



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

9 June 2017

1. **Project Code** 16-IN-60-SPP-TRC-B
2. **Project Title** Training Program on Productivity Improvement for the Supporting Industry
3. **Reference** Project Notification 16-IN-60-SPP-TRC-B dated 17 January 2017
4. **Project Activity** Training Courses on Productivity Improvement for the Supporting Industry Based on NPOs' Proposals
5. **Duration** July 2017–June 2018
6. **Implementing Organizations** NPOs in target countries
7. **Closing Date for Proposed** 31 December 2017
8. **Objectives**

To provide capacity-building opportunities for employees of supporting industries by transferring productivity skills and management techniques and smart industry technology.

9. Background

This project is funded by a special cash grant from the Ministry of Economy, Trade and Industry of Japan (METI). Through cooperation with local enterprises, numerous Japanese companies have expanded their business into Asia and contributed to its economic growth. To maintain rapid economic growth within the region and beyond, improved productivity in local supporting industries is particularly crucial. This program aims to promote improvement in local supporting industries and the quality of their human resources by providing opportunities to acquire productivity skills and management techniques. This will eventually allow more supporting industries to contribute to higher national productivity and hence to the APO region's productivity growth.

As part of the overall training program, training courses will be conducted for participants based on NPOs' proposals. The main topic of training courses involves productivity improvement by utilizing existing productivity skills and management techniques as well as by utilizing smart industry technology.

10. Scope and Implementation Procedures

Scope

- a. Providing training for participants in target companies in existing productivity skills and management techniques and smart industry technology;
- b. Providing consultancy services to resolve productivity-related problems in target companies; and
- c. Other related activities to achieve the objectives of this program upon discussion and agreement with METI.

As noted in the PN, please be reminded that target participants in this program should be employees of the following companies:

- a) Local companies that are current suppliers and business partners of Japanese companies in the target countries;
- b) Local companies that are potential suppliers and business partners of Japanese companies in the target countries; and
- c) Japanese SMEs that have business bases in the target countries.

Implementation Procedures

By December 2017, interested member country should have submitted a proposal with the required attachments (Attachments 2 to 7). Once the proposals have been reviewed carefully, and if the proposals are accepted, Letters of Assignment (LA) to the experts for initial activity will be prepared. Implementation of proposed projects should be completed by 30 June 2018.

- a. Submission of required documents

NPOs are requested to submit proposals with required attachments at least three months prior to the proposed implementation date. Proposals can be submitted anytime within the year provided that they are received by the specified deadline. The guidelines for proposals are specified in Attachment 1.

NPOs sending proposals are requested to ensure that a master plan for capacity-building training courses for target participants is clearly specified. In this context, NPOs are encouraged to think strategically based on long-term plans for developing capacity. To maximize the benefit of projects, NPOs may request a series of expert dispatches in order to receive assistance in different stages of the project, if necessary.

NPOs are requested to suggest a specific expert(s) in their applications to facilitate meeting target countries' needs. It is recommended that experts in APO member countries be utilized as much as possible. It is also essential for a requesting NPO to describe the detailed daily activities of each expert using the form attached (Attachment 7). For initial training activity, NPOs must submit Attachment 7 along with the proposals. For subsequent expert dispatches, Attachment 7 should be received by the Secretariat at least eight weeks before the assigned activity so that there is sufficient time to prepare the LA.

b. Selection of applications and approval process

All applications will be reviewed upon receipt and feedback will be provided. When a proposal meets the requirements, an LA will be prepared and processed as usual for the final approval of the Secretary-General. Once the LA is issued, the concerned NPO may proceed with implementation. Please note that an LA is prepared for each expert dispatch.

c. Implementation and counterpart experts

During the implementation of proposed project, the NPO should assign staff to be closely involved in all stages of the implementation period. This is intended to encourage staff to understudy the expert(s) and ensure follow-up action by the NPO after the departure of the expert(s). This arrangement is referred to as “counterpart” experts and should meet the criteria below.

The counterparts assigned should have a comprehensive understanding of the project to be carried out with the help of the APO expert(s). Therefore, regardless of the type of service to be rendered by the APO expert(s), local counterparts must actively acquire knowledge and/or skills and techniques and not merely serve as logistic coordinators. Counterparts should preferably be staff members who have been involved in the project from the planning stage and be technically competent to comprehend the expert’s services. For this purpose, they should be able to devote all their time to the experts during their stay in the country.

d. Acknowledgment of the APO’s role

NPOs are requested to acknowledge the APO for assigning the experts. This acknowledgment may take the form of displaying the APO logo prominently on banners and other promotional materials, displaying the APO flag, etc. and through appropriate statements to the media. Photographs or copies of such displays and statements should be sent to the APO Secretariat with the evaluation report.

e. Report submission

The NPO and participating company must submit an evaluation form on the implementation of the project to the Secretariat within one month of the completion of the expert services. The assigned expert(s) who provided training/consultancy services should also submit a report within one month of the completion of his/her service. The evaluation form and report guidelines for experts are to be sent later by the APO.

The NPOs concerned are requested to submit an impact evaluation report in consultation with the companies six months after the implementation of the training course using the format to be provided later by the Secretariat. Please note that the feedback on projects in the form of an evaluation report is crucial for further improvement of training courses, and the NPOs concerned are strongly requested to submit the evaluation within the time frame above. Failure to submit these reports may affect the selection of proposals in the following year.

f. Cancellation policy

If the expert assignment is cancelled after issuing the LA for reasons attributed to the NPO, any costs incurred such as air ticket cancellations should be borne by the NPO concerned.

11. Assistance and Facilities to Be Provided

NPOs are requested to assist the expert(s) by:

- a. Meeting him/her at the airport upon arrival;
- b. Making arrangements for local transportation, hotel reservations, secretarial assistance, visits and appointments, etc.; and
- c. Giving a briefing on the assignment and living conditions in the recipient country.

12. Financial Arrangements

To be borne by the APO

All assignment costs of experts.

To be borne by the NPO

All local implementation costs including costs for local surface transportation during the expert assignment in the country.



Santhi Kanoktanaporn
Secretary-General

Guideline for proposal

Target member countries interested in the project are requested to submit the following proposal and attachments.

【Proposal】

The proposal should contain the following information.

Outline of Content

1. Profile of Target Company
 - 1.1. Business type and linkage with Japanese companies
 - 1.2. List of products that target companies supply to Japanese companies or plan to supply to Japanese companies. Provide names of products and name of the finished products in which these products are components
2. Background
 - 2.1. Describe briefly the problems faced by the target company(ies) with regard to their capacity level to respond to Japanese companies' expectations
 - 2.2. Reasons why this training proposal is essential for the target company(ies)
 - 2.3. Any other background information to be considered
3. Objectives, Outcome, Measure of Success (please fill out Attachment 3 and describe in the proposal)
Describe the objectives of this training course, expected outcome for each objective, and how they will be measured, and its target
4. Training Modules (please fill out Attachment 4)
Describe the training topics included in the annual training plan. Fill out Attachment 2 to summarize the training modules
5. Proposed Overall Schedule of Training Course (please fill out Attachment 5)
Describe the overall time schedule of the training course and provide a Gantt chart (schedule in bar chart format). NPOs are encouraged to think strategically and develop long-term plans for developing capacity
6. Estimated Cost for Expert Assignment (please fill out Attachment 6)
List all the expert assignment costs involved in this training course

【Attachments】

Attachment 2: Proposal Cover Page

Attachment 3: Objectives, Outcome, Measures of Success

Attachment 4: Training Module

Attachment 5: Gantt Chart

Attachment 6: Estimated Costs for Expert Assignment

Attachment 7: Daily Program & Schedule

Proposal Cover Page

16-IN-60-SPP-TRC-B: Training Courses on Productivity Improvement for the Supporting Industry

Please fill out the information below and submit with the proposal.

1. Requesting Country	
2. Training Course Title	Training Course on ABC
3. Timing and Duration	
Overall Course Duration	From <input style="width: 150px;" type="text"/> To <input style="width: 150px;" type="text"/>
Training Course Timing*	From <input style="width: 150px;" type="text"/> To <input style="width: 150px;" type="text"/>
Name of Expert Assigned	<input style="width: 300px;" type="text"/>
Total Expert Working Days	<input style="width: 150px;" type="text"/> days
Training Course Timing	From <input style="width: 150px;" type="text"/> To <input style="width: 150px;" type="text"/>
Name of Expert Assigned	<input style="width: 300px;" type="text"/>
Total Expert Working Days	<input style="width: 150px;" type="text"/> days
Training Course Timing	From <input style="width: 150px;" type="text"/> To <input style="width: 150px;" type="text"/>
Name of Expert Assigned	<input style="width: 300px;" type="text"/>
Total Expert Working Days	<input style="width: 150px;" type="text"/> days
4. Training Venue*	
Company Name	<input style="width: 250px;" type="text"/>
Address	<input style="width: 250px;" type="text"/>
Phone	<input style="width: 250px;" type="text"/>
5. Details of Target Companies*	
Company Name	<input style="width: 250px;" type="text"/>
Address	<input style="width: 250px;" type="text"/>
Phone	<input style="width: 250px;" type="text"/>
Total Employees	<input style="width: 250px;" type="text"/>
Total No. of Trainees	<input style="width: 250px;" type="text"/>
Contact Person Name	Name <input style="width: 150px;" type="text"/>
	e-Mail <input style="width: 150px;" type="text"/>
6. Details of Japanese Companies Linked with Target Company*	
Company Name	<input style="width: 250px;" type="text"/>
Address	<input style="width: 250px;" type="text"/>
Business Type	<input style="width: 250px;" type="text"/>
Finished Product Name	<input style="width: 250px;" type="text"/>
Names of Parts Supplied by Target Company	<input style="width: 250px;" type="text"/>
7. Details of Expert*	
Expert Name	<input style="width: 250px;" type="text"/>
Organization	<input style="width: 250px;" type="text"/>
Address	<input style="width: 250px;" type="text"/>
Phone	<input style="width: 250px;" type="text"/>
e-Mail	<input style="width: 250px;" type="text"/>
8. Details of Counterpart Expert*	
Implementing Organization	<input style="width: 250px;" type="text"/>
Department	<input style="width: 250px;" type="text"/>
Contact Person Name	Name <input style="width: 150px;" type="text"/>
	e-Mail <input style="width: 150px;" type="text"/>

*Please add rows if necessary

Objectives, Outcome, Measures of Success**16-IN-60-SPP-TRC-B: Training Courses on Productivity Improvement for the Supporting Industry**

Please fill out the information below and submit with the proposal.

Country

Training Course on ABC

Objective	Expected Outcome	Measure of Success	Target

Estimated Costs for Expert Assignment

16-IN-60-SPP-TRC-B: Training Courses on Productivity Improvement for the Supporting Industry

Please fill out the information below and submit with the proposal.

Country

Title

Training Course on ABC

Timing	Breakdown	Unit Total (USD)
e.g., Jun 2017	e.g., Training Course (Phase 1)	
e.g., Sep 2017	e.g., Training Course (Phase 2)	
e.g., Mar 2017	e.g., Training Course (Phase 3)	

*Please note that only expert assignment cost, which needs to be covered by APO, should be specified in this table.

