

# Asian Productivity Organization

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## PROJECT NOTIFICATION ADDENDUM

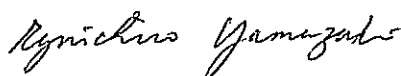
10 August 2011

1. **Project Code** 09-AG-26-GE-RES-B
2. **Title** Research on Agricultural Productivity Measurement and Monitoring Systems
3. **Duration** Phase I: 7–9 September 2011 (three days)
4. **Venue** APO Secretariat, Tokyo, Japan
5. **Addendum No.** 2
6. **Reference** APO Project Notification 09-AG-26-GE-RES-B dated 24 February 2011; and APO Project Notification Addendum No. 1 dated 16 June 2011
7. **Details** **Change in Project Notification Item No. 3 “Duration & Timing”**

The original timing of Phase I: Working Party Meeting of Experts was 6–8 July 2011. The meeting was later postponed to 7–9 September 2011 (Reference PNA 1). The meeting is again being postponed due to a conflict with the timing of another project. The new dates are **5–7 October 2011**.

NPOs are requested to confirm by **22 August 2011** whether the already selected national experts are available for the new dates given above. If the selected experts are not available, NPOs are requested to submit new nominations along with nomination documents by **30 August 2011**.

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 24 February 2011 pertaining to this research remain valid.



Ryuichiro Yamazaki  
Secretary-General

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## PROJECT NOTIFICATION ADDENDUM

16 June 2011

1. **Project Code** 09-AG-26-GE-RES-B
2. **Title** Research on Agricultural Productivity Measurement and Monitoring Systems
3. **Duration** Phase I: 6–8 July 2011 (three days)
4. **Venue** APO Secretariat, Tokyo, Japan
5. **Addendum No.** 1
6. **Reference** APO Project Notification 09-AG-26-GE-RES-B dated 24 February 2011
7. **Details** **Change in Project Notification Item No. 3 “Duration & Timing”**

Due to unavoidable circumstances, Phase I: Working Party Meeting of Experts is rescheduled. It will be held from **7 to 9 September 2011**.

*Ryuichiro Yamazaki*

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Secretary-General

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24 February 2011

## PROJECT NOTIFICATION

1. **Project Code** 09-AG-26-GE-RES-B
2. **Title** Research on Agricultural Productivity Measurement and Monitoring Systems
3. **Duration & Timing**  
Phase I: Working Party Meeting of Experts  
6–8 July 2011 (three days)  
Phase II: Research (Survey) in Member Countries  
About six months starting after completion of phase I
4. **Venue**  
Phase I: APO Secretariat  
Phase II: Participating member countries
5. **Implementing Organization** Asian Productivity Organization
6. **Number of Experts** Up to 12 qualified national experts  
(see. 12 Qualifications of National Experts)
7. **Participating Countries** Bangladesh, Republic of China, Indonesia, IR Iran, Malaysia, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam
8. **Closing Date for Nomination of National Experts** 22 April 2011
9. **Objectives**
  - a) To study the different techniques for measuring and monitoring productivity in the agriculture sector;
  - b) To enhance or develop national capacities for productivity measurement and monitoring to strengthen national policies and programs on agricultural productivity improvement; and
  - c) To develop a harmonized regional database on agricultural productivity indicators for benchmarking and monitoring trends in member countries.

## **10. Background**

Increasing agricultural productivity is crucial in achieving the objectives of many countries of rural poverty reduction, food security, and economic growth. For many developing and less developed countries, agriculture contributes substantially to rural livelihood, trade revenues, and national food security. It is also the backbone of the nascent manufacturing and food industry sector because it supplies the raw material requirements. But for most of those countries, the systems for monitoring productivity trends are weak. This usually translates into weak planning and programming systems, which often lead to improper allocation of scarce resources among sectors and even within the agriculture sector.

With globalization and increasing liberalization in the trade of agricultural and food products, countries in the region need reliable databases on their agricultural resources and their productivity so that governments can plan and pursue the appropriate policy mix and program support. This is essential for enhancing the competitiveness of agribased enterprises and at the same time will help the private sector identify potential areas for investment in the sector.

This research is being undertaken to address the current gaps and weaknesses in systems for monitoring agricultural productivity in member countries. It also paves the way for the establishment of a harmonized regional database on agricultural productivity indicators at the APO Secretariat for benchmarking and monitoring trends which will be utilized in designing appropriate programs to support the needs of the sector in member countries.

## **11. Scope and Methodology**

The project will involve a Working Party Meeting of international and national experts from participating countries to be followed by research in each country. The output of the research will be a country report to be presented at a regional symposium attended by the international and national experts and concerned policymakers from participating countries and at the Workshop Meeting of Heads of National Productivity Organizations (NPOs).

### **Phase I: Working Party Meeting**

The specific objectives of phase I of the project are to share information on the present situation and trends in the use of agricultural resources, current systems for monitoring agricultural productivity, the institutions involved in such endeavors, and their links to policy and program formulation and implementation. The country presentations will be followed by those of the international experts on different techniques for measuring and monitoring productivity in the agriculture sector. The meeting will assess the different techniques and agree on a common methodology and instruments to be used in the research and the design of a uniform productivity database to facilitate regional comparisons of trends and exchanges of information. Hands-on exercises may be conducted to demonstrate the application and use of appropriate computer software. Each national expert is expected to conduct a preliminary assessment of the productivity trends and monitoring systems in his/her country and present the findings to the expert meeting.

## **Phase II: Data Collection and Design of the Database and Monitoring System of Productivity Indicators**

The objectives of phase II are to collect data to be processed and structured following the agreed design of the database and indicator system. National experts will collect and analyze the necessary data, either on their own or with the support of relevant national organizations. A chief international expert will be engaged by the APO to provide overall guidance and advisory services to national experts to maintain consistency in the analysis and design of the database and monitoring system among participating countries. Phase II will be completed within a period of six months after the expert meeting.

### **12. Qualifications of National Experts**

The candidates should be recognized experts from governmental organizations, preferably from the national census/national statistics agency, agricultural statistics bureau or department, and/or national economic development planning agency/institute involved in agricultural statistics analysis and/or agricultural productivity research and monitoring. They should have advanced degrees in agricultural economics, economics, or statistics (preferably at the doctoral or master's levels or equivalent), have sufficient experience in writing statistical and analytical reports, and be proficient in both written and spoken English.

The candidates must be willing to undertake the actual survey (phase II of the project) and have adequate time for this purpose. Nominating organizations should also sign statements of support allowing candidates to undertake the research on official time. The candidates' age should preferably be between 35 and 55 years. The candidates must be physically and mentally fit to travel, attend the intensive three-day Working Party Meeting, and undertake the actual research. It is therefore recommended that member countries refrain from nominating candidates likely to suffer from physical and mental strain.

### **13. Financial Arrangements**

#### **a) To be borne by the APO**

- 1) For phase I, all travel costs including round-trip economy class international airfare by the most direct route between the international airport nearest to the expert's place of work and Tokyo for attending the Working Party Meeting of national experts. As far as practicable, all experts are strongly encouraged to purchase and use discounted tickets (following IATA PEX or other applicable discount fares).
- 2) Hotel accommodation and daily subsistence allowances for up to four days based on the APO standard rates for Tokyo.
- 3) Travel insurance coverage of experts against accident and illness for the entire duration of the Working Party Meeting (phase I) and travel. The APO will secure this insurance on behalf of the experts from the day before project commencement until the day after project completion.

4) For the actual research (phase II), the experts who served as national researchers will be provided with a lump sum of US\$2,500.00 as honorarium upon submission of the research report and its acceptance by the APO Secretariat. A lump sum of US\$300.00 will also be provided to each national expert at the start of actual research, for miscellaneous expenses relating to this assignment.

5) All local implementation costs for the Working Party Meeting in Tokyo.

**b) To be borne by experts or participating countries**

1) Any expenses incurred by the experts for stopovers on the way to and from Tokyo, as well as for extra stay at the project venue before and/or after the official project period on account of early arrival or late departure, or for any other reason whatsoever must be borne by the experts.

2) Incidental expenses incurred in carrying out the in-country research, processing of data, and documentation of the results beyond the sum provided by APO in a.4. above.

**14. Actions by Participating Countries**

(a) Each participating country is requested to nominate at least one or two candidate expert(s) by 22 April 2011 strictly following the qualifications cited in item 12 (Qualifications of National Experts).

(b) Please note that when a candidate is nominated it does not follow that he/she is considered selected. Selection is at the discretion of the APO Screening Committee. The basic criteria for selection are academic qualifications and actual work experience, which must be related to the research.

(c) APO Liaison Officers/NPOs are reminded to make clear in their search for the most appropriate expert that only the APO Liaison Officer/NPO in their country may send nominations to the APO Secretariat. This should eliminate the mistake of various government/public institutions making nominations directly to the APO Secretariat.

(d) Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:

i) Two copies of the candidate's biodata on the **APO expert's biodata form** together with a passport-sized photograph. The biodata form can be downloaded from the APO website. Downloading information is also available from [www.apo-tokyo.org](http://www.apo-tokyo.org). We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the APO Director, Alternate Director, or Liaison Officer. The nomination documents should be sent to the **Agriculture Department, APO Secretariat** (e-mail: [agr@apo-tokyo.org](mailto:agr@apo-tokyo.org), fax: 81-3-5226-3954).

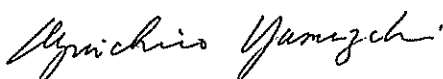
ii) **The APO Medical and Insurance Declaration/Certification Form.** Every candidate must complete and submit a copy of the APO Medical and Insurance

Declaration/Certification Form with his/her biodata at the time of nomination. Please note that self-declaration is sufficient for candidates without any of health conditions or illnesses enumerated on the reverse side of the medical form. However, for all others, medical certification by a recognized physician on the reverse side of the medical form is required.

- (e) For reasons of expediency or because of time constraints due to approaching nomination deadlines, member countries sometimes send their candidates' biodata forms and medical certificates by fax to the APO Secretariat. While this action is very much appreciated, participating countries are requested to mail the originals of the documents to the APO Secretariat as well. If the documents are submitted electronically as mentioned in d)-i) and d)-ii), there is no need to send the original by postal mail. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the APO Secretariat by postal mail. Please specify the candidate's name and the project code on the reverse side of the photograph.
- (f) For countries where nominations are required to be approved by higher government authorities and hence require a longer time, the APO Liaison Officers/NPOs are urged to send in the names of nominees on or before the deadline, indicating that government approval will follow.
- (g) Selected experts will be notified through the APO Liaison Officer/NPO.
- (h) APO Liaison Officers are requested to inform the selected experts that they are not to bring family members or to engage in any private business activities during the entire duration of the Working Party Meeting in Tokyo.
- (i) Selected experts are required to arrive at the venue one day before the start of the meeting. Also, all experts are expected to return home upon completion of the official program because they are visiting Tokyo for the specific purpose of attending this APO meeting.

## 15. Country Report Preparation

The experts are required to prepare two country reports. For phase I, they are required to prepare a preliminary country report prior to departure for presentation at the Working Party Meeting. In preparing the report, they are expected to follow the attached "Guidelines for Preparation of Country Reports." Similarly, they are required to prepare a country report for phase II based on the findings of the research after completion of the survey. The guidelines will be formulated and agreed upon during the Working Party Meeting.



Ryuichiro Yamazaki  
Secretary-General

**Research on Agricultural Productivity Measurement and Monitoring Systems****Guidelines for Preparation of Country Reports**

Each national expert is required to submit a **country report prior to departure for the Working Party Meeting**. If there are multiple experts from one country, they should write a joint country report to avoid overlapping of contents. If a joint paper is written, each expert is expected to contribute meaningfully to report preparation.

The report should be typewritten, single-spaced, on standard A4-size bond paper, and be between 8 and 10 pages in length, excluding tables/figures. A copy of the paper and the PowerPoint presentation should reach the APO Secretariat no later than **20 June 2011**.

The report may be written in the personal capacity of the expert but must be substantiated and supported by statistical data/information wherever appropriate. The report should **focus solely on the topic and avoid inclusion of irrelevant descriptions of the country**.

The experts are also required to prepare a **summary or abstract of their country reports not exceeding 300 words**. The summary or abstract should contain only the salient points of the country report. The summary or abstract will be used to prepare the highlights of the Working Party Meeting. The experts are strongly advised to use appropriate **audiovisual aids** (e.g., PowerPoint slides) for the presentation of their reports.

The following topical outline is suggested as a guide in the preparation of country reports.

**TOPICAL OUTLINE**

1. Please describe the trends in performance of the agriculture sector in your country during the last 20 years, i.e., 1990–2010, highlighting the following aspects:
  - a. Contribution (percentage) to GDP.
  - b. Contribution to employment (as the percentage employed of the total labor force).
  - c. Growth rates of production indexes (percentages).
  - d. Performance of the crop sector:
    - 1) Annual volume of production of the five most important crops (percentage growth rates; please explain why any significant shifts occurred).
    - 2) Annual area of the five most important crops harvested (percentage growth rates; please explain why any significant shifts occurred).
    - 3) Annual average yield per hectare of the five most important crops (tons per hectare; please explain why any significant shifts occurred).



- e. Trends in the performance of the livestock and poultry sector:
- 1) Annual population of the three most important farm animals produced (percentage growth rates).
  - 2) Annual production of the three most important meat types (percentage growth rates).
  - 3) Annual dairy production (volume in fresh milk equivalent; percentage growth rates if applicable).
- f. Trends in the performance of the aquaculture sector (if applicable).
- 1) Annual production of aquaculture products (percentage growth rates; please explain why any significant shifts occurred).
  - 2) Area of aquaculture ponds (percentage growth rates).
- g. Trends in the trade of agricultural products.
- 1) Growth in agricultural exports (volume and value in US\$ equivalent).
  - 2) Growth in agricultural imports (volume and value in US\$ equivalent).
2. Please describe the important agricultural resources of your country, especially the following:
- a. Land area of the country and the proportion of land classified as forestland, pastureland, agricultural land, etc.
  - b. Cultivated land and irrigated land (please explain any shifts in the areas of cultivated land and irrigated land).
  - c. Amount of loans/credit granted to farmers/agricultural sector (please explain why any shifts occurred in the total amount of loans granted).
  - d. Number of farm tractors per 1,000 farmers.
  - e. Average amount of fertilizer used per hectare.
3. Please describe the important institutions involved in the agriculture sector and describe their key functions in supporting agricultural development (please provide a diagram/structure of the Ministry and/or Department of Agriculture showing its various units/attached agencies and institutes).
4. Please describe the main functions and the structure of the agency/organization responsible for measuring and monitoring agricultural productivity, the tools and technique used, and the indicators measured and monitored.
5. Please discuss the issues and challenges faced by your country/concerned agency in measuring and monitoring agricultural productivity and explain any effort or recent initiative taken to address these.
6. Please discuss briefly the major goals/objectives and targets of the national agricultural development plan of your country.