

TERMS OF REFERENCE
SECRETARIAT FOR TEN (10) SERIES OF POULTRY WEBINAR UNDER AGRO-FOOD PRODUCTIVITY NEXUS

1.0 Background

The Agro-food Productivity Nexus (AFPN) will be organizing ten (10) series of poultry webinar. 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 ten (10) webinar sessions organized by AFPN
- ii. Prepared a mailing list invitation regarding topic that will presented
- 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
- vi. Prepare, provide and manage technical support during the webinar 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 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 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)
November	10 webinar series	10	350.00	3,500.00
TOTAL				3,500.00

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