



MPC.600-7/3/69

3 February 2021

Ms. Punitha N. Naidu
Director
STI Consulting
No. 14, Jalan USJ6/6K
47610 UEP Subang Jaya
Selangor Darul Ehsan

Ms,

**APPOINTMENT AS FACILITATOR FOR WORKSHOP ON IMPROVING
EFFICIENCY OF REGULATORY DELIVERY IN DEALING WITH CONSTRUCTION
PERMITS (DCP) THROUGH PUBLIC AND PRIVATE SECTORS
COLLABORATION.**

Malaysia Productivity Corporation (MPC) as the secretariat to the Technical Working Group for Dealing with Construction Permits (TWGDCP) has been mandated in the TWGDCP Meeting no.1/2021 on 29 January 2021 to organize the above-mentioned workshop. Among other objectives of the workshop is to develop solutions and action plan towards improving efficiency of regulatory delivery in DCP.

2. In relation to the matter above, MPC would like to appoint you as Facilitator for the project as follows:

Title	: Workshop on Improving Efficiency of Regulatory Delivery in Dealing with Construction Permits (DCP) Through Public and Private Sectors Collaboration
Date	: 8 February 2021
Scope of Work	: As per Appendix 1
Fee	: RM2,000.00

3. Should you accept the offer, please complete and return the Acceptance Letter as per attachment to MPC latest by 5th February 2021. Any inquiry regarding this matter please do not hesitate to contact Mr. Khidzir Ahmad at 012-6641144 (khidzir@mpc.gov.my).

Thank you.

DRIVING PRODUCTIVITY OF THE NATION

Yours sincerely,

(WAN FAZLIN NADIA WAN OSMAN)
for Director General
Malaysia Productivity Corporation (MPC)

LETTER OF ACCEPTANCE

APPOINTMENT AS FACILITATOR FOR WORKSHOP ON IMPROVING EFFICIENCY OF REGULATORY DELIVERY IN DEALING WITH CONSTRUCTION PERMITS (DCP) THROUGH PUBLIC AND PRIVATE SECTORS COLLABORATION.

To:

Director General
Malaysia Productivity Corporation (MPC)
P.O. Box 64, Jalan Sultan
46904 Petaling Jaya, Selangor.
(Attn: Mr. Khidzir Ahmad – khidzir@mpc.gov.my)

**RE : APPOINTMENT AS FACILITATOR FOR WORKSHOP ON IMPROVING
EFFICIENCY OF REGULATORY DELIVERY IN DEALING WITH CONSTRUCTION
PERMITS (DCP) THROUGH PUBLIC AND PRIVATE SECTORS
COLLABORATION.**

I hereby confirm and accept the terms stated in your Letter of Appointment (MPC.600-7/3/69) dated 3 February 2021 as Facilitator for the above-mentioned project.

Details of payment are as follows:

NRIC	:
Account Number	:
Bank	:
E-mail	:

Yours sincerely,

Name :
Date :

SCOPE OF WORK

WORKSHOP ON IMPROVING EFFICIENCY OF REGULATORY DELIVERY IN DEALING WITH CONSTRUCTION PERMITS (DCP) THROUGH PUBLIC AND PRIVATE SECTORS COLLABORATION.

For the above-mentioned project, facilitator will be responsible for the duties and responsibilities as follows:

- 1. Pre-Workshop:**
 - Attending Workshop Coordination Meeting
 - Attending Session for Designing Workshop Materials
 - Participate in Workshop “Dry-Run”
- 2. During Workshop:**
 - Participate and Facilitate session in the workshop (Break-up rooms)
- 3. Post-Workshop:**
 - To Finalize Workshop Outputs
 - Attending Post-Mortem Meeting