

(Badan Berkanun di bawah Kementerian Perdagangan Antarabangsa dan Industri – MITI)

MPC(DMO)600-3/1/

2<sup>nd</sup> November 2020

**TAS Trading & Services**

No.109-2A Jalan 3  
Batu Caves Centre Point  
68100 Batu Caves  
Selangor

*Dear Sir/Madam,*

**APPOINTMENT AS AN TECHNICAL EXPERT FOR RETAIL AND F&B MENTORING PROGRAMME – PRODUCT DEVELOPMENT IN RETAIL**

With reference to the above subject, Malaysia Productivity Corporation (MPC) would like to appoint you as the technical and industry expert in collaboration with the Retail and F&B Productivity Nexus (RFBPN) Team for the project as detailed below:

<b>Program</b>	<b>Retail And F&amp;B Productivity Nexus Mentoring Programme – Product Development in Retail</b>
<b>Date</b>	3 <sup>rd</sup> November – 30 <sup>th</sup> November 2020
<b>Payment Terms</b>	<b>RM19,400.00 per program</b> (Details of the payment for the appointment will be agreed in discussion with MPC and as stipulated in the <i>Garis Panduan Kadar Bayaran Penyedia Khidmat Pakar bagi Aktiviti-Aktiviti di bawah Nexus Produktiviti, Blueprint Produktiviti Malaysia</i> )
<b>Duration</b>	1 month
<b>Scope of Work</b>	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 Ms. Nor Adira Adnan (017-986 0758) or e-mail to [noradira@mpc.gov.my](mailto:noradira@mpc.gov.my) .

Thank you.

**“DRIVING PRODUCTIVITY OF THE NATION”**

Yours sincerely,

  
**(HAJI SUHAMI HAMAD)**

Director  
Malaysia Productivity Corporation (MPC)

## Appendix 1: Terms of Reference

### TERMS OF REFERENCE (TOR)

#### RETAIL AND F&B PRODUCTIVITY NEXUS MENTORING PROGRAMME

##### 1.0 Purpose of the Assignment

The purpose of this assignment is to appoint a technical expert for Retail and F&B Mentoring Programme.

##### 2.0 Scope of Work

- 2.1 To implement module as proof of concept through training and mentoring programs;
- 2.2 To provide guidance and support to six participants companies;
- 2.3 To create a personal plan for action with mentees and develop an activity timeline;
- 2.4 To provide assessment report of each participant companies (Pre and Post Assessment);
- 2.5 To provide overall report of the participants companies (based on pre and post assessment);
- 2.6 To complete company profile is as per **Appendix 4**

##### 3.0 Document Formatting

- 3.1 The document must be written in English Language.
- 3.2 Format of document for pre and post assessment is as per **Appendix 3** for reference.
- 3.3 Content of the overall report as listed below:
  - i. Executive Summary
  - ii. Overview of Project/Program
  - iii. Overall analysis (based on Pre/Post Assessment)
  - iv. Recommendation
  - v. Appendix

##### 4.0 Project Duration

The total task is expected to start on 3<sup>rd</sup> August – 29<sup>th</sup> October 2020 (3 months).

##### 5.0 Payment Terms

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

Activities	Payment	Unit	Total Payment
Report: Pre and Post Diagnostic	RM100.00/page	6 pages (pre and post) x 12 report	RM7,200.00
Overall report	RM100.00/page	10 pages x 1 report	RM1,000.00
Conducting virtual mentoring programme for proof of concept	RM200.00 per hour	2 groups x 2 hours x 14 series	RM11,200.00
<b>Total</b>			<b>19,400.00</b>

- 5.2 The payment includes other relevant costs incurred in performing the tasks as stipulated in the 2.0.

Prepared by:

Secretariat Retail and F&B Productivity Nexus  
Productivity Growth Division  
Malaysia Productivity Corporation