



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

19 May 2014

1. **Project Code** 14-RP-14-GE-IMP-A
2. **Title** Impact Evaluation Study
3. **Timing and Duration** Five months (May–October 2014)
4. **Implementing Organization** APO Secretariat
5. **Participating Countries** APO member countries
6. **Closing Date for Submissions** 18 July 2014 (NPOs are to assist the prospective participants to submit the completed questionnaire by the deadline)

7. Objectives

To undertake an impact evaluation of APO projects implemented in 2012 and 2013 to draw up recommendations for the improvement of project design and implementation.

8. Background

APO projects are designed to address central needs, challenges, and emerging issues of productivity growth in member countries to assist them in improving productivity and competitiveness which will eventually contribute to national economic growth and human capacity building. To assess the impact and effectiveness of APO projects, the Secretariat conducts an impact evaluation every two years, systematically analyzing their outputs, outcomes, and impacts on targeted beneficiaries. The results of the evaluation will be utilized as one of the key sources for reviewing the project design and implementation processes as well as for exploring new project areas and implementation methodologies.

9. Scope and Methodology

Scope

The evaluation will cover both multicountry and individual-country projects, as well as some flagship projects implemented in 2012 and 2013:

- a. Multicountry projects with training elements including e-learning training courses, workshops, seminars, and multicountry observational study missions;
- b. Individual-country projects, including demonstration, Technical Expert Services (TES), Bilateral Cooperation Between NPOs, and Individual-country Observational Study Missions; and
- c. Some flagship projects such as the Eco-products International Fair and Center of Excellence.

Methodology

This evaluation will be conducted by an external expert(s), i.e., an independent third party to carry out the impact evaluation study objectively. Both narrative and analytic techniques will be utilized to assess the impacts quantitatively and qualitatively.

Evaluation activities in line with the specified methodology can be broken down as follows:

- a. Selection and nomination of the external expert(s);
- b. Preselection of projects to be evaluated (sampling);
- c. Design of evaluation questionnaires for qualitative assessment, followed by questionnaire distribution to respondents;
- d. Selection of interviewees for specific projects;
- e. Face-to-face/Skype interviews with selected project participants and their superiors;
- f. Analysis of collected quantitative and qualitative data; and
- g. Preparation of an analytical report and executive summary.

The tentative schedule as follows:

Timing	Activities
May	Projects to be evaluated and a chief expert are selected. The expert develops an evaluation questionnaire, which is distributed among participants and stakeholders in the projects by the APO Secretariat.
June	The APO Secretariat collects completed questionnaires and transfers them to the expert. Face-to-face/skype interviews are arranged.
July/August	The expert conducts interviews of the selected project participants and stakeholders and starts analysis of the data.
September	The expert analyzes the collected qualitative/quantitative data, prepares a report, and submits the final report to the APO Secretariat by 3 October 2014.

10. Task Assignments

Tasks of the Expert(s)

- a. Developing the evaluation questionnaire for participants and stakeholders in both multicountry and individual-country projects in consultation with the APO Secretariat;
- b. Developing an interview guide for participants and stakeholders in selected projects in consultation with the APO Secretariat;
- c. Conducting face-to-face/Skype interviews with selected project participants and stakeholders;
- d. Analyzing the qualitative and quantitative data collected; and
- e. Preparing and finalizing an integrated impact evaluation report and executive summary to be submitted to the APO Secretariat.

Tasks of the APO Secretariat

- a. Preselecting multicountry and individual-country projects to be evaluated;
- b. Distributing and collecting the questionnaires to/from participants;
- c. Selecting interviewees for the face-to-face/Skype interviews; and
- d. Guiding the expert(s) on the evaluation process.

Tasks of NPOs

- a. Assisting the APO Secretariat and the expert(s) in communicating with the respondents (participants and stakeholders) as well as in scheduling and conducting

- the interviews on selected projects;
- b. Making logistic arrangements for the evaluation team for the onsite face-to-face interviews when necessary;
 - c. Assisting the APO Secretariat in conducting questionnaire surveys of participants in the selected projects; and
 - d. Assisting the Secretariat and expert evaluator(s) in any other activity involved in the impact evaluation as requested by the APO Secretariat.

11. Actions by Member Countries

- a. Each NPO is requested to provide the latest contact information for participants in the selected projects to be evaluated on the form to be provided by the Secretariat (see Attachment).
- b. Upon the finalization of the lists, NPOs will be requested by circular letter to: 1) schedule interviews and/or onsite evaluations; 2) make logistic arrangements for the evaluation team including accommodation and transport; and 3) assign a local counterpart to assist the evaluation team if necessary for the entire duration of the onsite evaluation and face-to-face interviews.
- c. As soon as they are developed, questionnaires for demonstration and TES companies will be e-mailed to the executives to be identified by NPOs (please use the Attachment) with copies to APO Liaison Officers for follow-up to ensure timely submission of the completed questionnaires forms.

12. Financial Arrangements

To be borne by the APO

- a. All assignment costs of the expert and a team of evaluators for onsite evaluations and face-to-face interviews; and
- b. All local implementation costs.



Mari Amano
Secretary-General

14-RP-14-GE-IMP-A

List of Demonstration and TES Companies/Organizations

Note:

- Include only those companies/organizations that completed an APO demonstration or TES project in 2012 and 2013. Add additional pages or spaces if needed.

Country: _____

A. Demonstration Companies/Organizations		
1	Demonstration company (name and address)	
	Project theme, year of completion, and duration	
	Contact information	Name of person: e-mail: Phone: Fax: Homepage (if available):
2	Demonstration company (name and address)	
	Project theme, year of completion, and duration	
	Contact information	Name of person: e-mail: Phone: Fax: Homepage (if available):
3	Demonstration company (name and address)	
	Project theme, year of completion, and duration	
	Contact information	Name of person: e-mail: Phone: Fax: Homepage (if available):
B. TES Consultancy Recipient		
1	TES company (name and address)	
	Project theme, year of completion, and duration	
	Contact information	Name of person: e-mail: Phone: Fax: Homepage (if available):
2	TES company (name and address)	
	Project theme, year of completion, and duration	
	Contact information	Name of person: e-mail: Phone: Fax: Homepage (if available):
3	TES company (name and address)	
	Project theme, year of completion, and duration	
	Contact information	Name of person: e-mail: Phone: Fax: Homepage (if available):

Please fill out the form and e-mail it to the Research & Planning Department at rp@apo-tokyo.org by 16 June 2014.