



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

**Project : Technical Expert for #MyMUDAH**

**November – 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 as advisory role and technical expert to the secretariat of MyMudah on the development and implementation of MyMudah program and any other issues related to MyMudah program.

### **3.0 Scope of Work**

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

- a. Desk research on similar initiative on reducing unnecessary regulatory burden;
- b. Analyse and provide advisory roles that includes clarification, verification and validation of the issue with regards to the implementation of MyMudah program;

- c. Slide preparation for presentation to MPC, MyMudah, EAC or other stakeholders;
- 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**

- The report must be drafted in a format agreed by MPC;
- The 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)
<ul style="list-style-type: none"><li>Provide advisory roles at meetings/workshops on implementation of MyMudah</li></ul>	10	500	5,000.00
<ul style="list-style-type: none"><li>Analyse and provide further clarification, verification of the issue through engaging with the concerned party from the industry and regulator;</li><li>Slide preparation for presentation to MyMudah, EAC or other stakeholders.</li></ul>	5	2,000	10,000
<b>TOTAL</b>			<b>15,000</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 the skills sets and experience

- 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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photocopying, recording or otherwise, without prior written permission from MPC. The writer or his organisation agreed that their names will not be published in this research report. It is the duty of the writer to communicate with the organisation/industry concern to get the necessary information regarding best practices observed. All written text must be original and previously unpublished. Any write-up which has been plagiarized will be rejected.

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