

APPENDIX 1



**TERMS OF REFERENCE (TOR)
APPOINTMENT AS TECHNICAL EXPERT TO DEVELOP A CONCEPT PAPER ON
THE ADOPTION OF CURRENT STANDARD IN AGROFOOD INDUSTRY**

NOVEMBER 2020

TERMS OF REFERENCE

1.0 Background

With increasing global food quality and safety standards, this initiative will combine efforts of the government, standards authorities, enterprises and agro-food associations to help agro-food players implement measures to comply and maintain food standards certifications. Among others, the relevant standards and practices include MyGAP, Halal, MESTI etc. The goal will be to increase the proportion of players who are able to adopt the right measures to qualify for, achieve and maintain certification, while at the same time ensuring that certifying authorities are empowered and have the capacity to enforce the standards.

Such this concept paper will be looking at the current adoption rate for selected standard in agrofood industry as well as to proposed measures/action plan to ensure the industry players comply and maintain the relevant standards.

2.0 Roles and Responsibilities

Scope of Work	Duration (day)
i. To conduct desk review on the subject	2day
ii. To prepare a concept paper	4day
iii. To propose measures/action plan	4day

3.0 Project Timeline

The duration for the project is effective from the date of signing the acceptance letter and should be completed by 15 December 2020.

4.0 Payment Terms

An honorarium for the service rendered will be as follows:

Phase	Activities	# of man-days	Rate per man-day (RM)	Total (RM)
Phase 1	Submission of first draft of the concept paper	4	2,000.00	8,000.00
Phase 2	Submission of final draft of the concept paper	6	2,000.00	12,000.00
TOTAL				20,000.00

Note:

- i. The appointed service provider shall deliver the assigned job scope, as specified in roles and responsibilities stated above, where the tasks must be achieved.
- ii. The payment will be made according to the phases and submission of the report accordingly.

5.0 Deliverables

Concept paper on the current adoption rate for selected standard in agrofood industry and propose measures/action plan to ensure the industry players comply and maintain the relevant standards.

6.0 Secretariat

Agro-Food Productivity Nexus
Productivity Growth Division
Malaysia Productivity Corporation