

MPC(PCD)100-12/4/7

8 October 2020

Mohd Anuar Bin Abdul Karim

Principal Consultant

TRC Consulting, KI 05-05, Kasturi Idaman,
Jalan Pekaka 8/6, Kota Damansara, 47810 Petaling Jaya
(U.P. En. Mohd Anuar)

*En. Mohd Anuar,***APPOINTMENT AS EXPERT FOR SMART INCENTIVES PROJECT: EFFECTIVENESS OF INCENTIVES AT ENTERPRISE LEVEL**

The above subject refers.

2. We are pleased to inform that Malaysia Productivity Corporation (MPC), would like to appoint you as the expert as follows:

3. **Project** : Smart Incentives: Effectiveness of Incentives at Enterprise Level
Fee : RM 2,000 Per Day
Start date : 10 October 2020
End date : 15 December 2020
Working days : 7 ½ Days
Terms of Reference : Attachment A

Should you agree with the offer, please complete and return the reply slip form in the accompanying page. Any inquiries regarding this matter, please contact Ms. Mazuin Dahlan at 012-3006444 or email to mazuin@mpc.gov.my .

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”**(Zulaifah Omar)**

for Director General
Malaysia Productivity Corporation (MPC)

TRANSFORMATION • INNOVATION • PARTNERSHIP

TERMS OF REFERENCE (TOR)
APPOINTMENT AS EXPERT FOR SMART INCENTIVE PROJECT:
EFFECTIVENESS OF INCENTIVES AT ENTERPRISE LEVEL

1.0. Purpose of the Assignment

The purpose of this assignment is to appoint an expert for Smart Incentive (SI) Unit project to prepare discussion paper on Effectives of Incentives at Enterprise Level – to obtain feedback from the industry players on effectiveness of government incentives to the SME's especially incentives provide by Malaysia Productivity Corporation (MPC) to facilitate the formulation of other forms of initiative in the future.

2.0. Timeline

10 October – 15 December 2020

3.0. Scope of Work

3.1. Relevant Meetings and Discussions

- 3.1.1. Attend relevant meetings and discussions towards establishing a proposal / concept paper on the subject matter;
- 3.1.2. Research relevant materials related to the subject matter;
- 3.1.3. Prepare relevant drafts and materials related to meetings and discussions;
- 3.1.4. Liaise with relevant individuals and organisations who will be involved in meetings and discussions; and
- 3.1.5. Arrange, prepare and moderate meetings / discussion / engagement session(s) with relevant organisations, associations, industry players, as well as Government Ministries and agencies.

3.2. Reports, Output Documents, and Discussion Paper(s)

- 3.2.1. Prepare list of related industry players, associations and organisations;
- 3.2.2. Draft, edit and finalise relevant documentation needed in the project, such as presentation slides, press release, speeches, input paper etc.;
- 3.2.3. Draft, edit and finalise notes of discussion / minutes of meetings / summary for engagement sessions / discussion / meetings in relation to the project;
- 3.2.4. Prepare and distribute quick survey for the tourism industry players with analysis report to be included in the discussion paper;
- 3.2.5. Prepare the discussion paper on Effectiveness of Incentive at Enterprise Level.

4.0. Payment Terms

4.1. A technical expert will be paid RM 2,000 per day, and payable at 7 ½ working days, as per below:

No.	Tasks	Working Days
1st Progress Payment: Project Acceptance		
4.1.1	<ul style="list-style-type: none">• Draft, edit and finalise relevant documentation needed in the project, such as presentation slides, press release, speeches, input paper etc.• Upon received of SST	2
2nd Progress Payment:		
4.1.2	<ul style="list-style-type: none">• Arrange, prepare and moderate meetings / discussion / engagement session(s) with relevant	1

	organisations, associations, industry players, as well as Government Ministries and agencies	
4.1.3	<ul style="list-style-type: none"> Draft, edit and finalise notes of discussion / minutes of meetings / summary for engagement sessions / discussion / meetings in relation to the project 	1
4.1.4	<ul style="list-style-type: none"> Prepare and distribute quick survey for industry players with analysis report to be included in the discussion paper Submission of Interim Report 	1 ½
Final Progress Payment		
4.1.5	<ul style="list-style-type: none"> Prepare the discussion paper on Effectiveness of Incentives at Enterprise Level Submission of Project Final Report 	2

4.2. The payment includes other relevant costs incurred in performing the tasks as stipulated in the 3.0, such as transportation, accommodation and out-of-pocket expenses.

Prepared by:
Smart Incentive Unit (SI)

Appendix 2: Acceptance Form

Director General
Malaysia Productivity Corporation (MPC)
Lorong Produktiviti, Jalan Sultan
46200 Petaling Jaya, Selangor
(Attn: Mazuin Binti Dahlan; email: mazuin@mpc.gov.my)

ACCEPTANCE OF APPOINTMENT AS EXPERT FOR SMART INCENTIVE PROJECT: EFFECTIVENESS OF INCENTIVES AT ENTERPRISE LEVEL

With regards to the above matter, I hereby accept the above appointment and its terms of reference, as offered by Malaysia Productivity Corporation (MPC).

Company Name	TRC Consulting
Person In-charge	Mohd Anuar Bin Abdul Karim
Company's Bank Account Number	1017 9000 3151
Bank Name	Affin Bank Berhad
Email Address	nuarkarim1965@gmail.com
Mobile Number	+60 11-1116 5622

Thank you.



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Name : Mohd Anuar Bin Abdul Karim
Date : 8 October 2020