



MPC.600-7/3

5 February 2021

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Tuan,

APPOINTMENT AS COORDINATOR FOR CHEMICAL PRODUCTIVITY NEXUS VIRTUAL ADVISORY CLINIC 2.0 (CHEM-VAC 2.0)

With reference to the above subject, Malaysia Productivity Corporation (MPC) would like to appoint you as the coordinator in collaboration with the Chemical Productivity Nexus (CPN) Team for the project as detailed below:

Program	Chemical Productivity Nexus Virtual Advisory Clinic (CHEM-VAC)
Date	1 Mac – 31 May 2021
Payment Terms	RM500.00 / session (Details of the payment for the appointment will be agreed in discussion with MPC and as stipulated in the Garis Panduan Kadar Bayaran Penyedia Khidmat Pakar bagi Aktiviti-Aktiviti di bawah Nexus Produktiviti, Blueprint Produktiviti Malaysia)
Project Duration	3 months
Scope of Work	Terms of Reference (TOR) as per Appendix 1

2. Should you agree with the offer, please respond to MPC by signing the Acceptance Form as per appendix 2.

3. Any inquiries regarding this matter please contact Mazuan Salih at 012- 603 9121 or e-mail to mazuan@mpc.gov.my.

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely,

(NIK FAIZAL NIK AHMAD)

Deputy Director

Malaysia Productivity Corporation (MPC)

Appendix 1: Terms of Reference

TERMS OF REFERENCE (TOR)

COORDINATOR FOR CHEMICAL PRODUCTIVITY NEXUS VIRTUAL ADVISORY CLINIC (CHEM-VAC)

1.0 Purpose of the Assignment

The purpose of this assignment is to appoint a coordinator for Chemical Productivity Nexus Virtual Advisory Clinic (CHEM-VAC)

2.0 Scope of Work

- 2.1 Preparation of relevant input and documentation for the CHEM-VAC programme
 - CHEM-VAC Workflow
 - Promotional Poster /Video
- 2.2 Identifying and proposing potential SMEs to participate in CHEM-VAC
- 2.3 Coordinate and Facilitate CHEM-VAC Governance and Coordination Meetings.
- 2.3 Providing Platform for meetings/session
- 2.3 Prepare Clinic Session Schedule (Appendix 3)
- 2.4 Prepare final report of the programme

3.0 Document Formatting

- 3.1 The document must be written in English Language.
- 3.2 Format of document must be referred to MPC and CPN secretariat.

4.0 Project Duration

The total task is expected to take a total of 3 months; starting on 1 March – 31 May 2021

5.0 Payment Terms

- 5.1 An coordinator will be paid RM500 per session/meetings

Payment Summary		Total (RM)
1.	Coordinator's fee for 20 session of CPN webinar session series (RM500.00 x 20 series)	10,000.00
	TOTAL	10,000.00

- 5.2 The payment includes other relevant costs incurred in performing the tasks as stipulated in the 2.0

Prepared by:
Secretariat Chemical Productivity Nexus (CPN)