

MPC(DMO)800-3/2/3

8 Jan 2020

Ms. Jamaliah DaudNo.2, Jalan Teratak U8/96G,
Bukit Jelutong, Shah Alam,
Selangor**APPOINTMENT AS THE SECRETARIAT FOR TECHNICAL WORKING GROUP OF CONTRACTING WITH THE GOVERNMENT (TWGCG)**

The above subject refers.

We are pleased to inform that Malaysia Productivity Corporation (MPC), a statutory body under the Ministry of International Trade and Industry (MITI) would like to appoint you as the secretariat for TWGCG, as follows:

1. **Project name** : **Secretariat Technical Working Group of Contracting with the Government (TWGCG)**
2. **Payment terms** : **As per Terms of Reference**
3. **Project duration** : **January – December 2020**
4. **Term of Reference** : **Attachment 1**

2. Should you agree with the offer, please return the acceptance of the offer to MPC by signing off the "Acceptance of Offer" form in the accompanying page.

3. Any inquiries regarding this matter please contact Ms. Rabiatul Hana Ishak, 014-7169285 or e-mail rabiatalhana@mpc.gov.my.

Thank you.

"DRIVING PRODUCTIVITY OF THE NATION"

Yours sincerely,

**(WAN FAZLIN NADIA WAN OSMAN)**

for Director General

Malaysia Productivity Corporation (MPC)

ACCEPTANCE FORM

To: Wan Fazlin Nadia Wan Osman
Director
for Director General
Malaysia Productivity Corporation

Tel : 03 79600173
Fax : 03 79600211

APPOINTMENT AS THE SECRETARIAT FOR TECHNICAL WORKING GROUP OF CONTRACTING WITH THE GOVERNMENT (TWGCG)

With regards to the above matters,

I Jamaliah Daud hereby accept the offer by Malaysia Productivity Corporation (MPC) as the secretariat for Technical Working Group of Contracting with The Government (TWGCG).

Thank you.



Organization :-

I/c No : 680927-06-5160

Acc No : 1218602009905

Bank Name : Bank Islam Malaysia Berhad (BIMB)

Email : jdaud05@gmail.com

Date : **10 January 2020**

**TERMS OF REFERENCES
SECRETARIAT**

Technical Working Group on Contracting with The Government (TWGCG)

1.0 Purpose of the assignment

The purpose of this assignment is to appoint the secretariat for TWGCG.

2.0 Scope of Work

The secretariat will assist the TWG's co-chairs in coordinating and preparing for TWG's periodical meetings, document reviews, communications and high-level monitoring and reporting of the action plan items of the TWG and PEMUDAH, with the support from secretariat team members (MPC and MOF). The list of tasks are as follows:

- i. Managing the meetings, which includes preparing a meeting checklist, arranging and conducting preparatory meetings and stakeholders meetings, preparing documents, making formal calls and follow-up on actions.
- ii. Correspondence: communicate and share the meetings' information, notifications and reminders via e-mail.
- iii. Preparing and proof-reading of documents for the TWG's meetings (i.e. draft agenda, Co-chairs' remarks, minutes of meeting, matters arising and presentation slide)
- iv. Attend all TWG meetings as well as preparatory meetings and maintain close relationship with TWGCG co-chairs and members.
- v. Walkthrough the matters arising and update on progress of project status during the TWG meetings.
- vi. Prepare the draft of the minutes of meeting and distribute the draft minutes within three (3) working days after the meeting.
- vii. Assist in the interim period between the meetings – i.e. obtain feedback on the draft minutes, matters arising and tracking of action items.
- viii. Assist in the preparation of TWG status report (presentation slides) to PEMUDAH Meeting.

3.0 Expected outputs

- i. Minutes of Meeting
- ii. Feedback on matters arising and tracking of action items
- iii. Progress reports
- iv. Discussion notes of preparatory meetings and stakeholders meetings
- v. Co-chairs' remarks/ talking points
- vi. Hands-on training and coaching provided to the secretariat team members

4.0 Duration of the Appointment

The work of the facilitator shall commence from January to December 2020

5.0 Project Cost

The computation of facilitator cost is based on ***Garis Panduan Perkhidmatan Kepakaran MPC: Secretariat – RM3,000/meeting***