

MPC.600-7/3/46 PCD

26 January 2021

Syed Izzat Emir Syed Ahmad Razali
No 5, Jalan USJ 2/5J
47600 Subang Jaya
Selangor Darul Ehsan

Syed Izzat,

APPOINTMENT AS COORDINATOR FOR NATIONAL COMPETITIVENESS WEBINAR SERIES

2. With reference to the subject mentioned above, Malaysia Productivity Corporation (MPC) an agency under Ministry of International Trade and Industry (MITI) would like to offer and appoint you as the Coordinator as follows:

Programme	National Competitiveness Webinar Series
Timeline	Jan – Mac 2021
Payment Terms	RM 500.00 per session (total RM5,000.00) (10 sessions) <i>(As at project quotation provided by your good self-dated 25 Jan 2021)</i>
Project Duration	3 months
Scope of Work	Refer to Terms of Reference (Refer to Appendix 1)

3. Subject to the terms and conditions as mutually agreed upon by both parties, the Coordinator hereby agrees to undertake and perform the responsibilities as described in Term of Reference (TOR).

TRANSFORMATION . INNOVATION . PARTNERSHIP

(Sila rujuk bilangan surat ini apabila menjawab)

4. Should you agree with the offer, please respond to MPC by signing the Acceptance Form (**Appendix 2**) and return to us by 2 February 2021. Any inquiries regarding this matter, please contact Pn. Nurul Farahaton Najihan Jusoh at 013-2799097 or email to farahaton@mpc.gov.my.

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”



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(EDWARD BINTY)
for Director General,
Malaysia Productivity Corporation (MPC)

TRANSFORMATION . INNOVATION . PARTNERSHIP

(Sila rujuk bilangan surat ini apabila menjawab



**TERMS OF REFERENCE (TOR)
AS COORDINATOR FOR NATIONAL COMPETITIVENESS
WEBINAR SERIES**

Jan 2021

**TERMS OF REFERENCE
AS COORDINATOR FOR NATIONAL COMPETITIVENESS
WEBINAR SERIES**

1.0 BACKGROUND

MPC will organise a series of webinar session to keep people who participant maintains their productiveness as well as to enhance knowledge sharing. This session will involve participation from public official and industry in sharing their perspective towards the discussed topic. The appointment of the coordinator will assist in conducting the session.

2.0 SCOPE OF WORKS

The appointed coordinator is expected to carry out the following scope of works:

- a) Coordinate the sessions
- b) Liaise with speaker
- c) Identify attendees
- d) Design poster/brochure (**Deliverable: poster/brochure**)
- e) Prepare and send invitation to stakeholders via email and whatsapp
- f) Coordinate slide presentation from speaker and upload to webinar
- g) Prepare, provide and manage technical support during the webinar (internet connection, recording, screen shot of the event)
- h) Prepare report on the webinar session (attendance list, analysis of the survey and list of questions and answer of the session) (**Deliverable: Report of the session**)
- i) Registering attendees in UPC Portal

3.0 APPOINTMENT CONDITIONS

Appointment is valid for 10 sessions. 1 session to run approximately within 1 hour.

4.0 APPOINTMENT PERIOD

Appointment period is from Jan 2021 – Mac 2021

5.0 TERM OF PAYMENT

Payment will be made by phase. Division of the phase as per below:

Phase	Payment/Sessions
Phase 1	Upon the completion of 5 sessions
Phase 2	Upon the completion of 5 sessions
Total	10 sessions

PROPOSED COMPETITIVENESS TALK (WEBINAR)

No.	Title	Speaker	Date (TBC)
1.	Introduction of Public Policy in Government Services	TBC	26 Jan 2021
2.	Behavioural Insight apply to Policy Formulation	TBC	27 Jan 2021
3.	Good Regulatory Practices apply to Policy formulation	TBC	2 Feb 2021
4.	Regulatory policy and COVID 19 Crisis	TBC	3 Feb 2021
5.	Challenges in online Payments	TBC	9 Feb 2021
6.	Behavioural Insights and unity	TBC	10 Feb 2021
7.	How best to nudge the Taxpayer	TBC	16 Feb 2021
8.	E-payment initiatives towards A Cashless Society	TBC	17 Feb 2021
9.	The power of nudge to win Behavioural Changes	TBC	23 Feb 2021
10.	E-Payment: The contribution to Digital Economy	TBC	24 Feb 2021

*Title and date are subject to any changes

MPC ref. : MPC.600-7/3/46 PCD

Director General
Malaysia Productivity Corporation (MPC)
Lorong Produktiviti, Jalan Sultan
46200 Petaling Jaya, Selangor
(Attn: Nurul Farahaton Najihan Jusoh, emel: farahaton@mpc.gov.my)

ACCEPTANCE OF THE APPOINTMENT AS COORDINATOR FOR NATIONAL COMPETITIVENESS WEBINAR SERIES

With regards to the above matter, I hereby accept the above appointment and its terms of reference, as offered by Malaysia Productivity Corporation (MPC).

Name	
Designation	
Organisation	
Bank Account Number	
Bank Name	
Email Address	
Mobile Number	

Thank you.

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Name :

Date :