



MPC (DMO) 600-3/2/41

5 November 2020

Hikmata Business Advisory

B3-11-02, Gaya Commercial and Residence
Pusat Bandar Taman Melawati
53100 Kuala Lumpur
(Attn: Puan Waridah Mohd Zin)

Puan,

**APPOINTMENT AS TRAINING PROVIDER FOR TOURISM PRODUCTIVITY NEXUS (TPN)
PROJECT: INBOUND DESTINATION EXPERTS (IDEx) LENGGONG**

With reference to the above subject, Malaysia Productivity Corporation (MPC) would like to appoint you as industry expert in for Tourism Productivity Nexus (TPN) project as detailed below:

Programme	Inbound Destination Experts (IDEx) Lenggong
Timeline	1 – 3 December 2020
Payment Terms	RM2,000/man-day/trainer x 3 man days x 2 trainers This fee is inclusive of transportation and accommodation
Scope of Work	Refer to Terms of Reference (Refer to Appendix 1)

2. Should you agree with the offer, please respond to MPC by signing the Acceptance Form (Appendix 2).

3. Any inquiries may be directed to Ms. Nik Nazarina Nek Mohamed at 017-3477669 / nazarina@mpc.gov.my.

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely,

(SUHAIMI HAMAD)
for Director General
Malaysia Productivity Corporation (MPC)

APPOINTMENT AS TRAINING PROVIDER FOR TOURISM PRODUCTIVITY NEXUS (TPN) PROJECT: INBOUND DESTINATION EXPERTS (IDEx) LENGGONG

1.0 BACKGROUND

Tourism sector will continue to be in the forefront of Malaysia's economic development. This sustainable and high-yield sector will continue to drive Malaysia's economy, providing income as well as job opportunities for Malaysia.

Basically, an IDEx is someone who professionally understands the travel and tourism industry as well as any selected destination(s) very well, and commands a large amount of accurate, comprehensive and practical knowledge of the selected destination(s) that can be easily accessed and then conveyed or marketed to those who need to know it, especially for visit purposes. IDEx will also address the concerns addressed in the Malaysia Productivity Blueprint (MPB) as outlined in the following initiatives: T5: Align marketing strategy on targeted tourist segments.

2.0 SCOPE OF THE ASSIGNMENT

Duties and responsibilities of the facilitator/trainer include, but are not limited to, the following:

2.1 Collaborate with Tourism Productivity Nexus (TPN) to develop the training programmes, including:

- 2.1.1 Developing and finalising the module and agenda of the training based on number of days agreed; and
- 2.1.2 A set of training materials / tools.

2.2 Conduct the training programme based on the agreed agenda, training objectives and outputs, including:

- 2.2.1 Identify and send out invitation to IDEx participants for each venue; and
- 2.2.2 Complete the training session according to agreed dates.

2.3 Preparing a final report of the training session that includes assessment of participants, trainer's observations, outcome of the training and also participants' observations and feedback.

3.0 OUTPUT

- 3.1 The final agreed agenda for the training and the full complement of training materials.
- 3.2 The final report on the training including a thorough evaluation of the workshop.

4.0 PAYMENT TERMS

4.1 The training provider will be paid RM2,000 per man-day for 3 days (maximum of 2 trainers) as scheduled below; and

No.	Tasks	Output	Man day(s)
4.1.1	Conduct the training programme based on the agreed agenda, training objectives and outputs	Final report of the training session	RM2,000/man-day/trainer x 3 man days x 2 trainers = RM12,000

4.2 The fees for the services are inclusive of transportation and accommodation.

Appendix 2: Acceptance Form

Director General
Malaysia Productivity Corporation (MPC)
P.O. Box 64, Jalan Sultan
46904 Petaling Jaya, Selangor

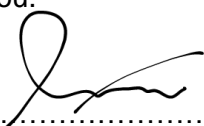
(Attention: Nik Nazarina Nek Mohamed,
Email: nazarina@mpc.gov.my / hafizah@mpc.gov.my)

APPOINTMENT AS TRAINING PROVIDER FOR TOURISM PRODUCTIVITY NEXUS (TPN) PROJECT: INBOUND DESTINATION EXPERTS (IDEx) LENGGONG

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

Name	Waridah Bt Md Zin
Company Name	H i k mata B u s i n e s s A d v i s o r
Designation	O p e r a t i o n D i r e c t o r
Bank Name	R h b
Account Number	262 3 3 5 000 3 1 0 8 8
Email Address	h i k m a t a b u s i n e s s @ g m a i l
Mobile Number	0 1 9 2 7 7 00 8 4

Thank you.



Name: Waridah Bt Md Zin
Date: 6 Nov 2020