College of Malaysia

### CERTIFICATE IN

### CO-OPERATIVE MICROFINANCE



Organized by



CO-OPERATIVE COLLEGE OF MALAYSIA  
Creative Training Towards Progressive  
Co-operatives

#### MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

The Malaysian Technical Cooperation Programme (MTCP) was first initiated at the First Commonwealth Heads of Government Regional Meeting (CHOGRM) for Asia Pacific Region in Sydney in February 1978. It was officially launched on 7 September 1980 at the 2nd CHOGRM in New Delhi to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TTCC). In line with the spirit of South-South Cooperation, Malaysia through the MTCP shares its development experiences and expertise with other developing countries. The MTCP was first formulated based on the belief that the development of a country depends on the quality of its human resources. Annually, MTCP collaborates with its leading Training Institutions to conduct capacity building programmes in various key areas of development. Since its inception in 1980, more than 33,000 participants from 144 countries have benefited from the various programmes offered under MTCP.

#### OBJECTIVES

- To share development experience with other countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC);
- To promote technical cooperation among developing countries (TTCC).



#### CO-OPERATIVE COLLEGE OF MALAYSIA (CCM)

As the sole co-operative education institution in Malaysia, CCM has been entrusted by the Ministry of Foreign Affairs to conduct the 'Certificate in Co-operative Microfinance' course. This serves as recognition by the government of Malaysia to advocate the co-operative sector as the third engine of growth for Malaysia after the public and private sectors.

The main functions of CCM are:

- To organize training and education programmes for co-operative movement in the country;
- To disseminate and publish information related to co-operatives;
- To conduct research;
- To provide consultancy services with regard to co-operative movement.

#### 'Certificate in Co-operative Microfinance' Programme

Microfinance is emerging as a powerful instrument in new economy to provide financial services to the poor at affordable cost in its endeavor to solve the problems of poverty and unemployment. It laid special emphasis on expanding the network of financial institutions, co-operatives and other self help groups in order to provide credit to the poor and weaker sections of the society. With goal of creating social values, financing formula in co-operative have broaden the impact of the provision of financial services to low income members with an aim of improving livelihood opportunities through the provision of capital for micro enterprises. Thus, this course focuses on sharing of knowledge and comprehensive concept that applies to microfinance, particularly in co-operative societies.

#### COURSE OBJECTIVE

To enable participants to gain understanding on fundamentals of microfinance in co-operative, its' products, services, issues, challenges and strategies as tools for community development in accordance with the co-operative principle and cooperative legislation.



## APPLICATION GUIDELINES AND ENQUIRIES

### COURSE CONTENT

To achieve objectives of the course mentioned, the following topics are covered:

- **Introduction to Co-operative Movement in Malaysia**
  - Economic and Social Development of Malaysia
  - Overview of Co-operative Movement in Malaysia
  - National Co-operative Policy
  - Co-operative Identity and Value Based Management
- **Fundamentals and Overview of Microfinance in Malaysia**
  - Overview of Microfinance: From Moneylenders to Microfinance
  - Microfinance setting in Malaysia
  - Principles and Practices of Microfinance Governance
- **Microfinance Through Islamic Perspective**
  - Comparison between Conventional and Islamic Microfinance
- **Microfinance: Product and Services**
  - Microcredit Schemes
  - Managing Microfinance Delivery Modes
  - Monitoring and Evaluating Loans
- **Strategic Issues and Challenges in Microfinance**

### METHODOLOGY

Integrated approach teaching and learning methodology through formal lectures, discussions, simulation exercises and study visits.

### QUALIFICATION

Participants of this course should comply to the following pre-requisites:

- Nominated by respective government;
- Co-operative leaders with minimum of **three years** experience as a board or manager of co-operatives;
- Government officers with minimum of **three years** working experience supervising co-operative movement in their respective countries;
- Age between 26 to 50 years; (Kindly include Middle to Senior Officer)
- Proficiency in English language;
- Medically and physically fit to attend this course;
- Ability to work independently or in groups.

## VISA & VACCINATION

It is mandatory for all the MTCP participants to follow the Visa With Reference (VWR) application procedure. Once the approval is obtained, the training institution should send a copy of VDR approval letter to the participants. Subsequently, with the copy of the approval, the participants may get the VDR from the nearest Embassy of Malaysia. Wherever applicable, participants are advised to arrange for vaccination on their own prior to travel to Malaysia. Expenditures on all visa-related fees, airport tax/airport user's charge, transit insurance, excess luggage, travel tax, transit fees, domestic passenger terminal fees, phone charges, private purchases, etc borne by the participants.

### OTHER INFORMATION

Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP participants and abide by the laws, rules and regulations of CCM. Participants shall follow the programme approved for them.

Selected participants are **NOT** allowed to:

- leave Malaysia during the course and
- bring along their spouses or families throughout the duration of the course.

**Participants shall abide by the terms and conditions of the MTCP**

A copy of duly endorsed application form must also be submitted to the Secretariat at:

#### MTCP SECRETARIAT

**Certificate in Co-operative Microfinance,**  
Centre of International & Collaboration,  
CO-OPERATIVE COLLEGE OF MALAYSIA,  
103, Jalan Templer, 46700 Petaling Jaya,  
Selangor Darul Ehsan, Malaysia.

Phone : + 603 7964 9000

Fax : + 603 7954 3957

Email : [clc@mkcm.edu.my](mailto:clc@mkcm.edu.my)

<http://www.mkcm.edu.my/index.php/my/program/program-mtcp>

### TUITION FEES

**The closing date is May 24, 2019**

- Applicant will be notified of their acceptance to the course either through the Malaysian Embassies or CCM. If the applicant has submitted a complete and properly endorsed application form via the proper diplomatic channel and did not receive any feedback prior to the commencement of the course, please assume that the applicant was not selected.

#### Only successful applicants will be notified

- ⇒ Copy of Passport
- ⇒ Passport sized coloured photo (3.5cm x 5cm)
- ⇒ Medical Report

- Submitted application forms must be accompanied by the applicants':
  - ⇒ Copy of Passport
  - ⇒ Passport sized coloured photo (3.5cm x 5cm)
  - ⇒ Medical Report
- All applications should be made in the prescribed forms and supported by a medical report.
- All application forms must be duly completed and endorsed by the Ministry of Foreign Affairs or National Focal/ Aid Coordinator Agency in the respective countries (the relevant ministry or agency responsible for the overall coordination of international technical assistance) and should be submitted **ONLY** through the diplomatic channel via Embassy of Malaysia in the respective countries.
- Applications should be made using the prescribed MTCP forms available at :  
[https://mtcpcoms.kln.gov.my/mtcpcoms/online/list\\_course](https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course)
- MTCP applications forms can also be obtained at nearest Malaysian Embassies in recipient countries.

- Tuition fees and expenses related to the program for successful candidates will be sponsored by the government of Malaysia **except** for visa and vaccination where applicable.
- A return air ticket from the Capital City of the recipient country to Kuala Lumpur on Economy Class is provided for participants .
- Participants will be accommodated either in hostel belonging to the training institutions (CCM) or nearby hotel "Twin Sharing".