

MPC(DMO)600-3/2/40

15th September 2020

Mr. Vincent Oh

The Malaysian Industrial 4.0 System Integrator (MiSi4.0) Association
 PSDC Building, 2nd Floor
 No. 1, Jalan Sultan Azlan Shah
 11900 Bayan Lepas
 Pulau Pinang

Dear Mr. Vincent,

**APPOINTMENT AS MENTOR (ADVISOR) FOR MACHINERY & EQUIPMENT BUSINESS
 VIRTUAL ADVISORY SERVICES IN PRODUCTIVITY1010**

With reference to the above subject, Malaysia Productivity Corporation (MPC) would like to appoint you as the mentor (advisor) in collaboration with the Machinery and Equipment Productivity Nexus (MEPN) Team for the project as detailed below:

Program	Machinery & Equipment Business Virtual Advisory Services in PRODUCTIVITY1010
Date	September – November 2020
Payment Terms	RM200 per hour (Details of the payment for the appointment will be agreed in discussion with MPC and as stipulated in the <i>Garis Panduan Kadar Bayaran Program Atas Talian, 26 April 2020</i>)
Project Duration	3 months
Scope of Work	Terms of Reference (TOR) as per Appendix 1

2. Should you agree with the offer, please respond to MPC by signing the Acceptance Form as per appendix 2.

3. Any inquiries regarding this matter please contact Mr. Abdul Rahman Kamis at 013-369 3243 or e-mail to arahman@mpc.gov.my.

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely,



(SUHAIMI HAMAD)

Director
 Productivity Growth Division
 Malaysia Productivity Corporation (MPC)

cc : **Mr. Mac Ngan Boon**

Champion
 Machinery & Equipment Productivity Nexus (MEPN)

Appendix 1: Terms of Reference

TERMS OF REFERENCE (TOR) MENTOR (ADVISOR) BUSINESS VIRTUAL ADVISORY SERVICES IN PRODUCTIVITY1010

1.0 Purpose of the Assignment

The purpose of this assignment is to appoint a mentor (advisor) for Machinery and Equipment Business Advisory Services (BVAS) in PRODUCTIVITY1010. PRODUCTIVITY1010 is an in-depth online coaching, mentoring or guiding with identified business companies

PRODUCTIVITY1010 reshapes transformation platform for industry players and business companies to adapt fast and aligned with business landscape changes in Post COVID-19 Pandemic. PRODUCTIVITY1010 will equip Malaysian business companies with fast adaption capability for business surviving.

2.0 Objectives

- 2.1** To provide a close mentoring, coaching and guiding series (10 hours) through online on the selected manufacturing company;
- 2.2** To help the selected manufacturing company to surface up their operation issues and using Prioritisation Tool to tackle the issue by following priority band as recommended by the tool;
- 2.3** To ensure the selected manufacturing company to have a clear mindset on how to move forward to implement digitisation on their manufacturing shoot floor based on the implementation report provided by the mentor.

3.0 Scope of Work

Mentor / Expert is responsible to lead and implementing the PRODUCTIVITY1010 with the selected manufacturing company. The scope of PRODUCTIVITY1010 as in the focus areas as below:

3.1 Self-Diagnostic Tool

MEPN has developed an online Digitisation Self-Diagnostic Tool, this diagnostic intention is to identify the status of the selected manufacturing company on its readiness for the digital transformation. Mentor / Expert is required to study the Self-Diagnostic result (Spider Chart) for each company that under their supervision, before starting the coaching session.

3.2 Prioritisation Process (10 hours Coaching Session)

Mentor / Expert works closely with MEPN secretariat, to engage with assigned SMEs (starting with five (5) selected manufacturing companies). Mentor / Expert will deliver the coaching session as per table 1:

No.	Task / Content (Prioritisation Process)	Online	(A) Allocated Time (Hour)	(B) Number Companies (minimum)	(C) Number of Sessions	Total Hours (A x C)	Total Companies (B x C)
1.0	Reality Check	Online	2.0	5	10	20	50
1.1	PART 1 : Assessment of Strategy Level 1. Strategy & Organisation 2. Transversal & Domain related competences: Employees		0.5	5	10	5	
1.2	PART 2 : Adaption Level 1. Smart products – Co-created Design concept 2. Smart factory – Intelligence Manufacturing System 3. Smart operation – Controlling, adjusting & monitoring process real time 4. Data driven services – Integrated business and operational data management		1.5	5	10	15	
2.0	Return of Investment (ROI)	Online	1.0	5	10	10	50
	<ul style="list-style-type: none"> Manpower Reduction Throughput Improvement Quality Improvement Utilities Cost Reduction Inventory Cost Reduction 		1.0	5	10	10	
3.0	KPI Indicator	Online	1.5	5	10	15	50
3.1	Efficiency <ul style="list-style-type: none"> Asset & Equipment Inventory Utilities Workforce 		0.5	5	10	5	
3.2	Quality and Assurance <ul style="list-style-type: none"> Process Quality Product Quality Safety & Security 		0.5	5	10	5	
3.3	Speed & Flexibility <ul style="list-style-type: none"> Planning & Scheduling Production Flexibility Time to Market 		0.5	5	10	5	
4.0	Reference Best Practice – Cross Reference to 15 Questionnaire in Self-Diagnostic Tool	Online	0.5	5	10	5	50
5.0	Private Coaching Session	Online	5.0	5	10	50	50
5.1	<ul style="list-style-type: none"> 1:1 Session (minimum 1 hour per company) 		1.0	5	10	50	
	Total Mentoring Hours		10.0			100.0	

TABLE 1: Task during Prioritisation Process

3.3 Preparation of Digitisation Road Map/ Blueprint (Full Report)

Mentor / Expert will prepare full report for the selected manufacturing company to move forward to implement digital solutions for their manufacturing process.

- Organisation
- Process
- Technology

4.0 Document Formatting

4.1 The report must be written in English Language.

4.2 The length of report minimum 10 pages.

4.3 The final report must be submitted via email to mepn@mpc.gov.my.

5.0 Project Duration

The total task is expected to take a total of 3 months; starting on September – November 2020.

6.0 Mentor/ Expert Profile Required

Mentor/ Expert must provide curriculum vitae which meet the qualification, skills and experience related to respective industry.

7.0 Confidentiality

The appointed Mentor / Expert must sign Non-Disclosure Agreement (NDA) with MPC. Mentor / Expert must ensure the information shared is dealt as strict confidential except for the appointed personnel by MPC and MEPN.

8.0 Payment Terms

8.1 An industry expert will be paid based on the following activities:

Activities	Payment (RM)	Hours	Number of Sessions	Total Payment (RM)
Conducting a Reality Check	200/ hour	2	10	4,000.00
Conducting Coaching on Return of Investment (ROI)	200/ hour	1	10	2,000.00
Private Coaching Session	200/ hour	5	10	10,000.00
Conducting Coaching on KPI Indicator and Best Practices	200/ hour	2	10	4,000.00
Total		10		20,000.00

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

Prepared by:

Secretariat Machinery and Equipment Productivity Nexus (MEPN)

Appendix 2: Acceptance Form

Director General
Malaysia Productivity Corporation (MPC)
P.O. Box 64,
Jalan Sultan
46904 Petaling
Jaya, Selangor

(Attention: Abdul Rahman Khamis, Email: arahman@mpc.gov.my)

APPOINTMENT AS MENTOR (ADVISOR) FOR MACHINERY & EQUIPMENT BUSINESS VIRTUAL ADVISORY SERVICES IN PRODUCTIVITY1010

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	Oh Kok Loon
Designation	Solutions Consultant
I.C. Number	8001050-01-6195
Bank and Account Number	Maybank 112718052241
Email Address	vincentoh80@gmail.com
Mobile Number	0162986384

Thank you.



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Name: Oh Kok Loon

Date: 16 September 2020