

MPC(DMO)600-3/2/40

6th November 2020

Assoc. Prof. Dr. Ng Siew Imm
 Universiti Putra Malaysia
 Jalan Universiti 1
 43400 Seri Kembangan
 Selangor

Dear Dr. Ng,

APPOINTMENT AS TECHNICAL EXPERT FOR THE PROPOSAL ON INNOVATIVE SUPPORT PROGRAMMES FOR M&E SECTOR 2021

With reference to the above subject, Malaysia Productivity Corporation (MPC) would like to appoint you as the technical expert in collaboration with the Machinery and Equipment Productivity Nexus (MEPN) Team for the project as detailed below:

Program	The Proposal on Innovative Support Programmes for M&E Sector 2021
Date	November – December 2020
Payment Terms	RM2000 per manday (Details of the payment for the appointment will be agreed in discussion with MPC and as stipulated in the <i>Garis Panduan Kadar Bayaran Penyedia Khidmat Pakar bagi Aktiviti-Aktiviti di bawah Nexus Produktiviti, Blueprint Produktiviti Malaysia</i>)
Project Duration	2 months
Scope of Work	Terms of Reference (TOR) as per Appendix 1


2. Should you agree with the offer, please respond to MPC by signing the Acceptance Form as per appendix 2.

3. Any inquiries regarding this matter please contact Mr. Abdul Rahman Kamis at 013-369 3243 or e-mail to arahman@mpc.gov.my.

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely,



(DR. MAZLINA SHAFI'I)
 Deputy Director
 Productivity Growth Division
 Malaysia Productivity Corporation (MPC)

cc : **Mr. Mac Ngan Boon**
 Champion
 Machinery & Equipment Productivity Nexus (MEPN)

Appendix 1: Terms of Reference

TERMS OF REFERENCE (TOR) TECHNICAL EXPERT FOR THE PROPOSAL ON INNOVATIVE SUPPORT PROGRAMMES FOR M&E SECTOR 2021

1.0 Purpose of the Assignment

The purpose of this assignment is to appoint a technical expert for the Innovative Support Programmes for M&E Sector 2021

2.0 Scope of Work

- 2.1 To analyse the 43 MEVAC clinic reports
- 2.2 To identify challenges faced by M&E companies.
- 2.3 To identify key areas within M&E companies that require support.
- 2.4 To provide specific recommendations on how MPC may design innovative support programs to the M&E sector.

3.0 Document Formatting

- 3.1 The document must be written in English Language.
- 3.2 Format of document must be referred to MPC and MEPN secretariat.

4.0 Project Timeline

The total task is expected to take a total of 10 man-days; starting on November – December 2020 (2 months).

PHASE		November				December			
1	Analysing the 43 MEVAC Clinic Reports								
2	Submission of Preliminary Report								
3	Result, Findings and Recommendations								
4	Submission of Final Report								

5.0 Payment Terms

5.1 A technical expert will be paid based on the following activities:

Activities	Payment (RM)	Unit (man-days)	Total Payment (RM)
Preparation of Preliminary Report	2,000.00	4 man-days	8,000.00
Preparation of Final Report	2,000.00	6 man-days	12,000.00
Total			20,000.00

5.2 The payment includes other relevant costs incurred in performing the tasks as stipulated in the 2.0.

Prepared by:

Secretariat Machinery and Equipment Productivity Nexus (MEPN)