



PERBADANAN PRODUKTIVITI MALAYSIA (MALAYSIA PRODUCTIVITY CORPORATION)

Peti Surat 64, Jalan Sultan, 46904 Petaling Jaya, Selangor D.E Malaysia
Tel: 603-79557266, 79557050, 79557080, 79557172, 79557190, 79557232, 79557341
Fax: 603-79558068 (E), 79551824, 79606264(B), 79540795 (Promosi)
Lorong Produktiviti, Off Jalan Sultan, 46200 Petaling Jaya, Selangor D.E. Malaysia
<http://www.mpc.gov.my>



(Badan Berkanun di bawah Kementerian Perdagangan Antarabangsa dan Industri – MITI)

MPC (DMO) 600-3/2/18

6 May 2021

Nur Aliah Manshor
No. 2-10-9, Pangsapuri Kemuning Aman,
Seksyen 32,
40460 Shah Alam
Selangor.

Dear Puan Nur Aliah,

INVITATION AS WRITER FOR E&E INDUSTRY ON CHALLENGES AND PLAN

We are pleased to inform you that the Malaysia Productivity Corporation (MPC) and E&E Productivity Nexus (EEN) would like to invite you as the writer for Electrical and Electronics Productivity Nexus team.

2. Payment shall be based on number of pages where the rate is RM 200.00 (inclusive of all taxes) per page. To accept this invitation, you will need to complete the relevant sections of the attached letter of acceptance, sign it and return it to Malaysia Productivity Corporation.

3. Attached together are the term of reference and acceptance letter for your reference. Should you agree to accept this invitation and the term of reference, do fill out the reply form as attached and return the completed form to us. Any inquiries regarding this matter, please do not hesitate to contact En. Aiman Zakwan at 014 2700260/aiman@mpc.gov.my.

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely

(SUHAIMI HAMAD)

Director
Productivity Growth Division for Director General
Malaysia Productivity Corporation (MPC)

TERMS OF REFERENCE (TOR)

WRITER FOR E&E INDUSTRY ON CHALLENGES AND PLAN

1.0 Purpose of the Assignment

The Purpose of this assignment is to appoint as writer for E&E Industry input on challenges and plan

2.0 Scope of Work

- 2.1** To propose format and detail outline based on the general outline provided by MPC prior to drafting the report
- 2.2** To provide necessary professional inputs to support the implementation of all initiatives
- 2.3** To attend relevant meetings and discussions with stakeholders as required
- 2.4** To attend the report review sessions with MPC and the EEPN Champion
- 2.5** To provide any recommendations per own area of expertise or knowledge
- 2.6** To conduct research and synthesize materials such as reports, past literature, and articles relevant to the subject matter, as appropriate to be included in the report
- 2.7** To prepare the report or any other document and circulated within seven (7) working days from the date of the commencement/announcement. To proofread the draft for spelling and punctuation
- 2.8** To make changes on content to the first draft based on feedback from the relevant parties
- 2.9** To produce the final draft of the industrial report – draft to be submitted to MPC in softcopy; and

3.0 Document Formatting

- 3.1** The document must be written in English Language.
- 3.2** The document can be in Microsoft Word or Power Point format.
- 3.3** Report writing not exceeding 30 pages(maximum);
- 3.4** Format of document in Microsoft Words must shall follow Font format: Arial, Size: 12, Line spacing: 1.5;.

4.0 Project Duration

- 4.1** The duration of the appointment is from May to November 2021

5.0 Proprietary Rights

- 5.1** The writer or their organisation agreed that their names will not be published.
- 5.2** All written text must be original and previously unpublished. Any write-up which has been plagiarised will be rejected.

6.0 Confidentiality

All information shared and discussed during any meetings are confidential and shall never be disclosed to other parties in any manner without prior consent from the Champion and MPC.

7.0 Proposed report title and expected deadline

No	Proposed Title	Expected Deadline	Cost/Unit	Total (RM)
1	Enhance Productivity of E&E Sector through establishment of an association	May	RM200 x 30 pages	6,000
2	Public Private Partnership (PPP) Strategy to Ensure Safe at Work Environment	June	RM200 x 30 pages	6,000
3	Promoting Malaysian companies to the world through virtual marketplace	July	RM200 x 30 pages	6,000
4	Right Skill, Right Education, Right Job, Right Wages for E&E Industry	August	RM200 x 30 pages	6,000
5	Enhance Investment Experience with Expatriate and Employment Process	Sep	RM200 x 30 pages	6,000
6	E&E Industry Outreach (MSIA Care) and Collaboration Programs	Oct	RM200 x 30 pages	6,000
7	Business Matching Programme - Semicon Connect	Nov	RM200 x 30 pages	6,000
TOTAL (RM)				42,000

Notes: Proposed titles may change based on the stakeholders' requirement from time to time

8.0 Payment Terms

- 8.1 RM200.00 per page (not more than 30 pages) for the report
- 8.2 The payment rate is based on Kadar Bayaran Perkhidmatan Kepakaran (Bukan Penjawat Awam) which has enforced since 15th February 2021.

Prepared by:

Malaysia Productivity Corporation (MPC)

Appendix 2: Acceptance Form

Director General
Malaysia Productivity Corporation (MPC)
P.O. Box 64, Lorong Produktiviti
off Jalan Sultan 46904
Petaling Jaya, Selangor
(Attention: Puan Lee Wan Wei)

ACCEPTANCE AS WRITER FOR E&E INDUSTRY CHALLENGES AND PLAN

With regards to the above matter, I agree to be writer for EEPN, as offered by Malaysia Productivity Corporation (MPC).

Name	
Designation	
I.C. Number	
Email Address	
Mobile Number	
Bank Name	
Account Number	

Thank you.

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Name:

Date: