

MPC(DMO)600-3/1/

2nd 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:

Program	Retail And F&B Productivity Nexus Mentoring Programme – Product Development in Retail
Date	3 rd November – 30 th November 2020
Payment Terms	RM19,400.00 per program (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>)
Duration	1 month
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 Ms. Nor Adira Adnan (017-986 0758) or e-mail to noradira@mpc.gov.my.

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely,



(HAJI SUHAIMI 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 3rd August – 29th 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
Total			19,400.00

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