Technical Specifications
Writer

**Reskilling Inbound Tourism Players to Venture
into Virtual Business Events (VBE)
Under Tourism Productivity Nexus (TPN)**

1.0. Purpose and Overview

1.1. The purpose of this assignment is to appoint the writer for TPN Initiative T1.2: Strengthening Industry-Academia Collaboration: Reskilling Inbound Tourism Players to Venture into Virtual Business Events (VBE) under Tourism Productivity Nexus (TPN), supported by Malaysia Productivity Corporation (MPC).

1.2. The appointment is for the duration from August – October 2021

1.3. The objectives of the reskilling programme for the inbound tourism industry players to become virtual business event organisers are:

    i. To reskill inbound tourism players especially travel agencies and event management companies into online/virtual business event organisers;

    ii. To equip the participants with the necessary skills and knowledge to produce online business events;

    iii. To enable the participants to use the skills as alternative to generate income;

    iv. To enable the participants to organise any type of virtual business events at the end of the reskilling programme; and

    v. To address the gap in supply and demand in the area of virtual business events by increasing the number of players as virtual business event organisers.

2.0. Primary Role of the Writer

2.1. The primary role of the writer is to produce an overall report on the programme.

2.2. Expected Output: 30 pages of written document / report, which include generally (but not limited to) the following:
    i. Introduction
    ii. Objectives
    iii. Course Description / Module for the Microlearning Videos

iv.   Implementation

v.   Feedback and Analysis

vi.   Issues and Challenges

vii.   Opportunities for Improvement

viii.   Proposed Framework for Mass Implementation

ix.   Conclusion

3.0.   Duties and Responsibilities

3.1.   General Preparatory and Continuous Tasks

3.1.1.   Communicate with the trainer on matters relevant to the project;

3.1.2.   Attend and contribute to the meetings and discussions relevant to the effective progress and delivery of the expected output; and

3.1.3.   Propose format and detail outline based on the general outline provided by MPC prior to drafting the expected output.

3.2.   Preparation and Drafting of the Module and Overall Report

3.2.1.   Attend and lead all module development sessions with the trainer, progress meetings and discussions, post-mortem sessions, and other relevant sessions in completing the project;

3.2.2.   Extract input as appropriate to be included in the module;

3.2.3.   Draft module based on agreed outline; agreed outline should be discussed with TPN/MPC; drafting of the overall report and implementation framework shall commence after the completion of the programmes;

3.2.4.   Make changes to the module and report as and when new information is received and/or based on early feedback from relevant parties;

3.2.5.   Ensure content of the module and report, its flow and organisation of ideas, and elaborations are accurate and appropriate to the intended objective and target group of the project;

3.2.6.   Ensure vocabulary, language, grammatical conventions, and expressions used in the draft are accurate;

3.2.7.   Produce a good first draft of the module prior to the commencement of the training – draft to be submitted to MPC in softcopy;

3.2.8.   Communicate the content of the module effectively with the appointed trainer to ensure effective training delivery; and

3.2.9.   Module may include (but not limited to) information/content, infomation on the target group, objective, learning outcomes, detail module and scripting if necessary, and other information deemed appropriate.

3.3. Other Tasks

3.3.1. Communicate with relevant parties especially the appointed trainer for effective progress and delivery of the output; and

3.3.2. Execute other tasks relevant to the appointment as instructed by MPC.

4.0. Deliverable and Payment

No.	Appointment	Deliverable	Sub-Total
1.	Writer	RM 200 x 30 pages	RM 6000
	Total		**RM 6000**

5.0. Implementation Timeline

No.	Date	Description
1.	Week 1 – 2 August	**Module development**
2.	Week 2 – 3 August	Recording of microlearning by trainer
3.	Week 4 August – Week 1 September	Monitoring progress of microlearning by trainer **Gather feedbacks from participants**
4.	Week 2 – 3 September	Preparation for participants' virtual business events
5.	Week 4 September – Week 2 October	Participants' virtual business events **Finalising Report**

6.0. Terms and Conditions

6.1. Formatting of the expected output is: Font Arial 12, single spacing, and normal margin; maximum 30 pages excluded cover, Table of Content and list of references page; and the document must be written in English Language.

6.2. Appointment is subject to satisfactory delivery of the final draft of the expected output.

6.3. Payment is made upon satisfactory delivery of the tasks assigned.

6.4. The expected output is the property of MPC.

Prepared by:
TPN Secretariat