

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)