



TERMS OF REFERENCE AS A EDITOR FOR CBA GUIDELINE

1.0 BACKGROUND

In the 11th Malaysia Plan, Chapter 8, Strategy A2 stated that “Regulation reforms will be accelerated to ensure new and existing regulations as well as their administration and enforcement are aligned with good regulatory practices. This will be done by expanding NPDIR to States and local governments, and conducting regular regulatory reviews for ministries and agencies”.

This effort aims to review operating systems, improve the Regulatory Impact Analysis (RIA) evaluation process and procedures; and capacity building for Regulatory Impact Statement (RIS) examiners in order to ensure quality of regulation. One of the important elements in RIA is impact analysis which covers the use of Cost Benefit Analysis (CBA). CBA is a technique used to compare the total costs of a programme/project with its benefits, using a common metric (most commonly monetary units). This enables the calculation of the net cost or benefit associated with the programme.

2.0 SCOPE OF WORKS

The appointed editor is expected to carry out the following scope of works :

- i. Provide editorial duties (but not limited to) such as revising the contents of the written materials to improve readability
- iii. Develop story or content ideas, considering reader or audience appeal (if necessary)

3.0 ROLES AND RESPONSIBILITIES

The Roles and Responsibilities of writer are to submit the deliverables, as stipulated in **Section 2.0**

- The deliverables must be written in English.
- The write up must be 1.15 spacing, font Arial and size 12.

4.0 PAYMENT

The payment shall be based on the developed guideline, **RM 150.00** per page.

5.0 APPOINTMENT PERIOD

Appointment period is from November 2020 to December 2020.