

Appendix 1: Terms of Reference

TERMS OF REFERENCE (TOR) EXPERT FOR DEVELOP PLANNING APPROVAL (KM) GUIDELINE FOR CLOSED-SIDED POULTRY HOUSE

1.0 Roles and Responsibilities

- i. To facilitate the discussion session in order to get input from the participants.
- ii. To support, advise and recommend necessary professional inputs to support the session.
- iii. To attend any pre or post workshop discussion (physical/virtual) with the Agro-food Productivity Nexus (AFPN) secretariat.
- iv. To prepare a brief report or notes of discussion to gather all the inputs discussed during the session.
- v. Develop an activity plan for the best industry permission issues for 2021

2.0 Scope of Work

The scope of work for five (5) day as follows:

- a. One (1) day for preparation (desk) related to the subject
- b. Three (3) day to facilitate and coordinate workshop or discussion (if session is conduct through online it will be a total of six series - halfday session)
- c. One (1) day to comments and give feedback on the guideline

3.0 Duration of the Appointment

The duration of the appointment is effective from November until December 2020 (the total time taken will be 5 man-days).

4.0 Payment Terms

The total payment for the service rendered will be RM10,000 inclusive of all tax imposed (RM2,000 per man-days) and the payment will be paid at the end of the programme.

5.0 Deliverables

Report on the session

5.0 Secretariat

Agro-Food Productivity Nexus

Productivity Growth Division

Malaysia Productivity Corporation