



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN ADDENDUM

18 January 2017

1. **Project Code** 15-RP-15-GE-RES-C-01
2. **Title** Program Development Fund
3. **Project Activity** Workshop on Results-oriented Monitoring and Evaluation of Capacity Development Programs and Projects
4. **Addendum No.** 1
5. **Reference**
 - a) Project Notification 15-RP-15-GE-RES-C dated 14 September 2015 and
 - b) Project Implementation Plan 15-RP-15-GE-RES-C-01 dated 18 November 2016
6. **Details** Changes in Timing of Program and Closing Date for Nominations in the Project Implementation Plan

6-1. Change in Section 4. Timing and Duration

The project timing has been changed from 22–24 March 2017 to **13–15 November 2017** (three days)

6-2. Change in Section 8. Closing Date for Nominations

The closing date has been changed from 3 February 2017 to **15 September 2017**

6-3. Change in Section 11. Scope and Methodology (Date/Time)

Due to the change in project timing, the tentative program in Section 11 has been changed to:

<u>Date/Time</u>	<u>Activity</u>
Sunday, 12 November 2017	Arrival of participants in Tokyo
Monday, 13 November 2017	Opening session Presentations by resource persons NPO presentations
Tuesday, 14 November 2017	NPO presentations Presentations by resource persons Group workshop
Wednesday, 15 November 2017	Group presentations and discussion Comments from resource persons Program evaluation by participants and resource persons Closing session

Thursday, 16 November 2017 Departure of participants

Other terms and conditions specified in the Project Implementation Plan dated 18 November 2016 remain unchanged.

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Santhi Kanoktanaporn
Secretary-General



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

18 November 2016

1. **Project Code** 15-RP-15-GE-RES-C-01
2. **Title** Program Development Fund
3. **Project Activity** Workshop on Results-oriented Monitoring and Evaluation of Capacity Development Programs and Projects
4. **Timing and Duration** 22–24 March 2017 (three days)
5. **Venue** Tokyo, Japan
6. **Implementing Organization**
APO Secretariat
Leaf Square Hongo Building 2F
1-24-1 Hongo, Bunkyo-ku
Tokyo 113-0033, Japan
Phone: 81-3-3830-0411
Fax: 81-3-5840-5322
e-Mail: rp@apo-tokyo.org
Website: www.apo-tokyo.org
7. **Number of Participants** Up to 19 qualified participants
8. **Closing Date for Nominations** 3 February 2017
9. **Objectives**
 - a. To enhance the knowledge of participants of the concept, methodologies, and tools of results-based management (RBM);
 - b. To identify appropriate methodology and tools for monitoring and evaluation of capacity development programs and projects; and
 - c. To develop a system for monitoring and evaluation of APO and NPO programs and projects with delineated roles of the APO Secretariat and NPOs.
10. **Background**

RBM is a management strategy by which all actors contribute to achieving the desired results. RBM comprises of a set of tools for planning, monitoring, evaluating, and reporting. By focusing on results rather than activities, RBM helps organizations to understand the impact of activities more thoroughly and to achieve greater efficiency, effectiveness, and accountability.

Under the APO Roadmap to Achieve Vision 2020, the RBM approach has been adopted to align programs and projects to achieving three key goals: improve the productivity of member countries; raise the competitiveness of member countries; and achieve recognition as the leading international organization on productivity enhancement. Workshops for NPOs and the Public Sector on RBM were implemented in 2015 and 2016. However, those workshops were not able to zero in on the monitoring and evaluation aspects of RBM. Thus, following the recommendation of Liaison Officers (LOs) during their workshop in July 2016, a three-day workshop will be organized to introduce RBM to APO Secretariat and appropriate NPO staff, particularly the LOs/NPO officers/consultants responsible for monitoring and evaluation of APO and NPO programs and projects. At the end of the workshop, a monitoring and evaluation system of APO and NPO programs and projects should be developed and appropriate indicators identified.

11. Scope and Methodology

The tentative topics to be covered are:

- a. RBM overview: key concepts, methodologies, tools, and techniques;
- b. RBM system in the public sector;
- c. RBM system in selected international development organizations;
- d. Current monitoring and evaluation system of NPOs and challenges;
- e. Results-oriented monitoring (ROM) and evaluation of programs and projects;
- f. Different types of indicators for monitoring the results of programs and projects;
- g. Development of an ROM and evaluation system for the APO and NPOs; and
- g. Roles of the APO Secretariat and NPOs in monitoring and evaluation of programs and projects.

The workshop will be conducted with presentations and case studies by experts and knowledge-sharing sessions among participants.

The tentative program of the workshop is given below:

Date/Time	Activity
Tuesday, 21 March 2017	Arrival of participants in Tokyo
Wednesday, 22 March 2017	Opening session Presentations by resource persons NPO presentations
Thursday, 23 March 2017	NPO presentations Presentations by resource persons Group workshop
Friday, 24 March 2017	Group presentations and discussion Comments from resource persons Program evaluation by participants and resource persons Closing session
Saturday, 25 March 2017	Departure of participants

12. Qualifications of Candidates

Present Position:	APO LOs or NPO officers/consultants responsible for monitoring and evaluation of APO and NPO programs and projects.
Experience:	At least two years of experience in the position described above.
Education:	University degree or equivalent qualification from a recognized institution.
Language:	All presentations and discussions during the workshop are conducted in English, and participants will be frequently required to make oral and written presentations. They should be proficient in both oral and written English.
Health:	Physically and mentally fit to attend an intensive workshop requiring participants to complete a number of individual and group activities. It is therefore recommended that member countries refrain from nominating candidates likely to suffer from physical and mental stress.
Age:	Candidates who fit the above profile are typically between 35 and 45 years of age.
APO Certificate:	Participants are required to attend the entire program to receive the APO certificate of attendance.

13. Financial Arrangements

To be borne by the APO

- a. Hotel accommodation and per diem allowances at the rate to be prescribed later for up to four days.
- b. Round-trip economy-class international airfare between the nearest international airport from the place of work and Tokyo by the most direct route. As far as practicable, all participants are strongly encouraged to purchase discounted tickets (following IATA PEX or other applicable discount fares). Please note that arrangements for the purchase of air tickets should follow the "Guide on Purchase of Air Tickets for APO Project Participants." The APO will not be responsible for paying any additional per diem allowances due to early arrival, delayed departure, rerouting of tickets, or any other reason.
- c. Local transportation costs from Narita/Haneda Airport to the designated hotel.
- d. All other local implementation costs.

To be borne by LOs or their countries

- a. All LOs or NPO officers/consultants attending the workshop should be fully insured in Japan, regardless of any insurance coverage obtained in their own country, against:
Accidental death and dismemberment for up to JPY4,000,000;
Medical expenses for accident (including hospitalization) for up to JPY4,000,000; and
Medical expenses for illness (including hospitalization) for up to JPY4,000,000.

The insurance coverage should be valid for the entire duration of the project. The APO will secure this insurance on behalf of the participants from the day before project commencement until the day after its completion. Each participant is requested to pay the

premium, which will be deducted from the per diem allowances provided. The APO will not be responsible for any eventuality arising from accident or illness.

- b. Any expenses incurred for stopovers on the way to and from the LOs' offices and Tokyo; or for extra stay at the venue before and/or after the official workshop period due to early arrival, late departure, or any other reason.
- c. Any expenses related to visa fees and airport taxes.

14. Actions by Member Countries

- a. Member countries are requested to notify the Secretariat of the names and other details of the individuals who are nominated to attend the Workshop **no later than 3 February 2017**.
- b. Nominations, along with a recent passport-sized photograph and the Medical and Insurance Declaration/Certification Form, should be submitted in duplicate on the standard APO biodata form. The form is available on the APO website. Downloading information is also available from www.apo-tokyo.org. If a digital photograph is not submitted electronically, a hard-copy photograph should be sent to the APO Secretariat by postal mail, with the name and project code clearly marked on the back. NPOs are encouraged to submit their nominations in electronic form.
- c. Every LO/NPO officer or consultant nominated for the workshop must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form along with his/her biodata. Please note that self-declaration is sufficient for those without any of the health conditions or illnesses enumerated on the reverse side of the medical form. However, for all others, medical certification by a licensed physician on the reverse side of the medical form is required.
- d. LOs/NPO officers or consultants selected and traveling to Tokyo for the workshop should not bring family members or engage in any private business activity during the entire duration of the project. Furthermore, if they should become unable to attend, they are requested to inform the APO promptly of their inability to participate and the reason for last-minute withdrawal.

15. Preproject Preparation

LOs/NPO officers or consultants attending the workshop will be asked to submit a brief report on the monitoring and evaluation system of the NPO. Details on the scope of the report will be provided later.



Santhi Kanoktanaporn
Secretary-General