



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

16 July 2013

1. **Project Code:** 13-RP-06-GE-RES-A
2. **Title:** Research on Need Assessment of Member Countries
3. **Duration & Timing:** One year (September 2013 to August 2014)
4. **Venue:** APO Secretariat
5. **Number of Participating Countries:** Nineteen national experts
6. **Closing Date for Nomination of National Experts:** 26 August 2013
7. **Objectives:**
 - (1) To undertake a survey on the development priorities and strategies of member countries and identify the sectors or areas where productivity improvement is crucial to the achievement of their socioeconomic development goals; and
 - (2) To assess the support needed by specific sectors and stakeholders to achieve productivity improvement.

8. **Background:**

Having knowledge of the current and future developmental needs of member countries is crucial to the planning of programs and projects. Several factors have contributed to this, including the diverse stages of economic development of member countries, varying needs of different sectors, and government priorities in addressing needs. The ability of various stakeholders, including NPOs, in each country to perform their roles is also crucial for the achievement of national goals.

To enhance the relevance and effectiveness of APO support to member countries, it is important that its programs be aligned to the needs and priorities of each. Information and indicators are indispensable in the development of impactful programs and projects. Such information is also crucial for the APO in terms of allocating resources and developing a medium-term road map in line with its vision 2020.

9. **Scope and Methodology:**

Scope

The following topics will be covered in a need assessment questionnaire, and national experts will consult with relevant national stakeholders on the topics to sketch a problem tree as a basis for need assessment:

- (1) National development policy priorities;
- (2) National productivity strategy;
- (3) Identification of mid-term national productivity targets;
- (4) NPO's strategy and priorities; and
- (5) Assessment of project needs for productivity improvement.

Methodology

The need assessment will be implemented in two phases.

1st Phase:

The chief expert will develop the overall need assessment framework, including the questionnaire and instructions for national experts on how to administer the questionnaire. The chief expert will also conduct research on the national development priorities of each country before drafting the need assessment questionnaire and then distribute the questionnaire to the national experts, who will identify a list of relevant national stakeholders to respond to it.

2nd Phase:

The chief expert will assist the national experts with any difficulties in completing the questionnaire and then analyze the results. The problems identified will indicate the priority areas requiring assistance for productivity improvement. Based on in-depth analysis of the need assessment results, the chief expert will specify representative countries for onsite visits to confirm the need assessment survey results.

- (1) The tasks of the chief expert will include:
 - a) Conducting document research on national development policies;
 - b) Developing the need assessment questionnaire;
 - c) Providing instructions to national experts on how to administer the questionnaire, as well as on the stakeholders' meetings to be conducted by the national experts;
 - d) Developing instructions to the national experts on how to draw problem trees to show gaps between national development goals and current circumstances, determine areas where assistance is required, and address emerging development and productivity challenges;
 - e) Providing overall coordination and guidance to the national experts throughout the research project;
 - f) Analyzing the 1st phase results and producing an interim report as one source for the APO road map 2020; and
 - g) Analyzing the results from both the 1st and 2nd phases to identify cases to be followed up through onsite assessments to confirm priorities and productivity targets.
- (2) The tasks of each national expert will involve:
 - a) Acting as the focal person to coordinate with identified national stakeholders and holding a national workshop to discuss the topics covered in the need assessment questionnaire;

- b) Collecting information to complete the questionnaire by the designated deadline, following the instructions of the chief expert;
- c) Identifying tentative national productivity targets in consultation with national stakeholders; and
- d) Providing information requested by the chief expert when confirming the need assessment analyses.

10. Qualifications of National Experts:

Senior-level NPO staff with comprehensive knowledge of national development policies and NPO productivity strategy who are capable of managing and coordinating with the key stakeholders to discuss national development and productivity assistance needs should be nominated. Please ensure that the nominees understand and are able to undertake the tasks of national experts for this project as outlined in section 9.

11. Chief Expert:

The APO will appoint a chief expert with extensive experience and knowledge of need assessment for international development organizations, governments, and the public sector. The chief expert must have excellent analytical skills and a wealth of experience in conducting surveys. He or she must have a strong commitment to undertaking and completing the project within the given time frame.

12. Financial Arrangements:

(1) To be borne by the APO:

- a) Honorarium for the chief expert and national experts upon completion of the research;
- b) Airfare for the chief expert; and
- c) Local implementation costs (USD1,000) for national stakeholders' workshops to be held by NPOs under the leadership of the national experts to cover meeting-related costs, such as coffee break, transportation lump sum for national stakeholders, required equipment, and other miscellaneous expenses.

(2) To be borne by each host country of a national stakeholders' workshop

Other local implementation costs not covered by the USD1,000 provided by the APO.

13. Actions by Member Countries:

- (1) For the selection of national experts, member countries are requested to submit appropriate nominations (preferably at least two for consideration) by 30 August 2013.
- (2) Each nomination should be accompanied by the candidate's biodata on the standard APO form in duplicate along with a passport-sized photograph.
- (3) The selection of national experts will be based strictly upon their professional qualifications and experience in line with the provisions in section 10.

14. Preparatory Work by National Experts:

The selected national experts will be instructed by the chief expert to conduct need assessment under the research scope and methodology outlined in section 9, by the deadline to be specified later.



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