



MPC (DMO) 600-3/2/41

13 October 2020

Encik Mohamad Khairi bin Mohamad @ Alwi

Pusat Pengajian Pengurusan Pelancongan, Hospitaliti dan Acara

Kolej Undang-Undang, Kerajaan dan Pengajian Antarabangsa

Universiti Utara Malaysia

06010 Sintok, Kedah Darul Aman

Dear Sir,

APPOINTMENT AS INDUSTRY EXPERT FOR TOURISM PRODUCTIVITY NEXUS (TPN) PROJECT: RECOMMENDATION PAPER ON REGISTRATION FOR ADVENTURE TOURISM OPERATORS (ATO) AS SPECIALISED TOUR OPERATOR AT MINISTRY LEVEL

The above subject refers.

2. We are pleased to inform that Tourism Productivity Nexus (TPN) in collaboration with Malaysia Productivity Corporation (MPC), would like to appoint you as industry expert for the project as per details below:

Project	: Recommendation Paper on Registration for Adventure Tourism Operators (ATO) as Specialised Tour Operator at Ministry Level
Fee	: RM 1,000 per day
Start date	: 15 October 2020
End date	: 30 November 2020
Working days	: 10 days
Terms of Reference	: Attachment A

3. Should you agree with the offer, please complete and return the reply slip form in the accompanying page. Any inquiries regarding this matter, please contact Ms. Nik Nazarina Nek Mohamed at 017-3477669 or email to nazarina@mpc.gov.my.

Thank you.

Yours sincerely,

(SUHAIMI HAMAD)

for Director General

Malaysia Productivity Corporation (MPC)

TERMS OF REFERENCE (TOR)
INDUSTRY EXPERT FOR TOURISM PRODUCTIVITY NEXUS (TPN):
RECOMMENDATION PAPER ON REGISTRATION FOR ADVENTURE TOURISM
OPERATORS (ATO) AS SPECIALISED TOUR OPERATOR
AT MINISTRY LEVEL

1.0. Purpose of the Assignment

The purpose of this assignment is to appoint an industry expert for Tourism Productivity Nexus (TPN) project to prepare recommendation paper on Adventure Tourism Operators (ATO) to be recognized through registration as Specialised Tour Operator at Ministry Level.

2.0. Timeline

15 October – 30 November 2020

3.0. Scope of Work

3.1. Relevant Meetings and Discussions

- 3.1.1. Attend relevant meetings and discussions towards establishing the recommendation paper on the subject matter;
- 3.1.2. Research relevant materials related to the subject matter;
- 3.1.3. Liaise with relevant individuals and organisations who will be involved in meetings and discussions;
- 3.1.4. Recommend, arrange and moderate engagement session with relevant industry players to gain inputs for the recommendation paper; and
- 3.1.5. Prepare relevant drafts and materials related to meetings and discussions.

3.2. Reports, Output Documents, and Recommendation Paper

- 3.2.1. Prepare minutes of meetings / notes of discussion / summary on meetings / discussion / engagement sessions; and
- 3.2.2. Produce recommendation paper on Adventure Tourism Operators (ATO) registration as specialised tour operator at Ministry level.

4.0. Timeline

4.1	Week 2	Submit outline and executive summary of the recommendation paper
4.2	Week 4	Submit draft of the recommendation paper
4.3	Week 7	Submit final recommendation paper

5.0. Payment Terms

- 5.1. A technical expert will be paid RM 1,000 per day, and payable at 10 working days, as per below:

No.	Tasks	Working Days
5.1.1	Recommend, arrange and moderate engagement session with relevant industry players to gain inputs for the recommendation paper	2
5.1.2	Research relevant materials related to the subject matter, which includes desk research, interviews, survey etc.	2
5.1.3	Prepare Proposal / Concept Paper on AT Enhancement and Sustainability	6

- 5.2. The payment includes other relevant costs incurred in performing the tasks as stipulated in the 3.0.

Prepared by:

Secretariat Tourism Productivity Nexus (TPN)

Appendix 2: Acceptance Form

Director General
Malaysia Productivity Corporation (MPC)
Lorong Produktiviti, Jalan Sultan
46200 Petaling Jaya, Selangor
(Attn: Nik Nazarina Nek Mohamed; email: nazarina@mpc.gov.my)

ACCEPTANCE OF APPOINTMENT AS TECHNICAL EXPERT FOR TOURISM PRODUCTIVITY NEXUS (TPN) PROJECT: RECOMMENDATION PAPER ON REGISTRATION FOR ADVENTURE TOURISM OPERATORS (ATO) AS SPECIALISED TOUR OPERATOR AT MINISTRY LEVEL

With regards to the above matter, I hereby accept the above appointment and its terms of reference, as offered by Malaysia Productivity Corporation (MPC).

Name	
I.C. No.	
Bank Account Number	
Bank Name	
Email Address	
Mobile Number	

Thank you.

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Name :

Date :