



## **TERMS OF REFERENCE (TOR)**

### **Technical Expert**

**MPC's GUIDEBOOK ON EXPORT & IMPORT PROCEDURES IN  
MALAYSIA (PUBLISHED - DECEMBER 2013)**

# **Terms of Reference: Technical Expert**

## **1.0 Background**

Clearance of goods and conveyances for import, export or transit is a key activity that brings together the various governmental bodies and industry stakeholders involved in international cross-border trade.

Goods moving across international borders have to undergo sometimes lengthy, complex and difficult administrative procedures in order to be imported to, exported from, or transited through a country or Customs territory.

The Government has announced various policies and implemented continuous improvement strategies to further expediting the movement, release and clearance of goods at border.

The publication of Guidebook on Export & Import Procedures in Malaysia – A Practical Toolkit can also be viewed as another important adjunct to all government effort to improve trade environment and ease of doing business in Malaysia.

## **2.0 Objective**

The overall objective of this consultancy is to review MPC's Guidebook on Export & Import Procedures in Malaysia (published - December 2013). The information collected from a wide range of stakeholder will therefore be used to update the Guidebook on Export & Import Procedures in Malaysia (2<sup>nd</sup> Edition).

## **3.0 Scope of Work**

Duties and responsibilities of the consultant include, but are not limited to, the following:

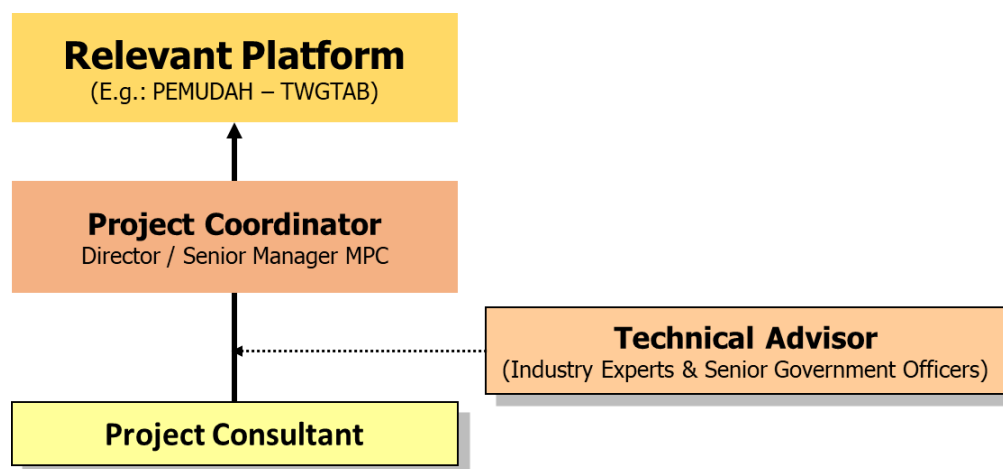
- Conduct assessment of national export import procedures, policies, guidelines and other relevant document to identify and confirm gaps, weaknesses, priority topic needs to be addressed.
- Review Guidebook on Export & Import Procedures in Malaysia (published - December 2013), propose and update the guidebook with relevant changes.
- Review the current legislative framework and make recommendations for the most appropriate legislative and regulatory framework (comprising new or existing legislation).
- Conducting structured and/or semi-structured interviews with other relevant field experts;

## 4.0 Methodology

The process will entail a combination of comprehensive desk reviews and document analysis, and consultations with key stakeholders, including the government partners. The Consultant will be expected to provide relevant assistance to the recipients, including written contributions, as per need and the work plan.

## 5.0 Reporting obligation

The Consultant will work closely with and report to the Project Coordinator throughout the assignment as figure below:



## 6.0 Report Formatting

- The report must be drafted in a format agreed with MPC. The report must be written in English.
- Additional information for report clarification **MUST** be done without extra charge and within reasonable time.

## 7.0 Timeframe

The works of the write-up shall commence immediately upon effective date of the Letter of Award and shall be completed within a period of **three (3) months**.

## 8.0 Payment Terms

The ceiling cost of this project is kept at **RM 18,000.00**

Payment Summary by Stages		No. of Man-Days	Rate per Man-Day (RM)	Total (RM)
Stage 1	Upon completion of Draft Guidebook	5	2,000	10,000.00
Stage 2	Upon completion of Guidebook	4	2,000	8,000.00
<b>TOTAL</b>				<b>18,000.00</b>

Note:

1. The appointed consultant shall deliver the assigned job scope, as specified in **Section 3.0**, where the tasks must be achieved and the soft copy of all relevant information and findings sought under this project is handed over to MPC based on the format determined by MPC.

## 9.0 Proprietary Rights

The parties hereby acknowledge that the Work Product, and all documentation, information, systems, and other results developed in connection with the Work Product, will, to the extent permitted by Law, will remain MPC's exclusive property.

The consultant or his organisation agreed that their names will not be published in this research report. It is the duty of the consultant to communicate with the organisation/industry to get the necessary information regarding best practices observed.

All written text must be original and previously unpublished. Any write-up which has been plagiarized will be rejected.

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