

TERMS OF REFERENCE (TOR)
APPOINTMENT AS COORDINATOR AND MODERATOR FOR WEBINAR SERIES
RELATING TO POULTRY INDUSTRY

1.0 Background

The Agro-food Productivity Nexus (AFPN) will be organizing a series of webinar relating to poultry industry. The objectives of this webinar 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. Moderate the webinar session as and when requested by AFPN secretariat
- ii. To propose the topic, theme and objective for each webinar session
- iii. To identify speakers and engage them with the topic and theme
- iv. To identify target group of participants

3.0 Programme Timeline

The webinar series will be conducted from November 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)
Phase 1: November	10 webinar series i. Moderator ii. Speaker iii. Coordinator	2 8 10	250.00 500.00 500.00	500.00 4,000.00 5,000.00
Phase 2: December	10 webinar series i. Moderator ii. Speaker iii. Coordinator	2 8 10	250.00 500.00 500.00	500.00 4,000.00 5,000.00
TOTAL				19,000.00

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

- i. Coordinator task – 1-page summary report for the session
- ii. Moderator task - proof of attendance
- iii. Speaker task - Slide presentation

6.0 Secretariat

Agro-Food Productivity Nexus
Productivity Growth Division
Malaysia Productivity Corporation