



PROJECT NOTIFICATION

5 June 2018

1. **Project Code** 18-RP-46-GE-SNP-C
2. **Title** Specific National Program for Member Countries (SNP)
3. **Timing** One year commencing from 1 July 2018
4. **Duration** From one to several weeks, depending on the type of activity
5. **Venue** Member countries
6. **Implementing Organizations** NPOs in member countries
7. **Participating Countries** Up to 10 member countries
8. **Closing Date for Applications** 1 October 2018
9. **Objectives**

To provide technical and consultancy services to NPOs or partner organizations in implementing national projects that addresses the distinct needs and expectations of member countries to enhance productivity and competitiveness. The program will support member countries in advancing national productivity agendas and implementing key interventions to achieve national productivity goals, among other topics, aligned with the overarching APO Vision 2020 objectives.

10. Background

Various types of individual-country projects have been implemented by the APO to address the need of diverse stakeholders in member countries. While such projects have proved beneficial to selected member countries, they could only give a limited boost to overall productivity improvement and competitiveness due to at least two factors: 1) most such projects addressed only micro- and organization-level problems; and 2) the limited modalities of such projects put constraints on delivery times, types of intervention, etc. It was therefore necessary to introduce a project scheme with broader impacts characterized by an emphasis on the macro and policy levels.

In today's hyperchanging environment, appropriate actions must be taken by the APO to transform and remain relevant. Relying on past practices in managing APO programs does not guarantee success, and therefore a change is warranted to help member countries achieve higher labor productivity and economic competitiveness. The SNP can be regarded as both a response to the changing external environment and a tool to leverage the impact of APO programs on productivity and competitiveness. The focus on macro-level institutional

elements such as policy and institutional capacity development for productivity and competitiveness enhancement initiatives will enable continuing APO support for member countries to sustain productivity gains in the long run.

The SNP reflects the transformation undertaken by the APO with the primary aim of being more relevant to its members by fulfilling their needs, providing solutions to their challenges, and satisfying their expectations in the future. It focuses on specific country needs for enhancing productivity and improving competitiveness, targeting the nationwide macro level based on policy consultancy. The approach taken relies on the application of the concept of sustainable productivity, where any productivity enhancement initiative should ensure productivity gains not only at the present but also, and more importantly, in the future. Efforts to achieve the intended objective of each proposed SNP project in member countries will be carried out through platforms of collaboration with various stakeholders.

11. Priority Areas

The program will support any in-country initiative to increase productivity and improve competitiveness which encompasses overarching issues related to productivity at the macro policy level. The following are the priority areas/activities to be covered:

- a. Development of national productivity roadmaps/master plans including related action plans, policy papers, etc.;
- b. Formulation of productivity, quality, and innovation (PQI) frameworks and action plans;
- c. Establishment of sectoral (agriculture, industry, service, public sector, etc.) and/or regional regulatory frameworks to increase productivity and competitiveness;
- d. Alignment of national productivity improvement plans with long-term development agendas;
- e. Mainstreaming PQI in national development plans;
- f. Strengthening policy and regulatory frameworks related to national R&D systems;
- g. Policy frameworks for public-sector productivity;
- h. Research to support productivity policy formulation;
- i. National-level capacity development projects which are innovative or strategic, in the process, also introducing new processes, knowledge, and tools etc.;

12. Scope, Duration, and Implementation Procedure

Scope

- a. Providing consultancy, policy directions, and capacity-building services to address specific in-country productivity- and competitiveness-related issues, particularly those with macro, strategic, and broad economic dimensions;
- b. Assigning international resource persons for all activities related to approved SNP proposals including postproject evaluations; and
- c. Providing financial support to enable NPOs and partner organizations to conduct SNP projects and achieve the intended objectives.

Duration

- a. The duration of SNP projects can be from one to several weeks, depending on the activities and budget availability.
- b. Postproject progress monitoring three to six months after completion may be conducted by the international resource persons for a duration of up to 10 working days.

Implementation Procedure

a. Application

1. A proposal is to be submitted to the APO elaborating the background/rationale, objectives, expected outcomes, itemized budget, and breakdown of activities as shown in Attachment 1.
2. Proposed activities can be separated into several project phases implemented in multiple years if necessary.
3. The proposal should also contain information on the structure of project management when applicable, particularly when the activities involve a number of agencies or organizations.
4. The submitted proposal may require revision in consultation with the APO to ensure clarity before final approval.

b. Approval

1. After satisfying the evaluation criteria in Attachment 2 and making any necessary revisions, the submitted proposal will be discussed by a selection committee within the Secretariat.
2. If the proposal is approved, the detailed arrangements and modalities will be incorporated in a project implementation plan (PIP).
3. Conditional approval may be given, and implementation will not commence until the conditions are met.

c. Monitoring and Evaluation (M&E)

1. Postproject M&E of the progress in achieving the intended objectives will be conducted within the time frame given in the PIP.
2. Postproject M&E may involve activities such as onsite evaluations by the international resource persons assigned to the project.
3. A comprehensive M&E report will be made detailing project performance to achieve the objectives.
4. The M&E mechanism should be reflected in the SNP project proposal, particularly if it involves various agencies and/or requires a project management unit.

d. Cancellation Policy

If a project is cancelled after the issuance of a PIP, any costs incurred should be borne by the member country concerned.

13. Financial Arrangements

In general, budget for the SNP is intended to cover costs related to consultancy, policy advisory, and other services provided by the international resource persons assigned by the Secretariat.

To be borne by the NPO or partner organization(s)

NPOs/partner organizations will bear the following costs:

- a. All local implementation costs not covered by the APO including costs related to a panel of local experts; and
- b. Other implementation and administrative costs of the projects including personnel costs and others related to preparation and postproject activities.

To be borne by the APO

The APO will bear all costs for assigning **overseas experts**, which may include preparatory work, costs incurred during implementation, and postproject activities. Financial support to meet the following costs will also be borne by the APO:

- a. Expenses related to coordination/consultation meetings with relevant stakeholders;
- b. Transportation costs as well as any other costs incurred for data/information collection during the preparation stage; and
- c. Preparing and compiling materials related to the project.

14. Actions by Member Countries

- a. Submitting proposals containing all necessary information required for approval including time frame and structure of the project management unit, if necessary; and
- b. Appointing one NPO staff member to act as the focal contact point with the APO and host NPO, who will be responsible for all necessary actions before and after the project as well as liaising with the partner organization(s).

15. Actions by the APO Secretariat

- a. Form a project team, if necessary;
- b. Assign an overseas resource person(s); and
- c. Assist NPOs/partner organizations in finalizing proposals as well as managing the quality of the project to achieve the intended objectives.



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Secretary-General

Specific National Program (SNP) Proposal

First part of the proposal should cover the basic summary of the proposed project which includes but not limited to:

- a. Project title
- b. Name of implementing agent(s) if not only NPO involved
- c. Project location
- d. Proposed starting date
- e. Project duration
- f. Amount requested (please specify the details in separate sheet)

The project proposal must also cover the following descriptions (refer to the explanation below in completing this part):

- a. Background and justification of the project
- b. Objectives of the project
- c. Expected results of the project
- d. Project implementation and management
- e. Project budget

I. Background and Justification

This section should provide a brief introduction to the context/circumstances where intervention is needed. The background should also describe:

- a. The problem or critical issue which the proposal seeks to resolve
- b. How the proposal relates to other relevant national development initiatives, strategies and policies
- c. Whether there are other programmes and activities which will complement the proposal
- d. How the need for the project was determined
- e. How intended beneficiaries were involved in project identification and planning

II. Objectives

The elaboration of this section should indicate the specific national, regional, sectoral, social and economic objectives (depending on the context of the project) to which the proposal, if successful, is expected to contribute, and how this is expected to contribute to improved overall productivity and competitiveness.

This section should describe what the project is expected to achieve in terms of effects among intended beneficiaries. Specifically, the section discusses what changes are expected to occur among intended beneficiaries if project implementation is successful.

III. Project Implementation and Management Plan

A. Expected project results

This section should describe the overall results that the project is expected to accomplish and whether there may be unintended effects of the project, and how these possible challenges will be addressed.

B. Project activities and work plan

This section should describe how each immediate project objective will be carried out in terms of planned activities, their timing and duration, and who will be responsible for each activity. This can be summarized in a simple table.

C. Project beneficiaries

This section describes who and how many people are expected to benefit from the project, both directly and indirectly. It should also discuss how intended beneficiaries have been involved in project design, and their expected role in project implementation and evaluation.

D. Implementing agent management of project

This section should describe:

- a. Who will be responsible for planning and management of project operations as well as the roles of other bodies and organizations associated with the project?
- b. What arrangements will be established to ensure that there will be effective coordination with other relevant programmes and activities?

This section should also discuss whether project operations are expected to continue, or expand to other areas or sectors, once the current phase of assistance is completed. This could include plans for introducing self-financing provisions to ensure continued viability of operations on project completion.

IV. Project Monitoring and Evaluation

This section should discuss proposed mechanisms and procedures for monitoring of project operations to ensure that activities occur as planned, that they remain directed towards stated objectives, and that appropriate corrective action is taken if required.

V. Budget

The budget for SNP should be detailing the incurring cost for any relevant activities within the indicated timeframe which may include:

- Local cost (within the scope outlined in the project notification)
- International experts
- In-country training which cover costs of individual and group training organized and conducted in the country of the project.

Evaluation Criteria

The proposed project should fulfill the following criteria to be accepted for the implementation:

- 1) Is the project aligned with the goals and objectives of the APO Roadmap to Achieve Vision 2020?
- 2) Is the project supportive of the national priorities of the government/NPO related to productivity and competitiveness enhancement?
- 3) Are the objectives and activities of the proposed project not covered by any regular program of the government?
- 4) Are the objectives and activities of the proposed project not covered by existing multicountry projects and other Category C programs?
- 5) Are the objectives and target outcomes of the project clearly identified?
- 6) Are the activities identified supportive of the objectives and target outcomes?
- 7) Are the cost estimates reflective of the true value of the goods and services to be used in the project activities?
- 8) Is the counterpart contribution of the NPO to the project identified and correctly valued?
- 9) Is the time frame of the project realistic enough to meet the objectives and target outcome?
- 10) Is the implementation and reporting mechanism clearly defined?
- 11) Has the monitoring and evaluation (M&E) mechanism been adequately mentioned?

