

TERMS OF REFERENCE
COORDINATOR FOR WEBINAR AND ROUND TABLE DISCUSSION (RTD) SERIES
UNDER AGRO-FOOD PRODUCTIVITY NEXUS

1.0 Background

The Agro-food Productivity Nexus (AFPN) will be organizing a series of webinar and round table discussion (RTD). The objectives of the series are to ensure that all information and knowledge are being shared to all stakeholders and the concerns from the stakeholders being heard by the government. The speakers invited will share their experience towards the discuss topics.

2.0 Roles and Responsibilities

- i. Coordinate all webinar/RTD sessions organized by AFPN.
- ii. Design poster/brochure for promotion.
- iii. Draft and send invitation to stakeholders via email, online communication platform or any other platform available in MPC.
- iv. Manage slide presentation submit by all speaker and upload to the online platform (if needed).
- v. Coordinate and manage rehearsal session for the webinar/RTD
- vi. Prepare, provide and manage technical support during the webinar/RTD session (internet connection, recording, screen shot of the event)
- vii. Draft and send thank you note together with survey question to all participants for the webinar/RTD session.
- viii. Prepare a 1-page summary report on the webinar/RTD session (attendance list, analysis of the survey and list of questions and answer of the session)

3.0 Programme Timeline

The webinar and RTD series will be conducted from October till December 2020

4.0 Payment Terms

An honorarium for the service rendered will be as follows:

Months	Activities	# of session	Rate per session (RM)	Total (RM)
Phase1: October	i. 2 webinar series ii. 2 RTD session	4	500.00	2,000.00
Phase2: November	i. 2 webinar series ii. 2 RTD session	4	500.00	2,000.00
Phase3: December	i. 2 webinar series ii. 1 RTD session	3	500.00	1,500.00
TOTAL				5,500.00

Note:

- i. The appointed service provider shall deliver the assigned job scope, as specified in roles and responsibilities stated above, where the tasks must be achieved.
- ii. The payment will be made at the end of the month based on the actual session conducted.

5.0 Deliverables

One (1) page summary report for each session

6.0 Secretariat

Agro-Food Productivity Nexus
Productivity Growth Division
Malaysia Productivity Corporation