



MPC (DMO) 600-3/2/41

5 November 2020

YBrs. Dr. Ahmad Shuib

3-7 Suasana Bangsar
Lorong Kaloi 1, Bangsar
59001 Kuala Lumpur

Dear Dr.,

**APPOINTMENT AS INDUSTRY EXPERT FOR TOURISM PRODUCTIVITY NEXUS
(TPN): MAPPING ADVENTURE TOURISM (AT) INDUSTRY CLUSTER**

The above subject refers.

2. We are pleased to inform that Tourism Productivity Nexus (TPN) in collaboration with Malaysia Productivity Corporation (MPC), would like to appoint you as industry expert for the project as per details below:

Project	: Mapping Adventure Tourism (AT) Industry Cluster
Fee	: RM 1,000 per day
Start date	: 9 November 2020
End date	: 20 December 2020
Working days	: 5 days
Terms of Reference	: Attachment A

3. Should you agree with the offer, please complete and return the reply slip form in the accompanying page. Any inquiries regarding this matter, please contact Ms. Nik Nazarina Nek Mohamed at 017-3477669 or email to nazarina@mpc.gov.my.

Thank you.

Yours sincerely,

(SUHAIMI HAMAD)

for Director General
Malaysia Productivity Corporation (MPC)

Appendix 1: Term of Reference

TERMS OF REFERENCE (TOR) INDUSTRY EXPERT FOR TOURISM PRODUCTIVITY NEXUS (TPN): MAPPING ADVENTURE TOURISM (AT) INDUSTRY CLUSTER

1.0. Purpose of the Assignment

The purpose of this assignment is to appoint an industry expert for Tourism Productivity Nexus (TPN) project to recommend conceptual framework on the Mapping of Adventure Tourism (AT) Industry Cluster.

The output of this project is a part of TPN's sub-initiative projects and will be presented to respective Ministries involved, as and when necessary.

2.0. Timeline

9 November – 20 December 2020

3.0. Scope of Work

3.1. Researching the Subject Matter

- 3.1.1. Research materials relevant to the subject matter to enable production of the conceptual framework.
- 3.1.2. Liaise with relevant individuals and organisations to gather and synthesise relevant materials to enable production of the conceptual framework.

3.2. Producing the Conceptual Framework on the Subject Matter

- 3.2.1. Draft and finalise the conceptual framework on the subject matter.
- 3.2.2. The output should be presented in slide presentation format, with accompanying notes detailing the contents of the slides.
- 3.2.3. Edit and finalise the integrated conceptual framework.

3.3. Presenting and Contributing to Meetings and Discussions

- 3.3.1. Attend at least two (2) strategic sessions to present, deliberate, and finalise the conceptual framework. The first one is scheduled on 19 November 2020.
- 3.3.2. Attend relevant meetings and discussions in preparing and presenting the conceptual framework, including discussions related to the project before, during, and after the project.

4.0. Deliverables

- 4.1. Slide presentation on the conceptual framework on the subject matter, minimum of 4 and maximum of 7 slides, with accompanying notes to detail the contents of each slide.
- 4.2. Submission of the slides is on the morning of 19 November 2020.
- 4.3. The slides are to be presented during a strategic session scheduled on 19 November 2020 (first strategic session), 8.30pm via video conferencing platform.

- 4.4. Finalised and edited integrated framework upon completion of strategic sessions.

5.0. Payment Terms

- 5.1. A technical expert will be paid RM 1,000 per day, and payable at 5 working days, as per below:

No.	Tasks	Working Days
1.	Research relevant materials related to the subject matter to enable production of the conceptual framework	1
2.	Drafting the conceptual framework on the subject matter	3
3.	Attending relevant presentations, discussions, and meetings	1

- 5.2. The payment includes other relevant costs incurred in performing the tasks as stipulated in the 3.0.

Prepared by:
Secretariat Tourism Productivity Nexus (TPN)

Appendix 2: Acceptance Form

Director General
Malaysia Productivity Corporation (MPC)
Lorong Produktiviti, Jalan Sultan
46200 Petaling Jaya, Selangor
(Attn: Nik Nazarina Nek Mohamed; email: nazarina@mpc.gov.my)

ACCEPTANCE OF APPOINTMENT AS INDUSTRY EXPERT FOR TOURISM PRODUCTIVITY NEXUS (TPN): MAPPING ADVENTURE TOURISM (AT) INDUSTRY CLUSTER

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

Name	
I.C. No.	
Bank Account Number	
Bank Name	
Email Address	
Mobile Number	

Thank you.

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Name :

Date :