

TERMS OF REFERENCE

PROGRAM COORDINATOR FOR WEBINAR SERIES 2021

A. Scope of Work

Program Coordinator for this project is required to do the followings:

- i. Moderate the sessions
- ii. Facilitate the Q&A sessions

B. Terms of Appointment

One (1) session (24 May 2021)

**** Note:** Date and Time of the program will be notified by MPC and are subject to change.

C. Deliverables

Moderate and Facilitate the Webinar Q&A sessions.

D. Terms of Payment

Payment per session is RM250.00 only. The payment for the webinar coordinator will be made upon the completion of the webinar session.

Project	Work Scope	Quantity	Rate Per Session	Total Payment
Webinar (Agile Regulation)	Scope of Work: Moderator Moderator for this project is required to do the followings: i. Moderate the sessions ii. Facilitate the Q&A sessions	RM250.00	1	RM250.00
TOTAL (RM)				RM250.00

End of terms.