

MPC(DMO)600-3/2/43

14 August 2020

Aniceta V Tan (640417-65-5068)

6 Jln Aggerik Oncidium 31/71d
Kota Kemuning
40460 Shah Alam,
Selangor.

Dear Ms. Aniceta,

APPOINTMENT AS PRIVATE HEALTHCARE PRODUCTIVITY NEXUS (PHPN) COORDINATOR

We are pleased to inform you that the Private Healthcare Productivity Nexus (PHPN) has agreed to appoint you as the Nexus Coordinator effective from 14 Aug - 31 Dec 2020.

2. Your responsibility and terms of reference in assisting the Chairman, YBhg. Dato' Dr. Jacob Thomas, as per Appendix 1: Terms of Reference (TOR). The payments are limited to the provision of activities listed in the TOR. The claimable rate for your service rendered is RM200.00 per hour and RM100.00 per minutes of meeting.

3. Hopefully with this appointment, you will be able to assist the PHPN in consulting and monitoring projects approved by the Nexus Governing Committee. We appreciate your support and commitment to work together with us to ensure the success of the nexus.

4. Any inquiries regarding this matter please contact Mr. Safarwan Mohd Suhaimi at 019-4434801 or e-mail to safarwan@mpc.gov.my.

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely,



(Nur Syafina Anuar)

Manager
for Director General
Malaysia Productivity Corporation (MPC)

cc : **Dato' Dr. Jacob Thomas**

Champion
Private Healthcare Productivity Nexus (PHPN)

**Private Healthcare Productivity Nexus (PHPN)
Terms of Reference for
Nexus Coordinator**

1. Roles and Responsibilities

- i. To support the Chairman in oversee the overall implementation of all initiatives under the respective Productivity Nexus;
- ii. To support the Chairman in governing the nexus and implementing the productivity initiatives and activities;
- iii. To provide necessary professional inputs to support the implementation of all initiatives;
- iv. prepare the minute of meeting and circulated within seven (7) working days from the date of the meeting;
- v. To attend relevant meetings and discussions with stakeholders within the Selangor state and any other location(s) as required;
- vi. To prepare relevant presentation materials for relevant workshop(s) or meetings as scheduled;
- vii. To attend the project progress review sessions with MPC and its international expert: and
- viii. To provide any recommendations per own area of expertise or knowledge or reference on the best practices and new developments in other countries

2. Duration of the Appointment

The duration of the appointment is five (5) months effective August to December 2020.

3. Consultant Profile Required

Consultant must provide curriculum vitae which meet the qualification, skills and experience related to private healthcare industry.

4. Payment

The payment will be based on the following roles and responsibilities as stated above.

- i. If the service rendered is limited to the provision of professional inputs, the claimable rate is **RM200.00** per hour and not exceeding **RM 7,000.00** per month including the cost of transportation; and
- ii. If the service only involves preparation of reports including writing minutes, the claimable rate is as below:
 - a) Nexus Governing Committee Meeting (RM 500.00 per meeting)
 - b) Discussion Meeting (RM 100.00 per meeting)

5. Confidentiality

All information shared and discussed during any meetings are confidential and shall never be disclosed to other parties in any manner without prior consent from the Champion and MPC.

6. Champion

Dato' Dr. Jacob Thomas
Champion
Private Healthcare Productivity Nexus

7. Termination of Contract

In case of dissatisfaction occurrence that may give negative impact to the progress of PHPN projects, MPC has the right to terminate this contract at any time, upon presentation of a 5 days notice given to the consultant.

8. Secretariat of PHPN

Nur Syafina Anuar

Programme Manager
Delivery Management Office (DMO)
Malaysia Productivity Corporation
Lorong Produktiviti off Jalan Sultan
46200 Petaling Jaya, Selangor
Tel. : 019-650 1406
Emel : syafina@mpc.gov.my

Safarwan Mohd Suhaimi

Project Manager
Delivery Management Office (DMO)
Malaysia Productivity Corporation
Lorong Produktiviti off Jalan Sultan
46200 Petaling Jaya, Selangor
Tel. : 019 -4434801
Emel : safarwan@mpc.gov.my

REPLY SLIP

Director General
Malaysia Productivity Corporation (MPC)
P.O. Box 64, Jalan Sultan
46904 Petaling Jaya,
Selangor

(Attention: Safarwan Mohd Suhaimi, Email: safarwan@mpc.gov.my)

**ACCEPTANCE OF APPOINTMENT AS PRIVATE HEALTHCARE PRODUCTIVITY
NEXUS (MEPN) COORDINATOR**

With regards to the above matter, I hereby accept the above appointment and its terms of reference, as offered by Malaysia Productivity Corporation (MPC).

Personal particular details for payment purpose are as follows:

NRIC No :
Account No. :
Bank :

Thank you.

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Name:
Date:

Should you have any inquiry, please contact:

Name	Phone Number	Email address
Safarwan Mohd Suhaimi	0194434801	safarwan@mpc.gov.my