



TERMS OF REFERENCE (TOR)

The appointed Technical Expert with knowledge and experience in the related field is expected to carry out the following:

i. Scope of work:

- To plan and design workplan for the project.
- To develop indicators for circular economy performance in Malaysia at firm level (CEPI indicators)
- To develop SCP model that address industry concerned on profit, low productivity and surviving of business
- To develop tool and check list that will be able to measure the level of business sustainability (quantitative methods) in improving Firms' Business Sustainability Performance (BSF).
- To conduct current state assessment on CE practices in selected manufacturing companies (Food, Palm oil and Rubber & plastic products). proposed.
- Identify and proposed stakeholders' engagement for interview sessions with the selected manufacturing companies.
- Organise and schedule the study visits (subject to confirmation and approval from the identified companies) & Round Table Discussion.
- Prepare official letter or document if required by company.
- Conduct and facilitate the interview session during the study visits.
- Prepare the discussion notes based on input from the interview session.
- To conduct a validation session with industry players and key stakeholders through workshops and focus group sessions, to share the final draft of the tool and check list.
- Edit and proofread the final draft report.

- Submit the final report within the agreed timeframe and quality criteria set by Malaysia Productivity Corporation (MPC).

ii. Workstation

- The Technical Expert may work at MPC premises or wherever deemed appropriate and through other means of communication such as teleconferencing, telephone, email and other non-face-to-face interactions to speed up the efficiency of work done.
- Interaction with MPC staff is required to ensure consistency in the deliverables. The Technical Expert is expected to attend any meetings, engagements or session that is relevant to the scope of work within MPC premises or other outside premises.
- The Technical Expert shall work closely with MPC's team as and when needed.

iii. Report and Assessment Tool (Formatting)

- The tool and checklist must be developed in a format agreed by MPC. It must user friendly and may easily converted into digital format.
- Report on Improving Firms' Business Sustainability Performance (BSF) must be written in English.

iv. Reporting Obligation

- The report that covered all the above specified contents must be approved or endorsed by MPC.
- The appointed Technical Expert must report/update MPC from time to time and all deliverables must be submitted to the following MPC officers for review and approval:

Nor Fazila Binti Hashim; ila@mpc.gov.my
 Rozita Binti Maal; rozitah@mpc.gov.my
 Ab Rashid Bin Omar; abrash@mpc.gov.my
 Darul Adizul Ishak ; daruladizul@mpc.gov.my

v. Payment Terms

- The Technical Expert will be paid with the amount of **RM9,000.00** until the completion of the reports. Detail as below:

Phase	Activities	Deliverables	RM
1.	Consultancy services	RM2,000 x 3 industries (inclusive travelling and accommodation expenses)	RM6,000
2.	Final Report	RM3,000.00 x 1 reports	RM3,000
	TOTAL PAYMENT		RM9,000

Note:

The appointed technical expert shall deliver the assigned job scope, as specified in **Scope of Work** stated above, where the tasks must be achieved and the soft copy of all relevant information and findings sought under this project is handed over to MPC based on the format determined by MPC.

vi. Timeframe

Activities	Year 2020											
	Oct				Nov				Dec			
	1	2	3	4	1	2	3	4				
1.Consultancy services												
2.Stakeholders engagements/interview Sessions/RTD												
3. Validation sessions												
4.Presentation to MPC												
5.Submit final report												
6.Promotion of the tools & checklist												

vii. Proprietary Rights

- MPC has exclusive proprietary rights to all publication, scripts and any relevant photos of this project report.
- No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or any means of electronics, mechanical,

photocopying, recording or otherwise, without prior written permission from MPC.

- The technical expert or their organisation agreed that their names will not be published in this project report.
- It is the duty of the consultant to communicate with the organisation/industry concern to get the necessary information regarding best practices observed.