

Terms of Reference
Writer for Chemical Industry Upskilling Module On Process Engineering Certification

1.0. Purpose of the Appointment

The purpose of this assignment is to appoint a writer for Chemical Industry Upskilling Module On Process Engineering Certification

2.0. Objectives

2.1 To establish a clear and better understanding on the roles of process engineering in line with the needs of chemical industry

2.2 Strengthening collaboration with the academia from universities, technical institutions and related government agencies

3.0. Duration of Appointment: 10 – 31 May 2021**4.0. Target Output: Module on Chemical Process Engineering Certification****5.0. The module will include the following areas:**

5.1. Introduction To Occupational Safety and Health

5.2. Incident Prevention

5.3. Emergency Preparedness and Response

5.4. Hazard Identification, Risk Assessment and Risk Control (HIRARC)

5.5. Reference

6.0. Deliverable and Payment

No.	Appointment	Deliverable	Sub-Total
1.	Writer for Chemical Industry Upskilling Module On Process Engineering Certification	RM 200 x 100 pages	RM 20,000
	Total		RM 20,000

7.0. Report Formatting

7.1 The document must be written in English Language.

7.2 Report writing **not exceeding 100 pages(maximum);**

7.3 Format of document must shall follow Font format: Arial, Size: 12, Line spacing: 1.5;.

8.0. Implementation Timeline

No.	Date	Description
1.	10 – 17 May	Drafting of the first draft
2.	18 – 24 May	Revision and re-drafting exercise based on feedback
3.	31 May	Last date to submit the final draft

9.0. Terms and Conditions

- 9.1. Payment is subject to satisfactory delivery of the final draft;
- 9.2. The result of writing will be the property of MPC/CPN after the final writing is completed.
- 9.3. Appointment is subject to the details in *Surat Pekeliling Ketua Pengarah MPC Berkaitan Kadar Bayaran Perkhidmatan Kepakaran (Bukan Penjawat Awam & Penjawat Awam)*; and
- 9.4. Payment is made upon satisfactory delivery of the tasks assigned (Item 5).

Prepared by:
Secretariat of Chemical Productivity Nexus (CPN)