



MPC (DMO) 600-4/1/34

5 November 2020

Tn. Hj Syamsul Arman Bin Yap
601 C, Level 6, Tower C, Uptown 5
No 5 Jalan SS21/29
Damansara Uptown
47400 Petaling Jaya Selangor

Sir,

**APPOINTMENT AS A FACILITATOR, COORDINATOR AND MODERATOR
PRIVATE HEALTHCARE PRODUCTIVITY NEXUS (PHPN).**

The above subject refers.

2. We are pleased to inform that Malaysia Productivity Corporation (MPC), a statutory body under the Ministry of International Trade and Industry (MITI) would like to appoint you as a Facilitator, Coordinator and Moderator Private Healthcare Productivity Nexus (PHPN) projects.

3. Details of the appointment are as stated below

Projects : 1. Facilitator for Process of Setting Up Private Aged Care Facilities

2. Coordinator and Moderator for Training on Setting-Up Private Hospital Requirements

Duration : November – December 2020

Fee : 1. Facilitator - RM 2,000.00/day x 5 days

2. Coordinator – RM 500/training x 10 training

3. Moderator – RM 250/hour x 20 hours (2 hours/ training)

TOR : Appendix 1

4. Should you agree with the offer, please complete and return the "Acceptance Form" attached as Appendix 2. Any inquiries regarding this matter please contact Mr. Mr. Safarwan Mohd Suhaimi at 010-4434801 or e-mail to safarwan@mpc.gov.my.

Thank you.

"DRIVING PRODUCTIVITY OF THE NATION"

Yours sincerely,

(Nur Syafina Anuar)

for Director General

Malaysia Productivity Corporation (MPC)

TERMS OF REFERENCES

APPOINTMENT AS A FACILITATOR, COORDINATOR AND MODERATOR PRIVATE HEALTHCARE PRODUCTIVITY NEXUS (PHPN) PROGRAMMES.

1.0 Scope of Work

1.1 Facilitator

- 1.1.1 Responsible for the successful running of the workshop and management of participants;
- 1.1.2 Facilitate the relevant discussions to ensure the accomplishment of the session's objective;
- 1.1.3 Summarize discussion, highlighting any conclusion and recommendations, if any
- 1.1.4 Ensure that the session proceeds in accordance with time schedule
- 1.1.5 Work with participants for further refinement and/or validation of draft report
- 1.1.6 Compile notes of discussion for every session.

1.2 Coordinator

The roles of a coordinator are basically to support, advise and assist the PHPN team in the followings:

- 1.2.1 Identifying the list of modules for the training;
- 1.2.2 Lead and provide inputs during meetings and discussions related to the training
- 1.2.3 Proposing suitable date and time for the trainings;
- 1.2.4 Identifying target groups and promotions to assist secretariat to get participants.
- 1.2.5 Compiling all modules for every training.

1.3 Moderator

- 1.3.1 Introduces the trainer and solicits questions from the audience
- 1.3.2 Ensures speakers adhere to the time limit
- 1.3.3 Organise a pre-call with panellists, if applicable
- 1.3.4 Conclude the gist of the webinar session

2.0 Duration of the Appointment

November to December 2020

3.0 Project Cost

The computation of Facilitator, Coordinator and Moderator cost is based on MPC Guidelines.

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|--------------------|---|--|
| Facilitator | : | RM 2000/day x 5 days (The work of the facilitator shall commence in 5 days, 3 days of workshop and 2 days for compiling the notes of discussions) |
| Coordinator | : | RM 500/training x 10 trainings |
| Moderator | : | RM 250/hour x 20 hours (2 hours/training) |

7.0 Deliverables

Facilitator : Compilation of the notes of discussions.

Coordinator : Compilation of Modules

8.0 Proposed date for Training on Setting-Up Private Hospital Requirements

| No | Month | Topics | Date |
|----|----------|-------------|-----------------|
| 1. | November | Module – 1 | i. 11/11/2020 |
| | | Module – 2 | ii. 16/11/2020 |
| | | Module – 3 | iii. 19/11/2020 |
| | | Module – 4 | iv. 23/11/2020 |
| | | Module – 5 | v. 26/11/2020 |
| 2. | December | Module – 6 | i. 1/12/2020 |
| | | Module – 7 | ii. 4/12/2020 |
| | | Module – 8 | iii. 7/12/2020 |
| | | Module – 9 | iv. 10/12/2020 |
| | | Module – 10 | v. 16/12/2020 |

