



**TERMS OF REFERENCE (TOR)**  
**MACHINERY & EQUIPMENT PRODUCTIVITY NEXUS (MEPN)**  
**WEBINAR SPEAKER**

**1. Background**

In 17<sup>th</sup> March 2020, Malaysia Prime Minister has announced the implementation of Movement Control Order (MCO) as a preventive measure towards the outbreak of COVID-19 that has given impact to the health of Malaysia citizen. The MCO was implemented throughout the country starting 18<sup>th</sup> March 2020 until 31<sup>st</sup> March 2020. The method of MCO is to prohibit the movement of people and mass assembly nationwide, including all religious, sports, social and cultural activities. Beside that, Malaysians are barred from leaving the country while restrictions placed on the entry of non-Malaysians into Malaysia. In 25<sup>th</sup> March 2020, Malaysia Prime Minister has extended the MCO period until 14<sup>th</sup> April 2020. The situation has led to the total lockdown to non-essential business activities which also include activities in M&E industry.

Although Malaysia government has announced several stimulus packages to industry players for the next 6 months, but still the implementation of MCO has given significant impact to the psychology of industry players. Some of industry players thinking the MCO will give negative impact to their company in term of cashflow, ability to retain workers, time of product delivery, lack of projects, and many more. According to New Straits Times article, the announcement of the stimulus packages did not cater significant and immediate liquidity into the economy for the most Small and Medium Enterprises (SME), SMEs need more assistance to survive because the corporate sectors will be planning to opt for retrenchment and belt-tightening measures once the MCO ends<sup>1</sup>. Even though the MCO is lifted, the activities cannot return to normal, where social distancing is expected to be practiced for at least six months after the MCO period.

Recently imposed restrictions to daily life have forced us to quickly adopt different ways of working, learning and connecting with each other. Due to the scenario, business model for meeting, seminar, sharing session and training have to change by using more online and digital platform to communicate and disseminate the knowledge and information.

Thus, MEPN also has to adapt this changes and use digitalization as a change agent on its existing action plan as well as to revise and introduce the new innovative projects to helps the M&E industry in the year to come.

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<sup>1</sup> Adrian David. (2020, March 31<sup>st</sup>). Groups say SMEs Facing Difficulties to Stay Afloat during MCO. Retrieved from: <https://www.nst.com.my/news/nation/2020/03/580003/groups-say-smes-facing-difficulties-stay-afloat-during-mco>

## **2. Roles and Responsibilities**

- To specify and propose suitable topic related to speaker area of expertise;
- To communicate with MEPN secretariat and identify preferable dates;
- To provide the details of program such as the gist of presentation, program objectives, target audience, and other necessary information; and
- To submit slide of presentation, video, or other relevant presentation materials as scheduled by MEPN secretariat.

## **3. Expected Outputs**

- Programme modules/ proposals.
- Recorded online programmes.
- List of issue related to the industry (extracted from Q&A and comments).
- Programme report.

## **4. Duration of Appointment**

The duration of appointment is within two (2) months effective November until December 2020.

## **5. Proposed Payment Terms**

The cost of service for a speaker is kept at **RM 500.00 per session**. Please refer to the breakdown of Payment Terms as per below:

<b>Payment Terms</b>		<b>Payment (RM)</b>	<b>Duration (hour)</b>	<b>Total (RM)</b>
1.	Speaker Fee	250.00	2	500.00
		<b>TOTAL</b>		<b>500.00</b>

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

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

Programme Manager  
Delivery Management Office (DMO)  
Malaysia Productivity Corporation  
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### **Abdul Rahman Kamis**

Project Manager  
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## ATTACHMENT B

### ACCEPTANCE FORM

Director General  
Malaysia Productivity Corporation (MPC)  
P.O Box 64, Jalan Sultan  
46904 Petaling Jaya, Selangor  
(Attn: Abdul Rahman Kamis)  
e-mail: arahman@mpc.gov.my/eyna@mpc.gov.my

I, Chua Kee Moh hereby agree to accept the offer by Malaysia Productivity Corporation (MPC) as a speaker with the following details:

Project title : Machinery & Equipment Productivity Nexus (MEPN) Webinar on Awareness Program for M&E Industry.

Fee : RM500.00 per session

Scope of work : Term of Reference (ToR) as per Attachment A

Duration : November - December 2020

Personal details for payment purpose are as follows:

NRIC No. : 560731-10-6067

Account No. : 8003171963

Bank : CIMB Bank

Email Address : kmchua.bistanika@gmail.com

Phone No. : 019-338 2186

Thank you.

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(CHUA KEE MOH)