

## **TERMS OF REFERENCE**

### **COORDINATOR FOR 10 SESSIONS OF NCS WEBINAR SERIES 2021**

#### **A. Scope of Work**

Coordinator for this project is required to do the followings:

- i. To identify speakers & themes (1 hour per series including Q&A);
- ii. To identify moderator to facilitate the session;
- iii. To Identify the target group or audience;
- iv. To make poster for the purpose of promotion & program announcement to get participants through social media;
- v. To blast the invitation and reminder to speakers and potential audiences;
- vi. To register all webinar attendees into the Unified Public Consultancy (UPC) portal, create registration form and link; and
- vii. Trial rehearsal for each speaker before the actual webinar session.

#### **B. Terms of Appointment**

10 sessions (Jan 2021 – Feb 2021)

\*\* Note: Dates of the programmes will be notified by MPC and are subject to change.

#### **C. Deliverables**

- i. To submit dashboard report and audience's outreach of every session to MPC; and
- ii. To provide list of registered webinar participants into the Unified Public Consultancy (UPC) portal of every webinar session (details required: Name, Organization and Email ID)

#### **D. Terms of Payment**

Payment per session is RM500.00 only. The payment for the webinar coordinator will be made upon the completion of 10 series of webinar sessions.

End of terms.