

TERMS OF REFERENCE (TOR)
APPOINTMENT AS COORDINATOR, SPEAKER 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

Coordinator:

- To propose the topic, theme and objective for each webinar session
- To identify speakers and engage them with the topic and theme
- To identify target group of participants

Moderator

- Moderate the webinar session as and when requested by AFPN secretariat
- Facilitate sessions for speakers and participants as well as ask questions to speakers or from participants

Speaker

- Prepared slide presentation regarding Webinar Topic
- To be presenter for webinar session

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:

Activities	# of session	Rate per session (RM)	Total (RM)
10 webinar series			
i. Moderator	5	375.00	1,875.00
ii. Speaker	2	500.00	1,000.00
iii. Coordinator	10	500.00	5,000.00
Total			7,875.00

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.
- iii. Rate Moderator included rehearsal session for 30 minutes (RM125)

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