

## **Appendix 1: Terms of Reference**

### **TERMS OF REFERENCE (TOR) WEBINAR SPEAKER MACHINERY & EQUIPMENT PRODUCTIVITY NEXUS VIRTUAL ADVISORY CLINIC (MEVAC)**

#### **1. Background**

In helping the business to revitalize their operations during unprecedeted year of 2020, MEPN has introduced the Machinery & Equipment Productivity Nexus Virtual Advisory Clinic (MEVAC) on 24th April 2020 until 14th April 2020 to help businesses M&E industry in rebuilding the business due to the adverse impact of COVID-19. Out of 53 companies registered, 42 campanies have been advised in 3 broad consultation areas; namely financial consultation, innovation business operations and intelligent manufacturing solutions. A total of 8 advisors have been appointed to assist the clinic sessions. This initiative provides significant approach to gather current industry issues and challenges. It also gauged some recommendation and solution for the business to mitigate the short term impact of Covid 19 and long term business competitiveness.

Based on the business concerns raised during the clinic, MEPN has identified 123 isuess related to financing, technology, market expansion, talent development and regulations that hamper the business to grow and expand globally. In mitigating these concerns, MEPN has developed 3 main programmes on trade facilitation, business financing dialogue and Productivity1010. Hence, due to the program effectiveness, MEPN will continue the MEVAC 2.0 program as one of our iconic products to improve the productivity of the Machinery & Equipment (M&E) and Engineering Supporting Services (ESS) industries in 2021.

MEPN is planning to organise several webinars to help industry players to overcome their problem in talent, digitalisation, technology, incentives, and regulations. The organisation of webinar is expected to improve the productivity of industry players especially in M&E and ESS industries.

#### **2. Roles and Responsibilities**

- To specify and propose suitable topic related to speaker area of expertise;
- To communicate with MEPN secretariat and identify preferable dates;
- To provide the details of program such as the gist of presentation, program objectives, target audience, and other necessary information; and
- To submit slide of presentation, video, or other relevant presentation materials as scheduled by MEPN secretariat.

### **3. Expected Outputs**

- Programme modules/ slide presentations.
- Recorded online programmes.
- List of issue related to the industry (extracted from Q&A and comments).
- Programme report.

### **4. Duration of Appointment**

The duration of appointment is four (4) months effective June until September 2021.

### **5. Proposed Payment Terms**

The cost of service for a speaker is kept at **RM 300.00 per hour** as outlined in *Kadar Bayaran Perkhidmatan Kepakaran (Bukan Penjawat Awam)* which has enforced on 15<sup>th</sup> February 2021. The webinar series is as follow:

<b>Series</b>	<b>Item</b>	<b>Rate (RM)</b>	<b>Hours</b>	<b>Total (RM)</b>
1	Speaker	300.00	2	600.00
2*	Speaker	300.00	2	600.00
3*	Speaker	300.00	2	600.00
4*	Speaker	300.00	2	600.00
<b>Total (RM)</b>				<b>2,400.00</b>

\*The organisation of next webinar series is based on industry demand.

### **6. Secretariat of M&E Productivity Nexus (MEPN)**

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