



MPC (DMO) 600-3/2/18

6 May 2021

Dr Izhar Che Mee
16, Jalan Kemboja 5,
Bukit Beruntung,
48300 Rawang,
Selangor.

Dear Dr Izhar,

INVITATION AS LEAD FACILITATOR FOR ARTIFICIAL INTELLIGENCE FOR SMEs (AI4S)

Malaysia Productivity Corporation is organising the Artificial Intelligence for SMEs (AI4S). AI4S is an initiative to assist businesses to kick start their journey in Industry4.0 by promoting AI-based Machine Vision technology which is a key element of I4.0

2. As such, MPC would like to appoint your good self to be the lead facilitator for the programme. If you are interested, please complete the acceptance form (*refer Appendix 2*) and email it back to us together with your resume.

3. Attached together is the term of reference (*refer Appendix 1*) for your reference. Should you have further enquiries please do not hesitate to contact En. Aiman Zakwan (014-2700260/aiman@mpc.gov.my) or Puan Lee Wan Wei (012-2955105/wanwei@mpc.gov.my).

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely

(SUHAIMI HAMAD)

Director
Productivity Growth Division for Director General
Malaysia Productivity Corporation (MPC)

Appendix 1: Terms of Reference

TERMS OF REFERENCE (TOR)

LEAD FACILITATOR FOR ARTIFICIAL INTELLIGENCE FOR SMEs

1.0 Purpose of the Assignment

The purpose of this assignment is to appoint as lead facilitator for Artificial Intelligence for SMEs (AI4S)

2.0 Scope of Work

- 2.1 Oversee and monitor the implementation of the whole project
- 2.2 Manage the participants registration and schedule
- 2.3 Work with Secretariat to schedule the training sessions
- 2.4 Lead to conduct and facilitate the actual training sessions
- 2.5 Work with Company to prepare Proof of Concepts (POC)
- 2.6 Prepare and submit training and POC reports

3.0 Document Formatting

- 3.1 The document must be written in English Language.
- 3.2 Format of document must be referred to MPC.

4.0 Project Duration

- 4.1 The duration for this programme is from May to December 2021
- 4.2 There will be a workshop and a batch of trainees to be trained each month
- 4.3 Each workshop duration will take 6 half days
- 4.4 For each workshop day, the workshop will be organized for half day (4 hours)

Workshop	Quantity (hours)	Rate/Hour (RM)	Total (RM)
Workshop 1 (May)	4 hours x 6 days = 24 hours	RM 250	Maximum RM 3,000
Workshop 2 (June)	4 hours x 6 days = 24 hours	RM 250	Maximum RM 3,000
Workshop 3 (July)	4 hours x 6 days = 24 hours	RM 250	Maximum RM 3,000

4.0 Project Duration (continued)

Workshop	Quantity (hours)	Rate/Hour (RM)	Total (RM)
Workshop 4 (August)	4 hours x 6 days = 24 hours	RM 250	Maximum RM 3,000
Workshop 5 (September)	4 hours x 6 days = 24 hours	RM 250	Maximum RM 3,000
Workshop 6 (October)	4 hours x 6 days = 24 hours	RM 250	Maximum RM 3,000
Workshop 7 (November)	4 hours x 6 days = 24 hours	RM 250	Maximum RM 3,000
Workshop 8 (December)	4 hours x 6 days = 24 hours	RM 250	Maximum RM 3,000
			RM 24,000

5.0 Payment Terms

- 5.1 The lead facilitator will be paid RM250 per hour, with a maximum of RM3,000 per month. Lead facilitator to be paid additional RM500.
- 5.2 The payment rate is based on Kadar Bayaran Perkhidmatan Kepakaran (Bukan Penjawat Awam) which has enforced since 15th February 2021.

Prepared by:

Malaysia Productivity Corporation (MPC)

Appendix 2: Acceptance Form

Director General
Malaysia Productivity Corporation (MPC)
P.O. Box 64, Lorong Produktiviti
off Jalan Sultan 46904
Petaling Jaya, Selangor
(Attention: Puan Lee Wan Wei)

ACCEPTANCE AS LEAD FACILITATOR FOR ARTIFICIAL INTELLIGENCE FOR SMEs (AI4S)

With regards to the above matter, I agree to be the lead facilitator for AI4S, as offered by Malaysia Productivity Corporation (MPC).

Name	Izhar bin Che Mee
Designation	Consultant
I.C. Number	620422-10-6479
Email Address	drizhar@yahoo.com
Mobile Number	+60 10-295 5030
Bank Name	Bank Islam Berhad
Account Number	12207020166326

Thank you.

.....
Name: Izhar bin Che Mee

Date: 6 May 2021