



**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.

- **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.

PROJECT PHASE	PBT NEGERI SEMBILAN	SESSION
<b>Phase 1</b> <ul style="list-style-type: none"> <li>Identify issues/complaints faced and make project selection.</li> <li>Identify the cause of the problem.</li> <li>Discussion of problem -solving proposals.</li> <li>Presentation of improvement proposals</li> </ul>	Seremban City Council (MBS)	Session 1 (2hrs)
		Session 2 (2hrs)
		Session 3 (2hrs)
		Session 4 (1hr)
	Port Dickson Municipal Council (MPPD)	Session 1 (2hrs)
		Session 2 (2hrs)
		Session 3 (2hrs)
		Session 4 (1hr)
	Tampin District Council (MDT)	Session 1 (2hrs)
		Session 2 (2hrs)
		Session 3 (2hrs)
		Session 4 (1hr)
<b>Phase 2</b> <ul style="list-style-type: none"> <li>Implement improvement proposals.</li> <li>Monitoring the implementation of proposed solutions.</li> <li>Updated documentation &amp; communication, changes in work processes.</li> </ul>	Seremban City Council (MBS)	Session 1 (2hrs)
		Session 2 (2hrs)
		Session 3 (2hrs)
	Port Dickson Municipal Council (MPPD)	Session 1 (2hrs)
		Session 2 (2hrs)
		Session 3 (2hrs)
	Tampin District Council (MDT)	Session 1 (2hrs)
		Session 2 (2hrs)
		Session 3 (2hrs)
		Session 3 (2hrs)
<b>Phase 3</b> <ul style="list-style-type: none"> <li>Final presentation</li> </ul>	Seremban City Council (MBS)	Session 1 (1hr)
	Port Dickson Municipal Council (MPPD)	Session 1 (1hr)
	Tampin District Council (MDT)	Session 1 (1hr)
	Tampin District Council (MDT)	Session 1 (1hr)

- **Payment**

Phase	Activity	Payment Rate	Total (RM)	Total Amount (RM)
Phase 1	<ul style="list-style-type: none"> <li>Identify issues/complaints faced and make project selection.</li> <li>Identify the cause of the problem.</li> <li>Discussion of problem -solving proposals. <ul style="list-style-type: none"> <li>❖ 3 sessions x 2 hours x 3 PBTs</li> </ul> </li> </ul>	18 hours x RM300	5,400.00	5,400.00
	<ul style="list-style-type: none"> <li>Presentation of improvement proposals <ul style="list-style-type: none"> <li>❖ 3 sessions x 1 hour (per PBT)</li> </ul> </li> </ul>	3 hours x RM300	900.00	6,300.00
	<ul style="list-style-type: none"> <li>Initial Inception Report</li> </ul>	200 /pg x 15 pgs	3,000.00	9,300.00
<b>Phase 1 Total Payment</b>				<b>9,300.00</b>
2	<ul style="list-style-type: none"> <li>Implement improvement proposals.</li> <li>Monitoring the implementation of proposed solutions.</li> <li>Updated documentation &amp; communication, changes in work processes. <ul style="list-style-type: none"> <li>❖ 3 sessions x 2 hours x 3 PBTs</li> </ul> </li> </ul>	18 hours x RM300	5,400.00	5,400.00
<b>Phase 2 Total Payment</b>				<b>5,400.00</b>
3	Final presentation ❖ 3 sessions x 1 hour (per PBT)	3 jam x RM 300	900.00	900.00
	Final Report	200/pg x 18 pgs	3,600	4,500.00
<b>Phase 3 Total Payment</b>				<b>4,500.00</b>
<b>JUMLAH KESELURUHAN</b>				<b>19,200.00</b>

- Total fees of RM19,200.00 will be paid upon completion of all jobs/tasks by phases.
  - Phase One : RM9,300.00, (Date : 30 August 2021)
  - Phase Two : RM5,400.00 (Date : 30 October 2021)
  - Phase Three : RM4,500.00 (Date : 30 November 2021)
- **Output & Deliverable**
    - Sharing & Consultation sessions to stakeholders.
    - Write-up & slide (with recommendations)
  - **Deadline for Submission of write-up to MPC**

Write-up & slide are required to be submitted and received by MPC to Mr. Edward Binty (email: [edward@mpc.gov.my](mailto:edward@mpc.gov.my)) latest by 30 November 2021.

**Malaysia Productivity Corporation (MPC)**