



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)

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.

Payment terms	:	RM 2000/day
Project duration	:	5 days

7.0 Deliverables

Compilation of the notes of discussions.

ACCEPTANCE FORM

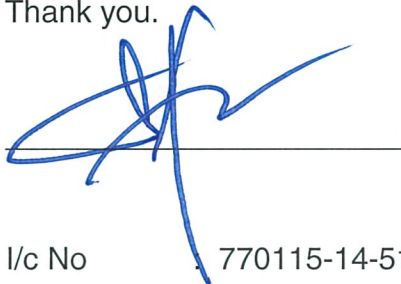
To: Nur Syafina Anuar
for Director General
Malaysia Productivity Corporation

**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 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

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

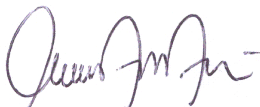
Webinar	: Training on Setting-Up Private Hospital Requirements
Duration	: November – December 2020
Term of Reference	: Appendix 1

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.

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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