



**TERMS OF REFERENCE FOR SPEAKER, FACILITATION AND PRODUCE WRITE UP ON
GRP TOOLS**

***TERMA RUJUKAN (TOR) PERKHIDMATAN PENCERAMAH, FASILITATOR DAN
PENULIS LAPORAN BERKENAAN GRP TOOLS***

JULY 2021

TERMS OF REFERENCE FOR SPEAKER, FACILITATION AND PRODUCE WRITE UP ON GRP TOOLS

1. BACKGROUND

- 1.1. Regulations are requirements imposed by governments that influence the decisions and conduct of businesses, other organisations and consumers. It is inconceivable to think of a modern economy functioning without regulation. Good regulation minimizes compliance costs and distortions to investment (efficiency), while still achieving its objectives (effectiveness) and delivering benefits which exceed the costs it imposes (appropriateness).
- 1.2. However, regulations also impose costs on businesses. When regulation is poorly designed, excessive, needlessly complex, duplicative, or formulated without adequate transparency or consultation, these costs are unnecessarily burdensome.
- 1.3. Projects under the Forging a Robust Ecosystem programme will undergo the process of identifying unnecessary regulatory issues that give burdens to the businesses, identifying potential issues according to the real cases and data, market information, best practices and produce recommendations to the related regulators to fasten the process of doing business and economy recovery of Malaysia.

2. OBJECTIVE

- 2.1 The purpose of appointing facilitator for this project is to assist in facilitating discussions and identifying information based on the 'market information' approach for the relevant ministry and agency.

3. SCOPE OF WORK

- 3.1 Duties and responsibilities include, but are not limited to, the following:
 - 3.1.1 To speak on regulatory tools and guidelines for market information
 - 3.1.2 To facilitate and encourage participation from members of ministry and agency representatives in a meeting.
 - 3.1.3 To provide write up report guidelines on market information and two storyboards on regulatory tools on 'market information'.
 - 3.1.4 To do a sharing online session with the stakeholders.

4. SESSIONS DETAILS

SESSIONS (PHYSICAL /ONLINE)	MINDEF AND AGENCIES	SESSION HOURS
SPEAKER (Physical Session) <i>Speak on regulatory tools and guidelines for market information with Ministry of Defence:</i> <ul style="list-style-type: none">• <i>Bahagian Perancangan Dasar Strategik</i>• <i>Jabatan Hal Ehwal Veteran</i>• <i>Jabatan Arahan Rekod dan Pencen</i>• <i>Perhebat</i>	Introduction on regulatory tools and guidelines for market information	Physical Session (2hrs)
	Bahagian Perancangan Dasar Strategik	Physical Session 1 (2hrs)
		Physical Session 2 (2hrs)
	Jabatan Hal Ehwal Veteran	Physical Session 1 (2hrs)
		Physical Session 2 (2hrs)
	Jabatan Arahan Rekod dan Pencen	Physical Session 1 (2hrs)
		Physical Session 2 (2hrs)
	Perhebat	Physical Session 1 (2hrs)
		Physical Session 2 (2hrs)
Facilitator (Online Session) <i>Facilitate and encourage participation from members of ministry and agency representatives in a meeting.</i> <ul style="list-style-type: none">• <i>Bahagian Perancangan Dasar Strategik</i>• <i>Jabatan Hal Ehwal Veteran</i>• <i>Jabatan Arahan Rekod dan Pencen</i>• <i>Perhebat</i>	Bahagian Perancangan Dasar Strategik	Online Session 1 (2hrs)
		Online Session 2 (2hrs)
	Jabatan Hal Ehwal Veteran	Online Session 1 (2hrs)
		Online Session 2 (2hrs)
	Jabatan Arahan Rekod dan Pencen	Online Session 1 (2hrs)
		Online Session 2 (2hrs)
	Perhebat	Online Session 1 (2hrs)
		Online Session 2 (2hrs)
Speaker (Online) Sharing Session <i>Sharing with Stakeholders (Presentation and Webinar)</i>	Sharing with Stakeholders	Online Session 1 (1hr)
	Webinar	Online Session 1 (1hr)

5. DELIVERABLES

The duration of the program is for 3 months from the date the appointment is made from July 2021 to September 2021.

- i. Report of guidelines on Market information of an agency under the Ministry of Defense (MINDEF)
- ii. Two storyboards to be used in two short videos.
- iii. Sharing session (presentation and webinar) (online) – 2 sessions

6. TERMS OF PAYMENT

The total payment for the services provided is **RM 14,900.00** and payment will be made after the project is completed.

7. PROJECT TIMELINE

ACTIVITY	JULY				AUGUST				SEPT			
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
A. SPEAKER												
Speak on regulatory tools and guidelines for market information	Dark Blue	White										
B. FACILITATION												
Facilitate and encourage participation from members of ministry and agency representatives in a meeting.	White	Dark Blue	White	White	White	White	White	White				
C. WRITE-UP												
Write-up on GRP Tools & storyboard	White	White	White	White	White	Dark Blue						
D. SHARING SESSION												
Sharing with Stakeholders	White	Dark Blue	Dark Blue									
Webinar	White	Dark Blue	Dark Blue									

8. Fees

NO.	ACTIVITIES	DETAILS	TOTAL (RM)
1.	Speak on regulatory tools and guidelines for market information (9 Physical Sessions)	RM350 x 2 hours x 9 days	RM6,300.00
2.	Facilitation for information/input for regulatory tools 'market information' (8 Online sessions)	RM 500 x 8 days (1 day = RM250 x 2 hours)	RM 4,000.00
3.	Write-up & storyboard	RM200 x 20 pages	RM4,000.00
4.	Sharing session (2 Online sessions) (Presentation/Webinar)	RM300 x 2 sessions	RM600.00
TOTAL			RM 14,900.00

End of terms.

MALAYSIA PRODUCTIVITY CORPORATION