

TERMS OF REFERENCE SPEAKER FOR NCS WEBINAR SERIES 2021

A. BACKGROUND

MPC will organise a series of webinar session to keep people who participate 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 moderator will assist in conducting the session

B. SCOPE OF WORK

Speaker for this project is required to do the followings:

- i. To provide speakers' content for webinar sharing session.
- ii. Webinar content should be based on the topics Behavioural Insights, Competitiveness, Productivity, Good Regulatory Practice, Leadership, etc.
- iii. To prepare slide and a rehearsal prior to the actual webinar session.

C. TERMS OF APPOINTMENT

Per webinar session / 1 hour

Tentative scheduled webinar dates as seen on table below:

Webinar Session / 1 hour	Dates**
Session 1	26 Feb 2021 @ 10am
Session 2	03 Mar 2021 @ 10am
Session 3	05 Mar 2021 @ 10am
Session 4	10 Mar 2021 @ 10am
Session 5	12 Mar 2021 @ 10am
Session 6	17 Mar 2021 @ 10am
Session 7	19 Mar 2021 @ 10am
Session 8	24 Mar 2021 @ 10am
Session 9	26 Mar 2021 @ 10am
Session 10	31 Mar 2021 @ 10am

(Total: 10 Sessions / 1 hour per session)

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

D. DELIVERABLES

- i. To provide slide presentation a day before the webinar session; and
- ii. To present speakers' content as per the planned webinar schedule

E. TERMS OF PAYMENT

A payment of RM300.00 per hour will be paid as the speakers' fee. The payment for the webinar speaker will be made upon the completion of webinar sessions.

Description	Rate Per Hour (RM)	Quantity	Total Amount (RM)
Scope of Work: Speaker i. To provide speakers' content for webinar sharing session. ii. Webinar content should be based on the topics Behavioural Insights, Competitiveness, Productivity, Good Regulatory Practice, Leadership, etc. ii. To prepare slide and a rehearsal prior to the actual webinar session	RM300.00	10 hours	RM3000.00

MALAYSIA PRODUCTIVITY CORPORATION