



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 FOR PROCESS OF SETTING UP PRIVATE AGED CARE FACILITIES PROGRAM.**

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 for Process of Setting Up Private Aged Care Facilities Program

3. Details of the appointment are as stated below

**Program : Process of Setting Up Private Aged Care Facilities**  
**Duration : November – December 2020**  
**Fee : RM 2,000.00/day x 5 days**  
**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)

**TRANSFORMATION • INNOVATION • PARTNERSHIP**

*(Sila rujuk bilangan surat ini apabila menjawab)*

## TERMS OF REFERENCES

### **APPOINTMENT AS A FACILITATOR FOR PROCESS OF SETTING UP PRIVATE AGED CARE FACILITIES PROGRAM.**

#### **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.

#### **2.0 Duration of the Appointment**

The work of the facilitator shall commence in **5 days**, 3 days of workshop and 2 days for compiling the notes of discussions.

#### **3.0 Project Cost**

The computation of facilitator cost is based on MPC Guidelines of RM2,000 per day for 5 working days.

<b>Payment terms</b>	<b>:</b>	<b>RM 2000/day</b>
<b>Project duration</b>	<b>:</b>	<b>5 days</b>

#### **7.0 Deliverables**

Compilation of the notes of discussions.

**Appendix 2**

**ACCEPTANCE FORM**

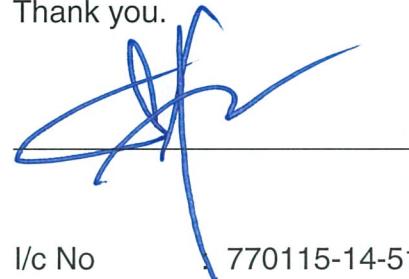
To: Nur Syafina Anuar  
for Director General  
Malaysia Productivity Corporation

**APPOINTMENT AS A FACILITATOR FOR PROCESS OF SETTING UP PRIVATE AGED CARE FACILITIES PROGRAM**

With regards to the above matters,

I **Hj. Syamsul Arman bin Yap** hereby accept the offer by Malaysia Productivity Corporation (MPC) as a facilitator for process of setting up private aged care facilities program.

Thank you.



I/c No : 770115-14-5105

Acc No : 5641-9105-1649

Bank Name : Maybank Islamic Berhad

Email : arman@arte-axis.com

Date : 12/11/2020

(Badan Berkanun di bawah Kementerian Perdagangan Antarabangsa dan Industri – MITI)

MPC (DMO) 600-3/2/3

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

**APPOINTMENT AS A COORDINATOR & MODERATOR FOR SERIES OF TRAINING ON  
SETTING-UP PRIVATE HOSPITAL REQUIREMENTS THROUGH WEBINAR.**

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 Coordinator and moderator for of Training on Setting-Up Private Hospital Requirements through webinar.

3. Details of the appointment are as stated below

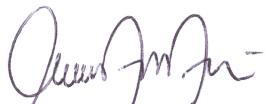
**Webinar** : **Training on Setting-Up Private Hospital Requirements**  
**Duration** : **November – December 2020**  
**Term of Reference** : **Appendix 1**

4. Should you agree with the offer, please complete and return the “Acceptance of Offer” form attached as Appendix 3. Any inquiries regarding this matter please contact Mr. Safarwan Mohd Suhaimi at 0194434801 or e-mail at [safarwan@mpc.gov.my](mailto: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 COORDINATOR & MODERATOR FOR SERIES OF TRAINING ON SETTING-UP PRIVATE HOSPITAL REQUIREMENTS THROUGH WEBINAR.**

#### **1.0 Scope of Work**

##### **1.1 Coordinator**

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

- 1.1.1 Identifying the list of modules for the training;
- 1.1.2 Lead and provide inputs during meetings and discussions related to the training
- 1.1.3 Proposing suitable date and time for the trainings;
- 1.1.4 Identifying target groups and promotions to assist secretariat to get participants.
- 1.1.5 Compiling all modules for every training.

##### **1.2 Moderator**

- 1.2.1 Introduces the trainer and solicits questions from the audience
- 1.2.2 Ensures speakers adhere to the time limit
- 1.2.3 Organise a pre-call with panellists, if applicable
- 1.2.4 Conclude the gist of the webinar session

#### **2.0 Terms of Appointment**

Three (2) months: November – December 2020

### **3.0 Terms of Payment**

The rate for coordinator and moderator is based on Garis Panduan Perkhidmatan Kepakaran MPC:

- i. Coordinator – RM500.00/ webinar session
- ii. Moderator – RM250.00/ hour

### **4.0 Proposed date of PHPN Webinar Series**

No	Month	Topics	Date
1.	November	Module – 1	11/11/2020
		Module – 2	16/11/2020
		Module – 3	19/11/2020
		Module – 4	23/11/2020
		Module – 5	26/11/2020
2.	December	Module – 6	1/12/2020
		Module – 7	4/12/2020
		Module – 8	7/12/2020
		Module – 9	10/12/2020
		Module – 10	16/12/2020

## ACCEPTANCE FORM

To:

Director General  
Malaysia Productivity Corporation (MPC)  
Lorong Produktiviti, Jalan Sultan  
46200 Petaling Jaya, Selangor  
(Attn: Nur Syafina Anuar)

Email: syafina@mpc.gov.my

### APPOINTMENT AS A COORDINATOR & MODERATOR FOR SERIES OF TRAINING ON SETTING-UP PRIVATE HOSPITAL REQUIREMENTS THROUGH WEBINAR.

With regards to the above matters,

I Hj. Syamsul Arman bin Yap hereby accept the offer by Malaysia Productivity Corporation (MPC) as a Coordinator & Moderator for series of training on Setting-Up Private Hospital Requirements through webinar.

Thank you.



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