

TERMS OF REFERENCE (TOR)
NEXUS COORDINATOR
CONSTRUCTION & BUILT ENVIRONMENT PRODUCTIVITY NEXUS

1. Purpose of the Assignment

The purpose of this assignment is to appoint a Nexus Coordinator for Construction & Built Environment Productivity Nexus

2. Roles and Responsibilities

- i. To support the Champion in oversee the overall implementation of all initiatives under the respective Productivity Nexus;
- ii. To support the Champion in governing the Nexus and implementing the productivity initiatives and activities;
- iii. To provide necessary professional inputs to support the implementation of all initiatives;
- iv. To prepare the minutes of meeting/notes of discussion and to circulate within seven (7) working days from the date of the meeting;
- v. To attend relevant meetings and discussions with stakeholders as required;
- vi. To prepare/propose relevant presentation materials for relevant workshop(s) or meetings as scheduled;
- vii. To attend the project progress review sessions with MPC and its expert; and
- viii. To provide any recommendations per own area of expertise or knowledge or reference or the best practices and new developments in other countries.

3. Duration of the Appointment

The duration of the appointment is starting 7 July 2022 until 6 November 2022.

4. Consultant Profile Required

Consultant must provide curriculum vitae which meet the qualification, skills and experiences related to construction and built environment sector.

5. Payment Terms

- i. The payment will be based on the following roles and responsibilities as stated above.
- ii. If the service rendered is limited to the provision of professional inputs, the claimable rate is RM200.00 per hour and not exceeding RM7,000.00 per month including the cost of transportation.
- iii. If the service only involves preparation of reports including writing minutes, the claimable rate is as below:
 - a. Nexus Governing Committee Meeting (RM500.00 per meeting)
 - b. Discussion Meeting (RM100.00 per meeting)

6. Confidentiality

All information shared and discussed during the Governing Council Meeting are confidential and shall never be disclosed to other parties in any manner without prior consent from the Champion and MPC.

Prepared by:

Construction & Built Environment Productivity Nexus

Malaysia Productivity Corporation (MPC)

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