

MPC (DMO) 600-3/2/41

5 November 2020

Sky Conviction Trading
T1-14-08, Lakefront Residence
Persiaran Semarak Api
63000 Cyberjaya, Selangor
(Attn: Mr Gibran Taff)

Dear Sir,

APPOINTMENT AS TECHNICAL EXPERT FOR TOURISM PRODUCTIVITY NEXUS (TPN): INTEGRATED CONCEPTUAL FRAMEWORK ON SUB-INDUSTRY ADVENTURE TOURISM

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	: Integrated Conceptual Framework on Sub-Industry Adventure Tourism
Fee	: RM 2,000 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) TECHNICAL EXPERT FOR TOURISM PRODUCTIVITY NEXUS (TPN): INTEGRATED CONCEPTUAL FRAMEWORK ON SUB-INDUSTRY ADVENTURE TOURISM

1.0. Purpose of the Assignment

The purpose of this assignment is to appoint a technical expert for Tourism Productivity Nexus (TPN) project to produce an integrated conceptual framework on sub-industry Adventure Tourism.

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. Review of Literature on the Subject Matter

- 3.1.1. Review past literature relevant to the subject matter to enable production of the integrated conceptual framework;
- 3.1.2. Liaise with relevant individuals and organisations to gather and synthesise content to enable the production of the conceptual framework; and
- 3.1.3. Analyse conceptual frameworks from the industry experts, maximum of 4 frameworks.

3.2. Producing an Integrated Conceptual Framework

- 3.2.1. Integrate and synthesise conceptual frameworks prepared by the industry experts to produce a comprehensive and integrated output;
- 3.2.2. Draft and finalise the integrated conceptual framework on the subject matter; and
- 3.2.3. Edit and finalise the integrated conceptual framework based on input and feedback from relevant parties.

3.3. Presenting and Contributing to Meetings and Discussions

- 3.3.1. Attend at least two (2) strategic sessions to contribute ideas, deliberate, and finalise the conceptual framework on the subject matter. The first one is scheduled on 19 November 2020.
- 3.3.2. Present the integrated conceptual framework for comments and feedback from relevant parties, follow thereafter editing of the said;
- 3.3.3. 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. A complete paper on the integrated conceptual framework on the subject matter, minimum 4 pages and maximum of 7 pages, formatted at Arial 12, 1.5 spacing, narrow margin.
- 4.2. Slide presentation on the integrated conceptual framework on the subject matter, minimum of 4 and maximum of 7 slides, based on the complete paper on the integrated framework.

5.0. Payment Terms

- 5.1. A technical expert will be paid RM2,000 per day, and payable at 5 working days, as per below:

No.	Tasks	Working Days
1.	Review past literature on the subject matter and analyse frameworks prepared by industry experts to enable production of the deliverables	1
2.	Draft, edit, proofread, and finalise integrated conceptual framework,	3
3.	Attend 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 TECHNICAL EXPERT FOR TOURISM
PRODUCTIVITY NEXUS (TPN): INTEGRATED CONCEPTUAL FRAMEWORK
ON SUB-INDUSTRY ADVENTURE TOURISM**

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	
Company Name	
Position	
Bank Account Number	
Bank Name	
Email Address	
Mobile Number	

Thank you.

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Name :

Date :