



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

16 January 2014

1. **Project Code** 13-RP-20-GE-RES-B
2. **Project Title** Strengthening of National Productivity Organizations (NPOs) Assistance Program
3. **Duration & Timing** One year commencing from April 2014 to March 2015  
The coordination meeting will be held 27–28 May 2014 (two days) in Tokyo, Japan
4. **Venue** Participating member countries
5. **Number of Participating Countries** Up to 15 national experts from Bangladesh, Cambodia, Fiji, India, Indonesia, Islamic Republic of Iran, Laos PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam.
6. **Closing Date for Nominations of National Experts** 15 March 2014
7. **Objectives**
  - a. To enhance institutional development and capacity development programs for NPOs;
  - b. To strengthen NPOs in the delivery of services to stakeholders in their countries; and
  - c. To improve the visibility of NPOs as leading productivity organizations in their countries.

### 8. Background

One of the key roles of the APO is to be an institution builder. It therefore seeks to develop and strengthen the capability of institutions, particularly NPOs, to undertake productivity promotion, training, and consultancy services for the public and private sectors in their countries to achieve sustainable economic development through productivity improvement.

A need assessment survey was carried out in 2007 to identify areas in which NPOs needed to build capacities to spearhead the productivity movement and deliver better services to stakeholders. The results led to the formulation of the Development of NPO (DON) Strategy and its implementation from 2008 through the following programs: 1) Institutional Strengthening of National Productivity Organizations through the Development of Productivity Practitioners; 2) Member Country Support Program, and 3) Development of Centers of Excellence. These programs complemented existing programs supporting NPOs

such as: 1) Development of Productivity Practitioners (DPP): Basic Course (started in 1991), and 2) DPP: Advanced Course (started in 2001).

Despite all these initiatives, a wide diversity in the level of development of NPOs remains. Some are quite advanced and are undertaking a wide range of productivity-related activities, while a few have not been able to expand their services or scale up their activities due to various limitations which are unique to individual NPOs in terms of organizational structure, mandate, objectives, and funding arrangements.

Considering the sociopoliticoeconomic changes in member countries over the last six years, and emerging global developments and challenges faced, a follow-up institutional performance and need assessment of NPOs is required. This will serve as an objective assessment of the impact of DON Strategy and other NPO-targeted programs of the APO and in identifying new needs. The study will also consider the recommendations of the two studies initiated in 2013, Assessment of Green Productivity Implementation and Needs of Member Countries and Research on Need Assessment of Member Countries, and their implications on the NPOs. The findings and recommendations of this study will serve as the basis for strengthening current programs and/or developing new ones to support NPOs.

## **9. Scope and Methodology**

### Scope

- a. A coordination meeting involving the chief expert and national experts;
- b. Development of an assessment framework taking into consideration the mission, objectives, and mandates of NPOs;
- c. Review of APO programs for NPO capability building and institutional strengthening;
- d. Review of the performance of each NPO including profiling of resources and programs;
- e. Identifying the core competencies of each NPO including strengths, weaknesses, opportunities, and threats;
- f. Identifying the emerging roles and challenges of NPOs resulting from sociopoliticoeconomic changes; and
- g. Identifying the organizational development, capacity building, and institutional support needs of NPOs to lead productivity-related initiatives.

### Methodology

- a. A chief expert and a national expert from each participating country will be assigned to undertake the study.
- b. The chief expert will formulate the overall framework for the study, provide technical support/advice to the national experts, review current APO programs for NPOs, and prepare the final integrated research report with specific recommendations for the APO and NPOs.
- c. Each national expert will be responsible for carrying out the research in his/her country following the framework, methodology, and time frame agreed during the coordination meeting.
- d. Each national expert will submit his/her report to the chief expert highlighting the key findings and recommendations following the agreed format.

## **10. Qualifications of National Experts**

The national expert should have relevant experience in organizational development, institutional strengthening, and capacity building and may come from academia or relevant development institutes or be former or current senior management consultants of NPOs. Only

those who meet these basic qualifications should be nominated. The nominations of national experts should be accompanied by comprehensive biodata highlighting previous work experience in the areas mentioned.

### **11. Chief Expert**

The APO will appoint a chief expert with extensive international experience and knowledge of organizational development, institutional strengthening, and capacity building. The chief expert must have knowledge of the APO and its activities and must also have a strong commitment to undertake and complete the project within the given time frame.

### **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 Tokyo for attending the coordination meeting for the research;
- c. Travel insurance coverage against accident and illness for all experts for the entire duration of the coordination meeting and travel; and
- d. All local implementation costs for the meeting package, room rental, and required equipment.

To be borne by experts or participating countries

- a. All local implementation costs in performing the study.

Please note that any expenses incurred by the experts for extra stay at the venue of the coordination meeting before and/or after the official period due to early arrival, late departure, or any other reason must be borne by the experts.

### **13. Actions by Member Countries**

- a. For the selection of national experts, member countries are requested to submit appropriate nominations (preferably at least two for consideration) by 15 March 2014.
- b. Each nomination should be accompanied by the candidate's biodata on the standard APO form in duplicate along with a passport-sized photograph.
- c. 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 to prepare a preliminary assessment report including the profile of the NPO. The detailed outline of the report and the deadline will be provided later.



Mari Amano  
Secretary-General