



PERBADANAN PRODUKTIVITI MALAYSIA (MPC)

**TERMS OF REFERENCE (TOR)
FOR TRANSLATOR**

APPOINTMENT AS AN TRANSLATOR FOR PROJECT:

**BEHAVIOURAL INSIGHTS GUIDELINE (MOSTI)
(JUNE 2021)**

TERMS OF REFERENCE

1.0 Background

MPC has been given an opportunity by the Government to undertake BI programs and initiatives for Malaysia starting in 2020, as the Government is keen to embed BI in designing public policy towards a better quality and effective regulation. For Year 2021, MPC plans to develop the Behavioural Insights Guideline as a guidance to the practitioners in applying and implementing Behavioural Insights in public policy.

This new guideline is a practical instrument for policy officials working in ministries, departments and public agencies on what is the process through which the behavioural aspects of a problem can be identified, scoped and addressed.

2.0 The objectives of the project

The objectives of the Malaysia BI Guideline are:

- i. To translate the BI Guideline (MOSTI) to Bahasa Malaysia to maximize its reach to the stakeholder.

3.0 Project Duration

The project will require approximately three (3) weeks for the complete translation.

4.0 The Scope of Work

Duties and responsibilities of the translator is to translate the Behavioural Insights (BI) Guideline (MOSTI) From English to Bahasa Malaysia without losing its original meaning.

Font, Size: Arial, 12 (Line Spacing 1)

5.0 Output & Payment Term

The Translator is expected to provide the Scope of Work in a report not exceeding 30 pages within three (3) weeks. Payment will be made by MPC once the project has been completed; Behavioural Insights (BI) Guideline for MOSTI.

6.0 Reporting requirements

The expert will report to MPC Behavioural Insights (BI) secretariat; (Mr. Edward Binty, Email : edward@mpc.gov.my).

7.0 Confidentiality & Non-Disclosure Terms

The appointed expert agrees to hold in confidence and to cause their agents, representative, if any, to hold in confidence and not to disclose or reveal to any person or entity the information received in the due course of preparing the data, thematic papers and other consolidated reports without the clear and express prior written consent from the Malaysia Productivity Corporation (MPC).

Malaysia Productivity Corporation

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