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<th><strong>Ref. No.</strong></th>
<th>20-IN-05-GE-CBD-C-PK01-PP2000023-002</th>
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**Project Implementation Plan**

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<tr>
<th><strong>PiP Issue Date</strong></th>
<th>03 September 2020</th>
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<tr>
<td><strong>Project Code</strong></td>
<td>20-IN-05-GE-CBD-C-PK01</td>
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<tr>
<td><strong>Title</strong></td>
<td>Certification Body Development Program: Development Project for the National Productivity Organization of Pakistan (NPO Pakistan) as an APO Certification Body</td>
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<tr>
<td><strong>Reference</strong></td>
<td>Project Notification 20-IN-05-GE-CBD-C dated 1 April 2020</td>
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<tr>
<td><strong>Timing and Duration</strong></td>
<td>November 2020–April 2021 (6 months)</td>
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<td><strong>Venue</strong></td>
<td>Pakistan</td>
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<td><strong>Implementing Organization(s)</strong></td>
<td>APO Secretariat and NPO Pakistan</td>
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1. Objectives

This is a development program to assist the NPO of Pakistan in complying with the requirements for a Certification Body (CB) operating the APO certification scheme. The program includes training and consultancy services for establishing the structure, documentation, and procedures according to the APO requirements for a CB.

2. Background

The mission of the NPO Pakistan is to strengthen national productivity, quality, and competitiveness for sustainable socioeconomic development, and its vision is a “Productive and Competitive Pakistan.” The NPO has been working to promote productivity in various facets of the economy by providing training and consulting services to stakeholders. Major thrust areas are human capital development, productivity awareness, national excellence, Green Productivity (GP) and research, and innovation and value addition.

In Pakistan, there is a need for a professional CB of productivity-oriented training courses. Presently, there is a huge gap between available productivity professionals and industry demand for productivity knowledge experts. The NPO has been striving to maximize outcome-based output with its available resources while facing inherent challenges.

As part of its institutional capacity-building efforts, the NPO Pakistan is developing in-house resource persons to cope with the growing demand for productivity programs in the country. It is hoping to initiate certification programs under the umbrella of the APO Accreditation Body (APO-AB) and to become a CB operating a Certification of Persons scheme. This initiative will support the NPO in achieving its objectives and enhance the credibility, competency, and value of certified professionals.

This development project will assist the NPO Pakistan in complying with the requirements to become an APO-accredited CB by establishing a certification management system, rules, procedures, and processes. It will ensure that the NPO Pakistan complies with the APO requirements for acting as a CB for GP specialists.

3. Scope and Methodology

Scope

a. APO-AB 1003 APO General Requirements for Certification Bodies: Certification of Persons Scheme;

b. ISO/IEC 17024:2012 Conformity Assessment–General Requirements for Bodies Operating Certification of Persons; and

c. APO-GPS 201 Certification Scheme and Competency Standard for Green Productivity Specialists.

Methodology

The development project will be divided into the following phases.

Phase 1

The first phase of the project will focus on developing the capacity of the NPO Pakistan to operate as an APO CB. An APO resource person(s) will conduct the following:

a. One-day assessment of the capability of the NPO Pakistan to provide individual certification and recommending a structure to operate the APO certification scheme;

b. One-day awareness training on ISO/IEC 17024:2012 Conformity Assessment–General Requirements for Bodies Operating Certification of Persons and APO-AB 1003 APO General Requirements for Certification Bodies: Certification of Persons Scheme;

c. One-day awareness training on the APO-GPS 201 Certification Scheme and Competency Standard for Green Productivity Specialists; and
d. Two-day consultancy on preparing the documentation required for the NPO Pakistan to operate as an APO CB.

**Phase 2**

After the training and consultancy in phase 1, the NPO Pakistan will conduct a pilot project to certify the first batch of GP specialists in compliance with the APO-GPS 201 Certification Scheme and Competency Standard for Green Productivity Specialists. A minimum of five persons will undergo the process and obtain certification under the program. The second phase of the project will focus on enhancing the capability of the NPO to implement the APO certification schemes. In this phase, the APO resource person(s) will provide the following assistance to the NPO Pakistan:

Five-day consultancy on conducting assessment of candidates applying for the APO-GPS 201 Certification Scheme and Competency Standard for Green Productivity Specialists.

**Phase 3**

The third phase will strengthen the management system of the NPO Pakistan in operating the APO certification schemes. The APO resource person(s) will conduct the following training and consultancy services:

a. Two-day internal audit training on the certification process and documentation; and

b. Two-day consultancy on accreditation assessment preparation.

**Phase 4**

In the final phase, the APO Accreditation Body (APO-AB) assessment team will conduct a two-day assessment to determine whether the NPO Pakistan is in compliance with the requirements for an APO CB, including the documented quality system, record examination, and certification process.

The development project will end with phase 4, and subject to the assessment report, the NPO Pakistan may be accredited as an APO-CB.

If there are nonconformities and the assessment team recommends corrective actions, the APO Secretariat will engage a resource person(s) for an additional three-day consultancy service to guide the NPO Pakistan in resolving the nonconformities.

On completion of the project, a ceremony recognizing the NPO Pakistan as APO-accredited CB will be organized to promote the program nationwide.

4. **Roles and Responsibilities**

**NPO Pakistan**

The NPO should assign a certification secretariat, committee, or team to work with the APO-assigned resource person(s). The secretariat, committee, or team will be responsible for coordinating the entire project and serving as the focal point between the APO Secretariat and resource person(s).

**APO Secretariat**

The main responsibility of the APO Secretariat is to assign the resource person(s) to develop the program plan in close consultation with the NPO Pakistan.

**Resource Person(s)**

The role of the resource person(s) is to provide consultancy and training in the areas specified in phases 1, 2, 3, and 4.

5. **Financial Arrangements**

**To be met by the APO**

a. All costs and expenses related to the resource person(s) assigned to conduct consultancy and training for the NPO Pakistan.
b. Partial local implementation costs for organizing meetings/training/workshops during project implementation covering the meeting package including meeting room with training facilities and requisite stationery, material, and documentation (meals and translation/interpretation fees are not included in the meeting package).

The APO will meet a maximum of USD5,000.00 for the above costs in item b. The NPO Pakistan will settle the entire account by providing all necessary bills and receipts issued by third parties to the APO after completion of the entire project. The final applicable payment will be based on the actual expenditure and the completion of the CB development project.

In the case of project withdrawal before completion, the APO will not be responsible for any reimbursement under item b.

**To be met by the NPO Pakistan**

a. Expenses for coordination, implementation, and documentation during the CB development project.

b. Partial local implementation costs for organizing meetings/training/workshops during the CB development project.

Dr. AKP Mochtan  
Secretary-General