

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.