



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

6 April 2015

1. **Project Code** 15-RP-06-GE-RES-B
2. **Title** Research on Institutions Offering Productivity Courses
3. **Duration and Timing** October 2015–September 2016 (12 months)
Coordination meeting: 6–8 October 2015 (three days) in Hanoi, Vietnam
4. **Venue** Participating member countries
5. **Number of Participating Countries** One chief expert and up to seven national experts from Bangladesh, Pakistan, Philippines, Singapore, Sri Lanka, Thailand, and Vietnam. However, other member countries with particular interest in this project may participate upon consultation with the Secretariat.
6. **Closing Date for Nomination of National Experts** 3 August 2015
7. **Objectives**
 - a. To assess the curriculum designs and training programs of institutions that offer productivity courses;
 - b. To expand the productivity courses and programs of institutions to increase the number of productivity specialists in the region; and
 - c. To make recommendations that will strengthen the delivery and quality of productivity courses and training programs.

8. Background

Studies indicate that the formation of human capital not only leads to higher worker productivity but also contributes to economic development through its positive effects when workers are absorbed into the economy and move into higher-productivity sectors and occupations. In addition to economic development and productivity growth, investment in human capital has positive effects on fostering entrepreneurial activity and technological innovation through workers' enhanced ability to apply and adapt existing knowledge and processes to make new discoveries.

In 2014, the APO implemented a workshop that looked into the productivity courses being offered by national institutes of technology and other training institutions in member

countries so that mutual cooperation could be established among them, NPOs, and the APO at large. One of the recommendations made in the workshop to expand the number of productivity specialists in the region was a study to assess the different productivity courses offered by national institutes of technology and other training institutions. Such a study would not only compile productivity-related courses offered but also make proposals for strengthening and expanding them to meet the growing demand of local industries. This study is therefore an attempt to assess the various productivity courses and programs being offered and make recommendations to improve them in collaboration with concerned NPOs. The institutions referred to in this project are technical and vocational schools, national institutes of technology, and other training institutions offering courses and training programs on productivity in member economies excluding NPOs.

9. Scope and Methodology

Scope:

- 1) **Coordination Meeting:** A coordination meeting of experts will be held 6–8 October 2015 in Hanoi, Vietnam. The tentative topics to be covered in the meeting are:
 - a. Productivity tools, techniques, and initiatives;
 - b. Productivity courses and training programs of institutions;
 - c. Productivity courses and training programs of the APO and NPOs; and
 - d. Designing and evaluating good productivity courses and training programs.
- 2) **Conducting in-country research:** Each national expert will gather primary and secondary data based on the agreed methodology and framework of the research. The study will focus on technical and vocational schools, institutes of technology, and training institutions offering courses and training programs on productivity excluding NPOs.

Methodology:

The chief expert will draft the overall research framework and methodology to be presented and discussed during the coordination meeting. The outline and format of the contents of the report will also be discussed. Upon agreement, the national experts will adopt the framework and methodology to conduct in-country research. The research will employ one chief expert who will lead the team of national experts in undertaking the study.

The tasks of the chief expert will include:

- a. Developing the research framework proposal containing the background, direction, and methodology for performing the research;
- b. Preparing and presenting the background materials on the subject of the research during the coordination meeting including giving lectures to enhance the knowledge and ability of national experts to understand good productivity courses and program/training designs;
- c. Providing overall coordination and advisory services to national experts in conducting the research in their countries;
- d. Reviewing the initial drafts of national expert reports to ensure uniformity in the quality and format of the country reports; and
- e. Preparing the integrated analysis and overall conclusion of the research based on the individual national reports and ensuring that the final manuscript is completed and submitted to the APO Secretariat by the deadline of 30 September 2016.

Tasks of national experts will include:

- a. Undertaking the research at the national level following the agreed methodology and guidelines;
- b. Collecting and analyzing the required data for analysis and writing up the findings following the agreed methodology and guidelines; and
- c. Submitting the report to the chief expert within the agreed timeframe.

10. Qualifications of National Experts

The nominated national experts must come from any of the following institutions that offer productivity courses and training programs: technical and vocational schools; institutes of technology; and training institutions. Preference may be given to administrators, teachers/faculty members, researchers, and NPO senior consultants given their strong background in and knowledge of course/curriculum design and experience in the actual teaching/implementation of productivity-related courses and training programs. National experts must meet the following requirements to achieve the desired outcome:

- a. Excellent writing skills and have published articles, books, or substantive reports on the subject of productivity;
- b. Sufficient English proficiency to communicate with the APO Secretariat and the chief expert on matters relating to the research and to write a report in English; and
- c. A strong commitment to undertaking and completing the research within the timeframe.

11. Qualifications of the Chief Expert

The APO will appoint a chief expert for this project to guide the group of national experts in undertaking the research. The APO-appointed chief expert must have:

- a. Extensive knowledge of various productivity courses and training programs offered by technical and vocational schools, institutes of technology, and training institutions;
- b. Excellent writing skills and have published articles, books, or reports concerning productivity with special focus on productivity courses from the academic viewpoint in English at the international level since the final integrated report will be written in English; and
- c. Strong commitment to undertaking and completing the research project within the given timeframe and producing the consolidated analysis of all national reports.

12. Financial Arrangements

To be borne by the APO

- a. Honoraria for the chief expert and national experts upon completion of the research;
- b. All assignment costs for the chief expert and national experts including daily subsistence allowances, miscellaneous expenses, and round-trip international airfare by the most direct route between the international airport nearest to the experts' place of work and Hanoi, Vietnam, for attending the coordination meeting for the research; and
- c. Travel insurance coverage against accident and illness for all experts for the entire duration of the coordination meeting and travel.

To be borne by experts or participating countries

- a. Any expenses incurred by the experts for extra stay at the venue before and/or after the official project period due to early arrival, late departure, or any other reason must be borne by the experts.

To be borne by the host country of the coordination meeting (Vietnam)

- a. Local implementation costs for the meeting package, room rental, and required equipment; and
- b. Other local implementation costs.

13. Actions by Member Countries

- a. For the selection of national experts, the member countries to be included in the research are requested to submit appropriate nominations (preferably more than two for consideration) by 3 August 2015.
- b. Each nomination should be accompanied by the candidate's biodata on the standard APO form in duplicate along with a passport-sized photograph. In addition to the standard APO form, nominees should also prepare a list of publications, research, and/or consulting projects they have undertaken in this field. A nomination lacking any of these documents will not be considered.
- c. The selection of national experts will be based strictly upon their professional qualifications and experience, academic background, and commitment to this research.

14. Preparatory Work by National Experts

The selected national experts will be required to gather data and conduct preliminary research on the existing productivity courses and training programs of an institution. Detailed guidelines will be provided later. The preliminary findings will be presented at the coordination meeting in Hanoi and will form the basis for further deliberations and development of the research with the guidance of the chief expert.



Mari Amano
Secretary-General