



**TERMS OF REFERENCE (TOR)  
FOR TECHNICAL EXPERT**

**Project: : Validation of Issue for #MyMUDAH**  
**Duration : October – December 2020**

## **TERMS OF REFERENCE (TOR)**

### **1.0 Background**

The government recently agreed on MalaysiaMudah or #MyMudah Programme on 20 July 2020 in its efforts to assist industries/ businesses from being burdened by unnecessary regulations and reduce the cost of doing business. Through this programme, the policy makers or regulators will be recommended to temporarily or permanently abolish, modify, waive or exempt any unnecessary regulations imposed on business.

The programme is expected to bring positive impact to the economy for COVID-19 recovery. Businesses can register their regulatory issues through Unified Public Consultation (UPC) Portal ([upc.mpc.gov.my](http://upc.mpc.gov.my)). Economic Action Council (EAC) and Malaysia Productivity Corporation (MPC) have been tasked with leading this programme to propose regulatory relief measures to support the nation's economic recovery.

### **2.0 Objectives**

The purpose of appointing Technical Expert for this project is to assist in validating issues submitted by the concerned party with regards to unnecessary regulatory burden.

### **3.0 Scope of Work**

Technical Expert duties and responsibilities include, but are not limited to, the following:

- a. Desk research on issue concerned;
- b. Analyse and provide further clarification, verification and validation of the issue through engaging with the concerned party from the industry and authority;
- c. Slide preparation for presentation to MyMudah and EAC;
- d. Report submission after every engagement with the concerned party.

## 4.0 Reporting Requirements

Technical Expert will report to MPC's #MyMudah project team and submit all deliverables to:

- Wan Fazlin Nadia Wan Osman ([nadia@mpc.gov.my](mailto:nadia@mpc.gov.my))
- Khidzir Ahmad ([khidzir@mpc.gov.my](mailto:khidzir@mpc.gov.my))
- Mohd Aizuddin Noor Azman ([Aizuddin@mpc.gov.my](mailto:Aizuddin@mpc.gov.my))

## 5.0 Report Formatting

Report formatting are as follows:

- Report must be drafted in a format agreed by MPC;
- Report must be written in English;
- The write up must be 1.5 line spacing, Arial font with size 12; and
- Additional information for report clarification MUST be prepared without extra charges and within reasonable time.

## 6.0 Payment Terms

The rate is determined based on MPC Procurement Guideline for Professional Fees Services (2018) and Guideline on Organising Virtual Programmes (2020).

Scope of Work	No. of days	Rate per day (RM)	Total (RM)
<b>Stage 1: Development of issue</b> <ul style="list-style-type: none"><li>• Desk research on issue concerned;</li><li>• Analyse and provide further clarification, verification of the issue through engaging with the concerned party from the industry;</li><li>• Slide preparation for presentation to #MyMudah Secretariat and EAC;</li></ul>	2	2,000	4,000

<ul style="list-style-type: none"> <li>• Report submission after every engagement with the concerned party.</li> </ul>			
<b>Stage 2: Assessment, Implementation &amp; Monitoring</b> <ul style="list-style-type: none"> <li>• Analyse and provide further validation of the issue through engaging with the concerned party from the authority;</li> <li>• Refined and improved the preparation of slide for presentation to #MyMudah Secretariat and EAC;</li> <li>• Follow-up with concerned authority on the implementation of recommendations;</li> <li>• Review and provide feedback from industry and authority;</li> <li>• Report submission after every engagement with the concerned party.</li> </ul>	4	2,000	8,000
<b>TOTAL</b>			<b>12,000</b>

**Note:**

The appointed Technical Expert shall deliver the assigned job scope, as specified in Scope of work stated above, where the tasks must be achieved and the soft copy of all relevant information and findings sought under this project is handed over to MPC based on the format determined by MPC.

## 7.0 Specifications of skills set and experience

Minimum specifications of skills set and experience of Technical Expert are as follows:

- Strong understanding of Good Regulatory Practice (GRP) and related policies/ regulations and/ or laws in Malaysia;
- Proven working experience at least 3 years related to GRP.

## **8.0 Proprietary Rights**

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