

TERMS OF REFERENCE (TOR)
APPOINTMENT AS A TECHNICAL EXPERT FOR AGRO-FOOD PRODUCTIVITY NEXUS
EXECUTIVE STRATEGIC SESSION

1.0 Background

The Agro-food Productivity Nexus (AFPN) will be organizing a series of executive strategic session (ESS). The objectives of this session is to oversee the progress of programs and activities that is being implemented by industries and supported by AFPN in year 2020. During the session there will also be a discussion on the workplan of programs and activities for year 2021. Furthermore, any issues or challenges pertaining to the Nexus will be highlighted and discuss during this session.

This strategy session will be organised in 2 groups according to the subject matter under AFPN namely Horticulture (Flowers, Fruits, Vegetables and others related), Poultry, Fisheries, and Ruminants. The participants that will participate in this ESS are the Nexus Governing Committee (NGC) Members, Subject Matter Expert (SME), Industry players related to the subject matter, DMO Secretariat and AFPN Secretariat. During the session, all participants will have a discussion on projects that have been carried out throughout 2020 and to draft workplan for 2021.

2.0 Roles and Responsibilities

- i. Identify feedback and issues for year 2020
- ii. Develop year 2021 workplan programs/activities for AFPN based on the input derive during the ESS.

3.0 Programme Timeline

The ESS will be organise in two groups according to the subject matter under AFPN as follows:

#	Session	Tentative date
1.	Group 1: i. Horticulture (Flowers, Fruits, Vegetables and others related)	7 December 2020

2.	Group 2: i. Livestock ii. Fisheries	8 December 2020
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*Note:

- i. *The date may be re-scheduled based on the current situation*
- ii. *The total man-days taken will be 10 man-days inclusive of pre and post work for each group*

4.0 Payment Terms

The total payment for the service rendered will be RM20,000 inclusive of all tax imposed (RM2,000 per man-days) and the payment will be paid at the end of the programme.

#	Session	Man-days	TOTAL (RM)
1.	Group 1	RM2,000/man-days x 1.5 days	3,000.00
2.	Group 2	RM2,000/man-days x 1.5 days	3,000.00
3.	Desk work	RM2,000/man-days x 7 days	14,000.00
TOTAL			20,000.00

*Notes:

- i. The total man-days taken will include one day preparatory work before each session and half day during the actual session for each group.
- ii. Desk work to combine all input and prepare 2021 workplan for AFPN include 7 man-days.

5.0 Deliverables

Agro-food Productivity Nexus 2021 Action Plan

6.0 Secretariat

Agro-Food Productivity Nexus
Productivity Growth Division
Malaysia Productivity Corporation