



**PERBADANAN PRODUKTIVITI MALAYSIA (MPC)**

**TERMS OF REFERENCE (TOR)  
FOR TRAINER (TENAGA PENGAJAR) AND WRITER (PENULIS LAPORAN)**

**APPOINTMENT AS A TRAINER (TENAGA PENGAJAR) AND WRITER  
(PENULIS LAPORAN) FOR LOCAL AUTHORITIES DELIVERY SYSTEM  
IMPROVEMENT PROJECT (OUTSIDE - IN) FOR PORT DICKSON MUNICIPAL  
COUNCIL, SEREMBAN CITY COUNCIL AND TAMPIN DISTRICT COUNCIL**

***(PROJEK PENINGKATAN SISTEM PENYAMPAIAN PBT (OUTSIDE - IN) BAGI  
MAJLIS PERBANDARAN PORT DICKSON, MAJLIS BANDARAYA SEREMBAN  
DAN MAJLIS DAERAH TAMPIN)***

**(JUNE 2021)**

## TERMS OF REFERENCE (TOR)

MPC will commission the services of trainer (tenaga pengajar) and produce write-up in accordance with the following terms and conditions:

- **Scope**

- On three (3) Local Authorities on Delivery System Improvement Project (Outside - In) for Seremban City Council , Port Dickson Municipal Council, and Tampin District Council.

- **Payment**

- Total fees of RM19,200.00 will be paid upon completion of all jobs/tasks

- **Main Tasks**

- To disseminate Information and input related to issues raised by stakeholders, dealing with the stakeholders and to conduct sessions which includes management presentation and sharing sessions.

No	PBT	Sessions	Description of Session
1	Seremban City Council MBS)	Session 1 (4Hrs)	Introduction to MPC initiatives and Identifying of Issues in
		Session 2 (4Hrs)	Engagement with MBS – Progress update and feedback
		Session 3 (4Hrs)	Final engagement to get feedback and Endorsement
		Session 4 (1 Hr)	Presentation to Management
		Session 5 (1 Hr)	Webinar Sharing Session
2	Port Dickson Municipal Council (MPPD)	Session 1 (4Hrs)	Introduction to MPC initiatives and Identifying of Issues in MPPD
		Session 2 (4Hrs)	Engagement with MPPD – Progress update and feedback
		Session 3 (4Hrs)	Final engagement to get feedback and Endorsement
		Session 4 (1 Hr)	Presentation to Management
		Session 5 (1 Hr)	Webinar Sharing Session

3	Tampin District Council (MDT)	Session 1 (4Hrs)	Introduction to MPC initiatives and Identifying of Issues in MDT
		Session 2 (4Hrs)	Engagement with MDT – Progress update and feedback
		Session 3 (4Hrs)	Final engagement to get feedback and Endorsement
		Session 4 (1 Hr)	Presentation to Management
		Session 5 (1 Hr)	Webinar Sharing Session

- Produce write-up and recommendations.  
(10-page report and 1 recommendation slide) for each PBT

- **Output & Deliverable**

- Write-up & slide (with recommendations)
- Sharing & Consultation sessions to stakeholders.

- **Deadline for Submission of write-up to MPC**

Write-up & slide are required to be submitted and received by MPC as stated in project timeline.

- **Project Timeline**

ACTIVITY	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6
<b>A. Trainer (Tenaga Pengajar)</b>						
To disseminate Information and input related to issues raised by stakeholders, dealing with the stakeholders and to conduct sessions which includes management presentation and sharing sessions <ul style="list-style-type: none"> <li>• Seremban City Council</li> <li>• Port Dickson Municipal Council</li> <li>• Tampin District Council</li> </ul>						
<b>B. WRITE-UP (Penulisan)</b>						
Write-up on the issues raised and to come up with recommendations.						

• **Fees**

NO	ACTIVITIES	AMOUNT (RM)	HOURS	TOTAL (RM)	TOTAL AMOUNT (RM)
1	** To disseminate Information and input related to issues raised by stakeholders, dealing with the stakeholders and to conduct sessions which includes management presentation and sharing sessions				12,600.00
	<ul style="list-style-type: none"> <li>Seremban City Council (Which includes 4hrs x 3 Days Session and 2 hrs x 2 Sharing Sesiions (presentation))</li> </ul>	300.00	14 hours	4,200.00	
	<ul style="list-style-type: none"> <li>Port Dickson Municipal Council (Which includes 4hrs x 3 Days Session and 2 hrs x 2 Sharing Sesiions (presentation))</li> </ul>	300.00	14 hours	4,200.00	
	<ul style="list-style-type: none"> <li>Tampin District Council (Which includes 4hrs x 3 Days Session and 2 hrs x 2 Sharing Sesiions (presentation))</li> </ul>	300.00	14 hours	4,200.00	
2	Write-up & Recommendation Slide (10 + 1 per page RM200)	200.00	33 pages	6,600.00	6,600.00
		**online	<b>GRAND TOTAL (RM)</b>		<b>19,200.00</b>

**Malaysia Productivity Corporation (MPC)**