



## **Machinery & Equipment Productivity Nexus**

### **Terms of Reference for**

### **Subject Matter Expert**

#### **1. Roles and Responsibilities**

- i. Assist and advise the Productivity Nexus Champion on matters pertaining to the Machinery & Equipment Productivity Nexus;
- ii. Support the Productivity Nexus Champion on governing the Nexus and in implementing the productivity initiatives and activities;
- iii. Provide necessary professional inputs to support the implementation of all initiatives;
- iv. Assist the MEPN Secretariat in reviewing minutes of meeting and ensure that the minutes are circulated within three (3) working days from the date of the meeting to all members present in the meeting;
- v. Attend relevant meetings and discussions with stakeholders as required;
- vi. Assist in preparation of agenda, relevant presentation materials for relevant workshop(s) or meetings as scheduled;
- vii. Initiate discussion with related stakeholders and to prepare project proposals;
- viii. Attend project progress review sessions with MPC and MEPN secretariat;
- ix. Liaise with MPC on progress, issues and challenges in implementing the productivity initiatives in the respective MEPN Work group and the Malaysia Productivity Blueprint; and
- x. Advise and offer recommendations in own area of expertise or knowledge or reference on best practices and new developments, both local and overseas.

#### **2. Duration of the Appointment**

The duration of the appointment is twelve (12) months effective January 2020 to December 2020.

#### **3. Output**

A Subject Matter Expert is required to submit one or more of the following outputs for the service stated in item 1 as an evidence for payment:

- a) Attendance of Meeting/ Program;
- b) Project Progress Report;
- c) Minutes of Meeting;
- d) Presentation Slides;
- e) Short articles/write-ups;
- f) Project proposal and other relevant written materials.

#### **4. Payment**

- The payment will not be exceeding MYR 3,000 per month covering all activities as stated in item 1.
- Transportation and accommodation cost are included in the payment.
- The payment can only be made after the date of appointment.

##### **Note:**

- i. If the service rendered is limited to the provision of professional inputs (activity iii only), the claimable rate is RM500 per meeting and not exceeding RM2,000 per day.
- ii. If the service involves preparation of report and/or meeting materials (activity iv and vi), the claimable rate is not exceeding RM200\* per pages

*\*Subjected to the discretion of MEPN secretariat.*

#### **5. Confidentiality**

All information shared and discussed during any meetings are confidential and shall never be disclosed to other parties in any manner without prior consent from the Champion and MPC.

#### **6. Champion**

Mr. Mac Ngan Boon  
Champion  
Machinery & Equipment Productivity Nexus

#### **7. Secretariat of M&E Productivity Nexus (MEPN)**

##### **Dr. Mazlina Shafi'i**

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