

Appendix 2: Terms of Reference

TERMS OF REFERENCE (TOR) TECHNICAL EXPERT

1. Purpose of the Assignment

The purpose of this assignment is to appoint a facilitator and technical expert for Executive Online Strategic Session (EOSS).

- i) To discuss work plan at granular level for Budget 2021 implementation.
- ii) To improve overall process if project delivery by leveraging Business Model Canvas (BMC)
- iii) To identify the timeline of project implementation as in item (i)

2. Scope of Work

Main tasks of the facilitator / technical expert:

- Lead, moderate, and facilitate the discussion among members in the assigned group towards achieving the session's objective;
- Produce a report on the output of the discussion in the group.
- Review the completed report for consistency and accuracy; and
- Attend and contribute to relevant meetings and discussions after the lab session, if any.

3. Payment Terms

A moderator / technical expert will be paid **RM2,000 per meeting (maximum of 4 days)**, which includes the preparatory tasks prior to the session, the session, and post-session tasks.

No.	Tasks	Output	Man-day(s)
4.1.1	Preparatory task prior		1/2
4.1.2	Lead, moderate, and facilitate the discussion among members in the assigned group towards achieving the session's objective	Final Report of the Strategic Session	3
4.1.3	Produce draft and finalise report on the output of the discussion in the group		1/2

4. Expect Output

Produce a report on the output of the discussion in the group.