



MPC (PCD)600 – 2/3/2

24 June 2020

Romaiza Ab Rahman
15, Jalan SE 6, Park Villa, Sunway Eastwood
Taman Equine
43300 Seri Kembangan, Selangor

Dear Ms. Romaiza,

APPOINTMENT AS REVIEWER FOR ARTICLES AND REPORTS ON GOOD REGULATORY PRACTICE (GRP) PROJECTS

Refer to the above subject

2. 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 your goodself as editor for Articles and Report on Good Regulatory Practices (GRP) related projects.

3. The terms of reference (TOR) is enclosed. If the TOR is agreeable to you, kindly sign and return the reply slip to us.

4. Any inquiries regarding this matter, please contact Ms. Vimala Muniandy at 012 – 243 5208 or e-mail at vimala@mpc.gov.my

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely

(VIMALA MUNIANDY)

Assistant Manager

Productivity and Competitiveness Development (PCD)

TERMS OF REFERENCE (TOR)

1.0 The objectives of the task or assignment

The purpose of recruiting an editor is to review, edit, revise and rewrite any related GRP project documents to meet MPC established standards and objectives.

2.0 The Scope of the task or assignment

- a. Edit, revise and rewrite as needed to produce high quality, timely, results-based progress and align project end reports with MPC established standards and formats;
- b. Perform variety of editorial duties such laying out, indexing and revising content of written materials, in preparation for final publication;
- c. Rewrite and edit copy to improve readability; and
- d. Proof-read copy to detect and correct errors in spelling, punctuation and syntax.

3.0 Project Duration

The work of the editor is expected to take from Jun 2020 to November 2020.

4.0 Payment Terms

The ceiling cost of this project is kept at **RM20,000.00** and **the rate is determined based on MPC Procurement Guideline for Professional Fees Services (2018)**. The total payment will be paid monthly based on the completed deliverables. Please refer to the payment term as per below:

Scope of work	Payment (RM)
Review/Editing	150.00/ per page

5.0 Specifications of the skills sets

The assignment will require experience in the area of writing/editing specifically on Good Regulatory Practice (GRP), RURB, Regulatory Reform and etc.

6.0 Reporting requirements

The editor will report to GRP project team.