



PROJECT IMPLEMENTATION PLAN

Ref. No.: 20-IN-05-GE-CBD-C-PK01-PP2000023-002(R)

Date of Issue	12 March 2021
Project Code	20-IN-05-GE-CBD-C-PK01
Title	Development of the National Productivity Organization of Pakistan (NPO Pakistan) as an APO Certification Body
Timing and Duration	March 2021–August 2021 (6 months)
Hosting Country(ies)	Pakistan
Modality	Digital In-country
Implementing Organization(s)	NPO Pakistan and APO Secretariat
Participating Country(ies)	Pakistan
Overseas Participants	Not Applicable
Local Participants	Not Applicable
Qualifications of Participants	Not Applicable
Nomination of Participants	Not Applicable
Closing Date for Nominations	Not Applicable

Notes: This PIP supersedes the PIP issued on 3 September 2020 due to a change of certification scheme from APO-GPS 201:2019 Certification Scheme and Competency Standard for Green Productivity Specialists to APO-PS 101:2019 Requirements for Productivity Specialists.

1. Objectives

- a. Assist the NPO Pakistan to fulfill requirements as a certification body (CB) under the APO certification scheme.
- b. Provide training and consultancy services to the NPO Pakistan to establish the structure, documentation, and procedures required as a CB.

2. Background

The mission of the NPO Pakistan is to enhance total factor productivity through human resources development, technology demonstration, and improved practices, processes, and procedures by 2030, guided by its vision of an “Economically Productive and Globally Competitive Pakistan.” The NPO Pakistan promotes productivity in various facets of the economy by providing training and consultancy services to various national stakeholders. Its major thrust areas are human capital development, productivity awareness, national excellence, Green Productivity, research, and innovation, and value addition.

In Pakistan, there is presently a huge gap between the availability of productivity professionals and industry demand for productivity improvement knowledge and consultancy. Therefore, there is a need for a well-qualified CB that manages and offers focused productivity-related training courses. The NPO Pakistan has been striving to overcome these challenges with the available resources but needs to step up its efforts to narrow the gap between the demand for and availability of productivity experts.

As part of its institutional capacity-building efforts, the NPO Pakistan is developing productivity professionals to cope with the ever-growing demand for productivity improvement in the country. To enhance the credibility and value of the productivity professionals it produces, the NPO Pakistan aspires to qualify as a CB on the Certification of Persons under the umbrella of the APO Accreditation Body (APO-AB) scheme.

This project will assist the NPO Pakistan in fulfilling the requirements to become an APO-accredited CB by establishing a certification management system, rules, procedures, and processes. It will guide and prepare the NPO Pakistan to comply with the APO requirements for acting as a CB of Productivity Specialists.

3. Modality of Implementation

- a. The sessions will be conducted virtually.
- b. The duration of the sessions will be around three hours.
- c. The APO Secretariat will inform the resource persons and the NPO Pakistan of the link to the virtual sessions.
- d. The link will be exclusive to the resource persons and the NPO Pakistan should not be shared.

4. Scope and Methodology

Scope

- a. APO-AB 1003 APO General Requirements for Certification Bodies: Certification of Persons Scheme.
- b. ISO/IEC 17024:2012 Conformity Assessment–General Requirements for Bodies Operating Certification of Persons.
- c. APO-PS 101 Requirements for Productivity Specialists.

Methodology

The CB development processes will comprise the following four phases.

Phase 1

The first phase will focus on developing the capacity of the NPO Pakistan to operate as an APO CB. The designated APO resource persons will conduct the following:

- a. One-day assessment of the capability of the NPO Pakistan to provide individual certification and recommend a structure to operate the APO certification scheme.
- b. One-day awareness training on ISO/IEC 17024:2012 Conformity Assessment–General Requirements for Bodies Operating Certification of Persons and APO-AB 1003 APO General Requirements for Certification Bodies: Certification of Persons Scheme.
- c. One-day awareness training on the APO-PS 101 Requirements for Productivity Specialists.
- d. Two-day consultancy on preparing the documentation required for the NPO Pakistan to operate as an APO CB.

After completing these training and consultancy sessions provided in phase 1, the NPO Pakistan will be required to conduct a pilot project to certify the first batch of productivity specialists in compliance with the APO-PS 101 Requirements for Productivity Specialists. A minimum of five persons will undergo the process and obtain certification under this pilot project.

Phase 2

The second phase of the project will focus on enhancing the capability of the NPO Pakistan to implement the APO certification schemes. In this phase, APO resource persons will provide five-day consultancy sessions to the NPO Pakistan, with the focus on conducting an assessment of candidates applying for the APO-PS 101 Requirements for Productivity Specialists.

Phase 3

The third phase will strengthen the management system of the NPO Pakistan in operating the APO certification schemes. APO resource persons will conduct the following training and consultancy services:

- a. Two-day internal audit training on the certification process and documentation.
- b. Two-day consultancy on accreditation assessment preparation.

Phase 4

In the fourth and final phase, an APO-AB Assessment Team will conduct a two-day evaluation to determine whether the NPO Pakistan fulfills all the requirements for an APO CB, including documentation of the quality system, examination records, and certification process.

If there are nonconformities, and the Assessment Team recommends corrective actions, the APO Secretariat will assign resource persons for an additional three-day consultancy service to guide the NPO Pakistan in resolving the nonconformities.

If the Assessment Team finds that all requirements are fulfilled, the NPO Pakistan will be ready to be accredited as an APO CB.

A ceremony recognizing the NPO Pakistan as APO-accredited CB will be organized on the completion of the project to promote the program nationwide.

5. Roles and Responsibilities

NPO Pakistan

The NPO Pakistan should assign a certification secretariat, committee, or team to work with the APO-assigned resource persons. The secretariat, committee, or team will be responsible for coordinating the entire project and serving as the focal point between the APO Secretariat and resource persons.

APO Secretariat

The APO Secretariat will assign the resource persons to develop the program plans in close consultation with the NPO Pakistan.

Resource Person(s)

The resource persons will provide consultancy and training in the areas specified in phases 1, 2, 3, and 4.

6. Financial Arrangements**To be met by the APO**

- a. Honoraria for resource persons assigned to conduct the virtual consultancy and training sessions for the NPO Pakistan.
- b. Partial local implementation costs for organizing meetings/training/workshops during project implementation covering meeting package including a meeting room with training facilities and the requisite stationery, material, and documentation, where applicable. Meals and translation/interpretation fees will not be included in the meeting package.
- c. The APO will meet a maximum of USD5,000.00 for the above costs in item b. The NPO Pakistan will settle the entire account by providing all necessary bills and receipts issued by third parties to the APO after the completion of the entire project. The final applicable payment will be based on the actual expenditure and the completion of the CB development project.
- d. In the case of project withdrawal before completion, the APO will not be responsible for any reimbursement under item b.

To be met by the NPO Pakistan

- a. Expenses for coordination, implementation, and documentation during the CB development project.
- b. Partial local implementation costs for organizing meetings/training/workshops during the CB development project.



Dr. AKP Mochtan
Secretary-General