



MPC(PCD) 600-5/1/15

20 July 2020

Pn. Jamaliah Daud
No. 2 Jalan Teratak U8/96G
Bukit Jelutong
40150 Shah Alam, Selangor

Jamaliah.

APPOINTMENT AS TECHNICAL EXPERT FOR PROJECT ON EXECUTION OF THE MANDATE INITIATIVE 2.1.6 IN NATIONAL ANTI-CORRUPTION PLAN (NACP) TO ESTABLISH A STRONG AND EFFECTIVE MECHANISM IN THE ISSUANCE OF PERMITS AND LICENSING IN MALAYSIA (2020)

2. With reference to the subject mentioned above, Malaysia Productivity Corporation (MPC) an agency under Ministry of International Trade and Industry (MITI) would like to offer and appoint you as the expert as follows:

Project	: Execution of The Mandate Initiative 2.1.6 In National Anti-Corruption Plan (NACP) to Establish A Strong and Effective Mechanism in The Issuance of Permits and Licensing in Malaysia (2020)
Terms of Reference	: Appendix 1

3. Subject to the terms and conditions as mutually agreed upon by both parties, the Consultant hereby agrees to undertake and perform the responsibilities as described in Term of Reference (TOR).

4. Should you agree with the offer, please complete and return the reply slip form in the accompanying page to be returned with this Acceptance Letter within 14 days from the date of this letter to this office for further action. Any inquiries regarding this matter, please contact Ms. Anis Marina Abd Wahab at 012-973 9132 or email to anis@mpc.gov.my.

Thank you.

“FOR THE NATION”

(MOHAMAD AZROL MOHAMAD DALI)

for Director General,
Malaysia Productivity Corporation (MPC)

TERMS OF REFERENCE (TOR)

TECHNICAL EXPERT FOR PROJECT ON EXECUTION OF THE MANDATE INITIATIVE 2.1.6 IN NATIONAL ANTI-CORRUPTION PLAN (NACP) TO ESTABLISH A STRONG AND EFFECTIVE MECHANISM IN THE ISSUANCE OF PERMITS AND LICENSING IN MALAYSIA (2020)

1.0. Background

Media Statement released on 25th June 2020 by Prime Minister Office after The Special Cabinet Committee on Anti-Corruption Meeting (JKKMAR) Series 12 No. 2/2020 has endorsed the recommendation by Malaysia Productivity Corporation (MPC) for all ministries and agencies responsible with licensing (licenses and permits) to publish online their respective license application guidelines for public information. The aim is to be more transparent in managing permits and licenses thereby enhancing integrity and reducing corrupt practices.

2.0. Objectives

- 2.1 To ensure that all federal ministries and agencies, state governments and local authorities managing licensing regimes to:
 - i Publish guidelines for license applications and fees payment processes with established Client Charter;
 - ii Upload the guidelines on the Ministry/ Agency's websites which are accessible for reference by applicants;
 - iii Ensure that stakeholders are involved in the process of establishing the guidelines so that the requirements identified are clear, unambiguous and easy to understand by the stakeholders.
- 2.2 To ensure that licensing and payment systems are fully implemented online to enhance transparency and to eliminate opportunities for corruption.
- 2.3 To monitor, analyze and assist the regulators in resolving issues arising.

3.0. Timeline

The works shall be completed within a period of six (6) months starting from July until December 2020.

4.0. Scope of Work

4.1. Relevant Meetings and Discussions

- 4.1.1. Attend relevant meetings and discussions towards establishing a proposal / concept paper on the subject matter
- 4.1.2. Research relevant materials related to the subject matter
- 4.1.3. Prepare relevant drafts and materials related to meetings and discussions; and
- 4.1.4. Liaise with relevant individuals and organisations who will be involved in meetings and discussions.

4.2. Roles and responsibilities under stream 2:

- 4.2.1. Identify and develop mailing list for communication plan
- 4.2.2. Prepare and communicate official letter to the head of relevant federal and state government agencies
- 4.2.3. Create and monitor project's landing page
- 4.2.4. Develop and monitor communication plan

5.0. Deliverables

- 5.1 Offline and online communication materials
- 5.2 Communication plan

6.0. Payment Terms

- 6.1. A technical expert will be paid RM 2000 per day, and payable at 10 working days, as per below:

No.	Tasks	Working Days
1.	Attend relevant meetings/ workshops/ trainings related to the project's planning and implementation	5
2.	Prepare Group's TOR and Planning	3
3.	Prepare Information Letter to Ministries	2

- 6.2. The payment includes other relevant costs incurred in performing the tasks as stipulated in the 3.0.

Appendix 2: Acceptance Form

Director General
Malaysia Productivity Corporation (MPC)
Lorong Produktiviti, Jalan Sultan
46200 Petaling Jaya, Selangor
(Attn: Anis Marina Abd Wahab; email: anis@mpc.gov.my)

ACCEPTANCE OF APPOINTMENT AS TECHNICAL EXPERT FOR PROJECT ON EXECUTION OF THE MANDATE INITIATIVE 2.1.6 IN NATIONAL ANTI-CORRUPTION PLAN (NACP) TO ESTABLISH A STRONG AND EFFECTIVE MECHANISM IN THE ISSUANCE OF PERMITS AND LICENSING IN MALAYSIA (2020)

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

Name	
Designation	
Organisation	
Bank Account Number	
Bank Name	
Email Address	
Mobile Number	

Thank you.

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Name :
Date :