

MPC (PCD) 600-4/1/22

18 January 2021

**Otto Solutions**

16, Jalan Kemboja 5,  
Bukit Beruntung, Rawang,  
48300, Selangor  
(attn: Dr Izhar Che Mee)

*Dr. Izhar Che Mee,*

**APPOINTMENT AS THE FACILITATOR TO IMPROVE REGULATORY NOTIFICATION PROCESS**

The above subject refers.

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 you as the facilitator to improve Regulatory Notification (RN) process:

<b>Project name</b>	<b>: Facilitation Service to Improve Regulatory Notification Process</b>
<b>Payment terms</b>	<b>: Facilitator – RM2,000.00/ man-days</b>
<b>Total payment</b>	<b>: RM18,000.00 (9 man-days)</b>
<b>Project duration</b>	<b>: January – February 2021</b>

3. Should you agree with the offer, please return the acceptance of the offer to MPC by signing off the "Acceptance of Offer" form in the accompanying page.

4. If you have any inquiries regarding this matter, please contact Ms. Rabiatul Hana Ishak, 014-7169285 or e-mail [rabiatulhana@mpc.gov.my](mailto:rabiatulhana@mpc.gov.my).

Thank you.

**"DRIVING PRODUCTIVITY OF THE NATION"**

Yours sincerely,



**(MOHAMMED ALAMIN REHAN)**

On behalf of Director General

National Competitiveness Section (NCS)

Malaysia Productivity Corporation (MPC)

## ACCEPTANCE FORM

To: Director General  
Malaysia Productivity Corporation  
(u.p. Ms. Rabiatul Hana Ishak)

Tel : 014-7169285  
E-mail : rabiatulhana@mpc.gov.my

### APPOINTMENT AS THE FACILITATOR TO IMPROVE REGULATORY NOTIFICATION PROCESS

With regards to the above matters,

I Izhar bin Che Mee hereby accept the offer by Malaysia Productivity Corporation (MPC) as the appointment as the facilitator to improve Regulatory Notification (RN) process.

Thank you.

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Organization : OTTO SOLUTIONS

I/c No : NO. SSM: 002400230-V

Acc No : 5624 1451 4052

Bank Name : MALAYAN BANKING BERHAD

Email : drizhar@drizhar.com

Date : 18/1/2021

## **TERMS OF REFERENCE FOR A FACILITATION SERVICE TO IMPROVE REGULATORY NOTIFICATION PROCESS.**

### **1.0 Background**

Regulatory Impact Analysis in the rulemaking process is critical to building a country based on the rule of law, to ensure an equal, democratic, and civilised society. Malaysia Productivity Corporation is administering the RIA process for Malaysia.

The current RIA process is categorised into two subprocesses: the Regulatory Notification (RN) and Regulatory Impact Statement (RIS). Both processes are being carried out manually / via email.

The current RN process takes about three weeks from the submission date until the result is produced. Such a period is burdensome to applicants and resulting they did not notify the regulatory changes which could lead to poor design regulations.

MPC intends to improvise the RN process to motivate more RN submission.

### **2.0 Purpose of the assignment**

To produce a more efficient Regulatory Notification (RN) Process. The efficiency includes fewer interactions, faster processing time, reduced documentation, and better RN applicants experience.

### **3.0 Objectives of the assignment that covers the following issues:**

The main objectives are:

- Facilitate the review of the current RN process;
- Facilitate the process of designing a more efficient RN process; and
- Write the report on the improvement.

### **4.0 Principal duties and responsibilities of the Facilitator**

Principal duties and responsibilities of the Facilitator are:

- Review the current MPC's Regulatory Notification process;
- Analyse inputs from SMEs concerning improving RN process;
- Provide direct input to MPC on improving the process with the usage of ICT; and
- Produce a report of the RN process improvement.

## 5.0 Project Cost

Total of nine man-days is estimated for the facilitation work.

Fee per man-days: RM2,000.00

Total payment: RM18,000

## 6.0 Deliverables

A report of RN process improvement which contains:

- The new RN process;
- The questionnaire for RN assessment; and
- The user interfaces for ICT application.

## 7.0 Level of effort and period of performance

The assignment start date is 25 January 2021 and includes work from the facilitator home on record during this time as needed. The total estimated level of effort is 9 man-days. Final written reports will be delivered to the MPC no later than 28 February 2021.

## 8.0 Reporting

The consultant will report to Mr Mohammed Alamin Rehan, Deputy Director, MPC. All deliverables must be submitted to the following for review and approval:

[alamin@mpc.gov.my](mailto:alamin@mpc.gov.my) and [rabiatulhana@mpc.gov.my](mailto:rabiatulhana@mpc.gov.my)

## 9.0 Jobs Qualification

- **Academic qualification:** Postgraduate degrees/research related to policy development or regulatory.
- **Work experience:** Strong understanding of Regulatory Impact Analysis. Proven working experience of at least five years in policy or rulemaking process.
- **Other competencies:** Very strong communication, analysing, reporting and researching skills, excellent computer skills