



PROJECT IMPLEMENTATION PLAN

Ref. No.: 21-SN-06-GE-SNP-C-IR01-PP2100009-003

Date of Issue	06 December 2021
Project Code	21-SN-06-GE-SNP-C-IR01
Title	Development of the Framework of the National Productivity Network of Islamic Republic of Iran
Timing and Duration	December 2021–March 2022 (four months)
Hosting Country(ies)	Islamic Republic of Iran
Modality	Digital In-country
Implementing Organization(s)	National Productivity Organization of Islamic Republic of Iran
Participating Country(ies)	Islamic Republic of Iran
Overseas Participants	Not Applicable
Local Participants	Not Applicable
Qualifications of Participants	Not Applicable
Nomination of Participants	Not Applicable
Closing Date for Nominations	Not Applicable

1. Objectives

- a. Assist the National Productivity Organization of Islamic Republic of Iran (NPO of IR Iran) in developing the Framework of the National Productivity Network to support the country's productivity movement.
- b. Create an effective, well-functioning ecosystem for productivity movement by outlining the mechanisms and procedures for division of work among key productivity institutions in the National Productivity Network.
- c. Build the foundation for a single productivity portal integrating services provided by the NPO of IR Iran and other relevant institutions to stakeholders.

2. Background

A national productivity plan should be holistic, ensuring concerted productivity drives and goals to align with national economic plans. For this purpose, the national productivity plan needs to be supported by a comprehensive, inclusive national productivity movement that will serve as a platform that brings together the various stakeholders and execute the national productivity plan in a systematic, synergistic, and sustained manner. As many institutions work directly or indirectly to impact productivity, the national productivity movement platform should have clear mechanisms for formulating policies and implementing the programs of the national productivity plan.

National Productivity Organizations (NPOs) are among the key institutions for formulating and implementing national productivity plans and leading national productivity movements. They provide leadership; engage, collaborate, and coordinate with other key institutions in productivity-enhancing policies; and track implementation progress. To facilitate the establishment of an effective ecosystem for productivity movement in the Islamic Republic of Iran, the NPO of IR Iran has initiated the development of a Framework of the National Productivity Network. This network aims at facilitating the development of policies and implementation of programs through synergy, participation, and collaboration among all stakeholders.

To assist the NPO of IR Iran in addressing institutional needs and building its capability to develop and implement effective productivity-related strategies and programs at the national level, the APO is undertaking this consultancy project consisting of three main phases: identification of key issues; consolidating and drafting plans; and development of the Framework of the National Productivity Network of IR Iran. The project intends to produce a framework covering institutional mechanisms, collaborating partners, productivity services, and a monitoring and evaluation system for the National Productivity Network.

3. Scope, Methodology, and Time Frame

This consultancy project will be carried out through the following steps of activities referring to the three main phases above.

Step 1:

Preparatory work to identify key needs and challenges of the NPO of IR Iran. Activities in this step include preliminary situational analysis and diagnosis through desk research performed by resource persons and examination of documents and data provided by the NPO of IR Iran. This phase may also include benchmarking and gap analysis. The results of this preparatory work will be utilized and validated during the consolidation phase.

NPO engagement includes providing relevant data and information for establishing the parameters of the fieldwork/study via e-mail, virtual meetings, or other modes of communication.

Time frame (tentatively in early December 2021): Up to 15 working days for the local resource person(s).

Step 2:

Consolidation work will include in-depth discussions and other related methods for verifying the

collected data and information as well as the results of the preliminary analysis. This will involve key stakeholders in the country.

The NPO of IR Iran will make arrangements for meetings and contacts with stakeholders who will provide inputs on and assessments of the analysis. They may include NPO clients/customers, ministry representatives/officials supervising the NPO, in-house and contract-based staff/consultants (if applicable), external partners from the government, private sectors, SMEs, and business associations, and NPO staff.

Time frame (tentatively from the end of December 2021 to early January 2022): Up to 10 working days for the local resource person(s).

Step 3:

The proposed Framework of the National Productivity Network of IR Iran will be prepared by the resource persons using the findings and results of the fieldwork/survey and stakeholders' meeting feedback including consolidation of the initial preparatory work document. The document must contain the methodology used, findings, and recommendations as well as details of the framework with its required coverage.

Time frame (tentatively from the end of January to early February 2022): Up to 14 working days for the local resource person(s).

Step 4:

A consultative meeting (virtual) on the initial proposed Framework of the National Productivity Network of IR Iran will be held to present, review, and deliberate on the findings and recommendations, including soliciting feedback from relevant stakeholders before finalizing and submitting the framework to the APO Secretariat and NPO of IR Iran.

NPO engagement includes providing feedback on the initial plan and arranging meetings with local stakeholders to present and deliberate on it.

Time frame (tentatively at the end of February 2022): Up to three working days for the local resource person(s). The initial framework developed by the resource persons must be submitted first to the APO Secretariat and NPO of IR Iran for review before the consultative meeting. Tentative schedule for submission of the initial report is in early March 2022.

Step 5:

Finalization and submission to the APO Secretariat and NPO of IR Iran of the proposed Framework of the National Productivity Network of IR Iran incorporating the inputs and feedback received from the consultative meeting with relevant stakeholders.

Time frame (tentatively at the end of March 2022): Up to five working days for the local resource person(s) after the consultative meeting.

4. Roles and Responsibilities

NPO of IR Iran

- a. Play an active role in the relevant activities mentioned in section 3 above.
- b. Assign a project manager to provide daily support to resource persons, stakeholders, and APO Secretariat.
- c. Act as a liaison in relation to the activities mentioned in section 3.
- d. Recommend up to two local resource persons to the APO.
- e. Provide budget not met by the APO.
- f. Make all local arrangements for the project.

- g. Ensure smooth implementation of the project in the country.

APO Secretariat

- a. Design the approach/methodology of the project.
- b. Assign local resource persons through consultation with the NPO of IR Iran.
- c. Coordinate with the resource persons and NPO of IR Iran.
- d. Monitor the overall project implementation.
- e. Provide administrative support.

5. Financial Arrangements

5.1 The APO will meet all costs related to the honoraria for local resource person(s).

5.2 The APO will also provide financial support to meet the following local implementation costs up to USD10,000:

- a. Meeting package including meeting room with adequate facilities and necessary stationery, materials, and documentation based on the agreed details of the project.
- b. Interpreter service for consultation meetings and dissemination workshop.
- c. Translation fee if necessary.
- d. Printing-related fees of the final document in the local language.

The payments of items 5.1 and 5.2 are to be made by the NPO of IR Iran until further notice.

The NPO of IR Iran will make the agreed expenditures and settle the entire account. All necessary proof of payment will be provided to the APO Secretariat after completion of the project as a record of the expenses. The proof of payment, e.g., bills, payment records, and receipts, must be issued by third parties, submitted together at one time, written in clear English, with English translations for all documents not originally written in English. In general, internal evidence, i.e., expenditure evidence issued by the implementing organization, is not accepted as proof of payment.



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