

Appendix 1: Terms of Reference

TERMS OF REFERENCE (TOR) MENTOR PRODUCTIVITY1010

1.0 Purpose of the Assignment

The purpose of this assignment is to appoint a mentor for PRODUCTIVITY1010. PRODUCTIVITY1010 is an in-depth online coaching, mentoring or guiding with identified business companies

PRODUCTIVITY1010 reshapes transformation platform for industry players and business companies to adapt fast and aligned with business landscape changes in Post COVID-19 Pandemic. PRODUCTIVITY1010 will equip Malaysian business companies with fast adaption capability for business surviving.

2.0 Objectives

- 2.1** To provide a close mentoring, coaching and guiding series (10 hours) through online on the selected manufacturing company;
- 2.2** To help the selected manufacturing company to surface up their operation issues and using Digitisation Readiness Reality Check to tackle the issue;
- 2.3** To ensure the selected manufacturing company to have a clear mindset on how to move forward to implement digitisation on their manufacturing shoot floor based on the implementation report provided by the mentor.

3.0 Scope of Work

Mentor / Expert is responsible to lead and implementing the PRODUCTIVITY1010 with the selected manufacturing company. The scope of PRODUCTIVITY1010 as in the focus areas as below:

3.1 Self-Diagnostic Tool

MEPN has developed an online Digitisation Self-Diagnostic Tool, this diagnostic intention is to identify the status of the selected manufacturing company on its readiness for the digital transformation. Mentor / Expert is required to study the Self-Diagnostic result (Spider Chart) for each company that under their supervision, before starting the coaching session.

3.2 Prioritisation Process (10 hours Coaching Session)

Mentor / Expert works closely with MEPN secretariat, to engage with assigned SMEs (starting with five (5) selected manufacturing companies). Mentor / Expert will deliver the coaching session as per table 1:

No.	Task / Content (Prioritisation Process)	Online	(A) Allocated Time (Hour)	(B) Number Companies (minimum)	(C) Number of Sessions	Total Hours (A x C)	Total Companies (B x C)
1.0	Reality Check	Online	2.0	5	6	12	30
1.1	PART 1 : Assessment of Strategy Level 1. Strategy & Organisation 2. Transversal & Domain related competences: Employees		0.5	5	6	3	
1.2	PART 2 : Adaption Level 1. Smart products – Co-created Design concept 2. Smart factory – Intelligence Manufacturing System 3. Smart operation – Controlling, adjusting & monitoring process real time 4. Data driven services – Integrated business and operational data management		1.5	5	6	9	
2.0	Return of Investment (ROI)	Online	1.0	5	6	6	30
	<ul style="list-style-type: none"> Manpower Reduction Throughput Improvement Quality Improvement Utilities Cost Reduction Inventory Cost Reduction 		1.0	5	6	6	
3.0	KPI Indicator	Online	1.5	5	6	9	30
3.1	Efficiency <ul style="list-style-type: none"> Asset & Equipment Inventory Utilities Workforce 		0.5	5	6	3	
3.2	Quality and Assurance <ul style="list-style-type: none"> Process Quality Product Quality Safety & Security 		0.5	5	6	3	
3.3	Speed & Flexibility <ul style="list-style-type: none"> Planning & Scheduling Production Flexibility Time to Market 		0.5	5	6	3	
4.0	Reference Best Practice – Cross Reference to 15 Questionnaire in Self-Diagnostic Tool	Online	0.5	5	6	3	30
5.0	Private Coaching Session	Online	5.0	5	6	30	30
5.1	<ul style="list-style-type: none"> 1:1 Session (minimum 1 hour per company) 		1.0	5	6	6	
	Total Mentoring Hours		10.0			60.0	

TABLE 1: Task during Prioritisation Process

3.3 Preparation of Digitisation Road Map/ Blueprint (Full Report)

Mentor / Expert will prepare full report for the selected manufacturing company to move forward to implement digital solutions for their manufacturing process.

- Organisation
- Process
- Technology

4.0 Document Formatting

4.1 The report must be written in English Language.

4.2 The length of report minimum 4 pages.

4.3 The final report must be submitted via email to mepn@mpc.gov.my.

5.0 Project Duration

The total task is expected to take a total of 8 months; starting on 1st March – 29th October 2021.

6.0 Mentor/ Expert Profile Required

Mentor/ Expert must provide curriculum vitae which meet the qualification, skills and experience related to respective industry.

7.0 Confidentiality

The appointed Mentor / Expert must sign Non-Disclosure Agreement (NDA) as per Appendix 2 with MPC. Mentor / Expert must ensure the information shared is dealt as strict confidential except for the appointed personnel by MPC and MEPN.

8.0 Payment Terms

8.1 A Mentor will be paid based on the following activities:

Series	Activities	Hours	Total Hours	Rate	Total
1	Conducting a Reality Check	2	10 hours	RM400	RM4000.00
	Conducting Coaching on Return of Investment (ROI)	1			
	Private Coaching Session	5			
	Conducting Coaching on KPI Indicator and Best Practices	2			
2	Conducting a Reality Check	2	10 hours	RM400	RM4000.00
	Conducting Coaching on Return of Investment (ROI)	1			
	Private Coaching Session	5			
	Conducting Coaching on KPI Indicator and Best Practices	2			

3	Conducting a Reality Check	2	10 hours	RM400	RM4000.00
	Conducting Coaching on Return of Investment (ROI)	1			
	Private Coaching Session	5			
	Conducting Coaching on KPI Indicator and Best Practices	2			
4	Conducting a Reality Check	2	10 hours	RM400	RM4000.00
	Conducting Coaching on Return of Investment (ROI)	1			
	Private Coaching Session	5			
	Conducting Coaching on KPI Indicator and Best Practices	2			
5	Conducting a Reality Check	2	10 hours	RM400	RM4000.00
	Conducting Coaching on Return of Investment (ROI)	1			
	Private Coaching Session	5			
	Conducting Coaching on KPI Indicator and Best Practices	2			
6	Conducting a Reality Check	2	10 hours	RM400	RM4000.00
	Conducting Coaching on Return of Investment (ROI)	1			
	Private Coaching Session	5			
	Conducting Coaching on KPI Indicator and Best Practices	2			
	TOTAL				RM24,000.00

8.2 The payment includes other relevant costs incurred in performing the tasks as stipulated in the 3.0.

Prepared by:

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