

MPC (DMO) 600-3/2/41

28 September 2020

Cik Farah Nabihah binti Azilan
290, Lorong Kapas, Gong Kapas
21100, Kuala Terengganu
Terengganu Darul Iman

Dear Ms. Farah Nabílah,

**APPOINTMENT AS INDUSTRY EXPERT TO COORDINATE FOR TOURISM
PRODUCTIVTY NEXUS PROJECT: DEVELOPMENT OF NATURE TOURISM
PRODUCT IN LENGGONG – NATURE'S JEWEL**

With reference to the above subject, Malaysia Productivity Corporation (MPC) would like to appoint you as industry expert to coordinate for Tourism Productivity Nexus (TPN) project as detailed below:

Programme	Development of Nature Tourism Product in Lenggong – Nature's Jewel
Date	1 October – 15 November 2020
Payment Terms	RM100 / day x 30 man-day = RM3,000.00
Project Duration	1.5 months
Scope of Work	Refer to Terms of Reference (Refer to Appendix 1)

2. Should you agree to the offer, please respond to MPC by signing the Acceptance Form (Appendix 2).

3. Any inquiries may be directed to Ms. Nik Nazarina Nek Mohamed at 017-3477669 / nazarina@mpc.gov.my.

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely,

A handwritten signature in black ink, appearing to read "SUHAIMI HAMAD".

(SUHAIMI HAMAD)
for Director General
Malaysia Productivity Corporation (MPC)

TERMS OF REFERENCE

INDUSTRY EXPERT TO COORDINATE TOURISM PRODUCTIVITY NEXUS (TPN) PROJECT: DEVELOPMENT OF NATURE TOURISM PRODUCT IN LENGGONG – NATURE'S JEWEL

1.0. Purpose of the Assignment

The purpose of this assignment is to appoint an industry expert to coordinate for Tourism Productivity Nexus project on the Development of Nature Tourism Product in Lenggong – Nature's Jewel.

2.0. Scope of Work

2.1. Main tasks of the coordinator for the mentioned above project:

- 2.1.1. Overall coordination on the project;
- 2.1.2. Organise, prepare and coordinate the development project in para 1.0;
- 2.1.3. Liase with relevant stakeholders (as advised by TPN), including sending invitation, follow up on confirmation of attendance and other relevant task pertaining to the project;
- 2.1.4. Keep and update records of participating stakeholders and industry players involved in the development project (para 1.0);
- 2.1.5. Attend meetings, discussions, strategic session and programmes related to para 1.0;
- 2.1.6. Prepare minutes of meetings or notes of discussion on meetings related to the project;
- 2.1.7. Assist any tasks related to the project as per guidance and requests by TPN and MPC;
- 2.1.8. Draft and assist in preparation of relevant documentation and materials for the project, for example promotional materials, invitation, google form for applications / confirmation, emails and presentation slides; and
- 2.1.9. Prepare proper filing and records on all database and documents.

3.0. Document Formatting

- 3.1. All documents must be written in English Language or in Bahasa Malaysia when requested by TPN and MPC.
- 3.2. Format of the records and database must be discussed and approved by MPC.

4.0. Payment Terms

- 4.1. The coordinator will be paid a total of RM3,000 (RM100 / man-day), from 1 October – 15 November (30 man-day).
- 4.2. Payment will be processed upon submission of the deliverables of the appointed industry expert referring to para 2.0.
- 4.3. The payment includes transportation, data usage and other relevant costs incurred in completing the tasks assigned.

Prepared by:

Secretariat Tourism Productivity Nexus (TPN)

Appendix 2: Acceptance Form

Director General
Malaysia Productivity Corporation (MPC)
P.O. Box 64, Jalan Sultan
46904 Petaling Jaya, Selangor

(Attention: Nik Nazarina Nek Mohamed, Email: nazarina@mpc.gov.my)

**APPOINTMENT AS INDUSTRY EXPERT TO COORDINATE FOR TOURISM
PRODUCTIVITY NEXUS PROJECT: DEVELOPMENT OF NATURE TOURISM
PRODUCT IN LENGGONG – NATURE'S JEWEL**

With regard to the above matter, I hereby accept the above appointment and its terms of reference, as offered by Malaysia Productivity Corporation (MPC).

Name	FARAH NABIHAH BINTI AZILAN
Bank Account No.	13053020218945
Bank Name	BANK ISLAM MALAYSIA BERHAD
Email Address	faraazilan@gmail.com
Mobile Number	0166445033

Thank you.

farah

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Name: FARAH NABIHAH BINTI AZILAN
Date: 1/10/2020