



MPC(DMO)600-3/2/40

20 May 2020

**Mr. Muhamad Taufik Bin Meh**

No. 43, Jalan 3/11

Taman Putra Perdana

47100 Puchong

Selangor

*Dear Mr. Taufik,*

**APPOINTMENT AS MACHINERY & EQUIPMENT PRODUCTIVITY NEXUS (MEPN) COORDINATOR**

With reference to the above subject, Malaysia Productivity Corporation (MPC) would like to appoint you as coordinator for the Machinery and Equipment Productivity Nexus (MEPN) as detailed below:

<b>Program</b>	<b>Machinery &amp; Equipment Productivity Nexus (MEPN) Coordinator</b>
<b>Date</b>	1 June – 31 December 2020
<b>Payment Terms</b>	<b>RM5,000.00 / month</b> (Details of the payment for the appointment as stipulated in the <i>Garis Panduan Kadar Bayaran Penyedia Khidmat Pakar bagi Aktiviti-Aktiviti di bawah Nexus Produktiviti, Blueprint Produktiviti Malaysia</i> )
<b>Project Duration</b>	<b>7 months</b>
<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 Mr. Abdul Rahman Kamis at 013-369 3243 or e-mail to [arahman@mpc.gov.my](mailto:arahman@mpc.gov.my).

Thank you.

**“DRIVING PRODUCTIVITY OF THE NATION”**

Yours sincerely,

**(DR. MAZLINA SHAFI'I)**

Senior Manager

for Director General

Malaysia Productivity Corporation (MPC)

cc : **Mr. Mac Ngan Boon**

Champion

Machinery & Equipment Productivity Nexus (MEPN)

**Machinery & Equipment Productivity Nexus  
Terms of Reference for  
Nexus Coordinator**

**1. Roles and Responsibilities**

- i. To facilitate the Champion in oversee the overall implementation of the productivity initiatives;
- ii. To support necessary professional inputs to support the implementation of 14 sub-initiatives.
- iii. To arrange Nexus and Workgroups initiated activities such as dialogue session with internal and external stakeholders, workshop, training sessions, site visits; in conjunction with MPC DMO;
- iv. To ensure timely preparation and circulation of meeting materials such as agenda, minutes of meeting and presentation.
- v. To prepare the minutes of Governing Committee Meeting and Workgroup Meeting and circulated within three (3) working days from the date of the meeting;
- vi. To arrange and follow up stakeholders meeting as and when required;
- vii. To attend and minutes relevant meetings and discussions with stakeholders within the Selangor state and any other location(s) are required;
- viii. To prepare and review Champion's presentation materials for workshop(s) or meeting(s) as whenever required by nexus;
- ix. To updates MPC on progress, issues, challenges and impact in implementing the productivity initiatives of the Malaysia Productivity Blueprint; and
- x. To liaise and coordinate Nexus activities that requires support from the Machinery & Engineering Industries Federation (MEIF).

**2. Duration of the Appointment**

The duration of the appointment is seven (7) months effective June to December 2020.

**3. Consultant Profile Required**

Consultant must provide curriculum vitae which meet the qualification, skills and experience related to respective industry.

**4. Output**

A MEPN Coordinator is required to submit the service deliverables form (refer to **Attachment A**) for the service stated in item 1 as an evidence for payment.

- a) List of attendance (engagements, meetings, programs, etc);
- b) Meeting of Minutes;
- c) Notes of Discussion;
- d) Project Progress Report;
- e) Presentation Slides;
- f) Short articles/write-ups; and
- g) Other relevant written materials.

## 5. Payment

- The payment is **RM200 per hours and not exceeding RM5,000 per month** covering activities as stated in item 1.
- Transportation and accommodation cost are claimable based on public sector equivalent grade guided as per **Attachment B**.
- The payment can only be made after the date of appointment and submission of the service deliverables form along with its supporting documents.

Note:

- i. If the service rendered is limited to the provision of professional inputs (activity ii only), the claimable rate is RM200 per hours and not exceeding RM2,000 per month.
- ii. If the service involves preparation of any kind writing materials (activity iv, v, vii, viii, and ix), the claimable rate is as below:
  - i. Minutes Nexus Governing Committee Meeting (RM500 per meeting)
  - ii. Minutes of Workgroup Meeting (RM200 per meeting)
  - iii. Minutes of Discussion Meeting (RM100 per meeting)
  - iv. Report/Slide/Articles (maximum of RM100 per page)
- iii. All claim including transportation and accommodation are within RM5,000 per month.

## 6. 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.

## 7. Champion

Mr. Mac Ngan Boon  
Champion  
Machinery & Equipment Productivity Nexus

## 8. Termination of Contract

In case of dissatisfaction occurrence that may give negative impact to the progress of MEPN projects, MPC has the right to terminate this contract at any time, upon presentation of a 5 days notice given to the consultant.

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

**Dr. Mazlina Shafi'i**  
Programme Manager  
Delivery Management Office (DMO)  
Malaysia Productivity Corporation  
Lorong Produktiviti off Jalan Sultan  
46200 Petaling Jaya, Selangor  
Tel. : 012-2876926, 03-7951 2392  
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**Abdul Rahman Kamis**  
Project Manager  
Delivery Management Office (DMO)  
Malaysia Productivity Corporation  
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