PROJECT NOTIFICATION

PN Issue Date	28 January 2020
Project Code	20-RP-04-GE-IMP-A
Title	Impact Evaluation Study
Timing and Duration	Six months (March–September 2020)
Implementing Organization(s)	APO Secretariat
Participating Countries	APO Member Countries
Closing Date for Applications	N/A

1. Objectives

Through an impact evaluation study (IES) of APO projects implemented in 2018 and 2019, this project aims to determine their outputs, outcomes, and impacts in member countries. It will also make recommendations to improve the design and implementation of future projects, including identification of possible new topics to address the needs of member countries.

2. Background

APO projects are designed to address needs, challenges, and emerging productivity issues in member countries as well as provide practical training and share knowledge and innovations. Some projects are designed to build the capabilities of individuals, organizations, and institutions in implementing productivity improvement initiatives in their countries. To assess the impact and effectiveness of projects, the Secretariat conducts an IES every two years, systematically analyzing their outputs, outcomes, and impacts on targeted beneficiaries. The results are utilized as a key source for reviewing the project design and implementation processes as well as for exploring new topics and methodologies.

The main purpose of the IES report is to assess the extent to which the APO achieved its objectives over the 2018–19 period. It also provides direction for the ongoing development of monitoring and evaluation (M&E) processes. The development and application of the M&E framework will aid in ongoing and future internal program evaluations.

The IES assesses whether and how well APO objectives were achieved. This focus will shift the evaluation from the impact of program enhancements in 2018–19 to whether stated objectives were met. Effectiveness and implementation will be among the elements to be assessed. The assessment will then provide recommendations for the improvement of future project design, implementation processes, new project topics, and different implementation methodologies.

3. Scope, Methodology, and Activities

Scope
The evaluation will cover both multicountry and individual-country projects implemented in 2018 and 2019:

a. Multicountry projects with training elements including workshops (WSP), training courses (TRC), e-learning courses (DLN), videoconference courses (VC), conferences (CON), and multicountry observational study missions (OSM); and
b. Individual-country projects, including Development of Demonstration Companies (DMP), Technical Expert Services (TES), Bilateral Cooperation Between NPOs (BCBN), Specific National Program (SNP), and Individual-country Observational Study Missions (I-OSMs).

Methodology
a. Selection of external experts(s)/consultant(s) to conduct the evaluation;
b. Development of an APO-specific evaluation framework and program logic as the basis for evaluation;
c. Review of project documentation and reports;
d. Qualitative interviews with stakeholders including program officers, a country officer, other APO Secretariat staff, and NPO staff;
e. Case studies of four APO projects;
f. Conducting online feedback surveys; and
g. Analysis, generating evaluation findings, and drafting a report.

The tentative schedule is as follows:

Timing	Activity
March 2020	· Selection of external expert(s)/consultants · Development of an APO-specific evaluation framework and program logic

May 2020	· Analyzing project documents/reports · Survey, interviews, collecting data for analysis, etc.
June/July 2020	· Analyses and generating findings · Verifying data/information · Consultation with the APO Secretariat
August 2020	· Writing the report · Report submission to the APO Secretariat

4. Task Arrangements

Tasks of the expert(s)

a. In consultation with the Secretariat, developing an APO-specific evaluation framework and program logic as the basis for evaluation;
b. Constructing an interview guide for participants and stakeholders in selected projects in consultation with the Secretariat;
c. Conducting surveys, interviews, etc. of selected project participants and stakeholders following the methodology agreed on with the Secretariat;
d. Analyzing the qualitative and quantitative data collected;
e. Evaluating and providing professional opinions/suggestions related to APO programs; and
f. Preparing and finalizing an integrated impact evaluation report and executive summary to be submitted to the Secretariat.

Tasks of the APO Secretariat

a. Providing lists of projects, participants, and other relevant information to the expert(s) to conduct the interviews/surveys/study;
b. Identifying and facilitating contacts with NPO focal coordinators;
c. Providing the general terms of reference to the expert(s) for conducting the evaluation study; and
d. Providing overall guidance as well as supporting data/information to the expert(s).

Tasks of NPOs

a. Assisting the expert(s) in communicating with respondents (participants and stakeholders) as well as in scheduling and conducting interviews on selected projects;
b. Making logistical arrangements for the expert(s) for onsite face-to-face interviews when necessary; and
c. Assisting the experts in any other activity involved in the IES as needed.

5. Actions by Member Countries

a. Each NPO is requested to provide the latest contact information for participants in the selected projects to be evaluated on the form to be provided by the Secretariat.

b. If onsite evaluation is needed, NPOs will be requested to: 1) schedule interviews and/or onsite evaluations; 2) make logistical arrangements for the evaluation team including accommodation and transport; and 3) assign a local counterpart to assist the evaluation team, if necessary, for the entire duration of the onsite evaluation and face-to-face interviews.

c. If it is deemed necessary, questionnaires for DMP and TES companies can be e-mailed to the person in charge in the companies/organizations as identified by NPOs on the attached form with copies to APO Liaison Officers for follow-up to ensure timely submission of the completed questionnaires.

6. Financial Arrangements

To be met by the APO

a. All assignment costs of the expert(s) and a team of evaluators for onsite evaluations and face-to-face interviews; and
b. All local implementation costs.
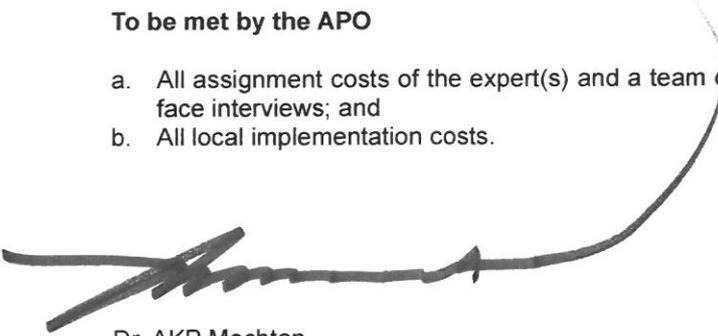
Dr. AKP Mochtan
Secretary-General

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List of Demonstration and Technical Expert Service Companies/Organizations

Note: Include only those companies/organizations that completed an APO DMP or TES project in 2018 and 2019. Add additional pages or spaces if needed.

Country: _____

A. DMP Companies/Organizations		
1	Demonstration company (name and address)	
	Project theme, year of completion, and duration	
	Contact information	Name: e-Mail: Phone: Fax: Homepage (if available):
2	Demonstration company (name and address)	
	Project theme, year of completion, and duration	
	Contact information	Name: e-Mail: Phone: Fax: Homepage (if available):
B. TES Consultancy Recipients		
1	TES recipient (name and address)	
	Project theme, year of completion, and duration	
	Contact information	Name: e-Mail: Phone: Fax: Homepage (if available):
2	TES recipient (name and address)	
	Project theme, year of completion, and duration	
	Contact information	Name: e-Mail: Phone: Fax: Homepage (if available):

Please complete the form and e-mail it to the Research & Planning Department at rp@apo-tokyo.org and sbaek@apo-tokyo.org by **30 April 2020**.