



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

26 May 2015

- |                                      |                                  |
|--------------------------------------|----------------------------------|
| <b>1. Project Code</b>               | 15-AG-39-GE-NFP-C                |
| <b>2. Project Title</b>              | National Follow-up Program (NFP) |
| <b>3. Timing</b>                     | 1 June 2015–31 May 2016          |
| <b>4. Venue</b>                      | Member countries                 |
| <b>5. Implementing Organizations</b> | NPOs in member countries         |

### 6. Objectives

To provide technical and financial assistance to NPOs or partner organizations in conducting national follow-up projects (NFPs) following specific multilateral projects; to support member countries in intensifying the transfer of knowledge and best practices on productivity topics covered in multicountry projects; and to enhance the visibility of the APO in member countries.

### 7. Background

The APO has been implementing two main categories of projects: multicountry (A, B); and individual country (C). The former involves the participation of all member countries (A) or a selected number of countries (B). Category C projects are designed to meet specific requirements of a member country and include the following: Technical Expert Services; Development of Demonstration Companies; Bilateral Cooperation between NPOs; Individual-country Observational Study Missions; Institutional Strengthening of NPOs; and the Two-tiered Project-based Approach. Despite implementing these types of projects, several NPOs have raised concern about the limited opportunities their countries have to participate in multicountry (A and B) projects, especially countries with huge populations and where stakeholders generally are not proficient in English. Thus, this program was designed to provide equal opportunities for all countries to have better access and benefit from APO projects dealing with subjects that are most relevant to their needs. Through this program, it is expected that each country will have better access to APO technical and financial support and expand the reach of APO projects to wider groups of stakeholders.

### 8. Scope and Implementation Procedures

#### Scope

- a. Training of the staff of NPOs and other productivity-related organizations/stakeholders in member countries in the core tools, techniques, methodology, and best practices for

productivity improvement taken up in a multilateral project;

- b. Disseminating information related to new knowledge and information on various aspects of productivity improvement; and
- c. Providing financial support to enable NPOs and partner organizations to conduct a national follow-up activity to a multicountry project through a national conference, forum, training course, or workshop focusing on the core topics of an implemented multicountry project. The duration of NFPs is normally from two to five days depending on the nature of the program and number of participants.

### **Implementation Procedures**

In general, each country is entitled to at least one NFP each year. The proposed project should be deemed as a follow-up from any of the multilateral projects implemented in 2014 and 2015. By the third quarter of the year, each country should have submitted proposals or indicated interest in submitting one for the year to allow proper allocation of the program budget. When member countries submit proposals, they should consider the number of NFPs they wish to implement during the year and prioritize their applications. If some countries are not able to submit a proposal by the third quarter of the year, or have expressed disinterest in utilizing the program during the year, the Secretariat will consider proposals submitted by other countries or invite additional proposals from other countries. All projects supported under the NFP 2015 should be completed by 31 May 2016. If a country was not able to submit its proposal for the current year, it may submit the application under the NFP 2016.

#### **a. Application**

1. NPOs or concerned partner organizations in member countries, through the initiative of participants who attended a multilateral project within the prescribed period, are eligible to submit project proposals to be supported under the NFP Program. If the proponent organization is not the NPO, the proponent must submit the proposal through the NPO for endorsement to the APO Secretariat. The proposal should follow the prescribed format (Attachment 1). The application proposal should be submitted electronically.
2. The proposal should provide the required information shown in Attachment 1 to avoid delays in the evaluation and processing of the project.
3. The implementation date of the project should be at least three months from submission of proposal to enable the Secretariat to process the request and contact the requested international expert.
4. The international expert to be engaged should be chosen from among those who were involved in the multilateral project.

#### **b. Processing of Applications**

Applications can be submitted anytime within the year provided that they are received by the APO Secretariat at least three months prior to the proposed implementation date. All applications will be reviewed immediately upon receipt and feedback will be provided to the concerned NPO or proponent organization.

c. Approval Process

When a proposal meets the requirements of the NFP, a PIP will be prepared and processed as usual for the final approval of the Secretary-General. Once the PIP is issued, the concerned NPO or proponent organization may proceed with implementation.

d. Proactive role of the Secretariat

The Secretariat will take a proactive role in designing and coordinating NFPs after the implementation of a multilateral project. For this purpose, Program Officers will introduce the NFP Program during the implementation of multilateral projects.

e. Designation of focal person

The NPO/proponent organization should assign an officer as the focal or official contact person for the project to facilitate close coordination with the Secretariat.

f. Acknowledgment of the APO's role

The NPOs/proponent organizations implementing NFPs should acknowledge the APO for supporting the activity. This acknowledgment may take the form of displaying the APO logo prominently on banners and other promotional materials, displaying the APO flag, etc. and through appropriate statements to the media. Photographs or copies of such displays and statements should be sent to the APO Secretariat with the project completion report.

g. Cancellation policy

If the project is cancelled after issuing the LA for the international expert for reasons attributed to the NPO/proponent organization, any costs incurred such as air tickets and hotel cancellations should be borne by the party concerned.

## **9. Financial Arrangements**

In general, NFPs should be implemented on a cost-sharing arrangement between the APO and the concerned NPOs/proponent organizations in member countries. The NPOs/proponent organizations are expected to bear a portion of the total project costs such as for local experts. Considering the limited financial support from the APO, NPOs/proponent organizations are expected to generate counterpart resources to supplement the APO grant.

### **To be borne by the APO**

The APO will bear the costs for assigning international resource speakers and provide financial support to meet the following costs:

- a. Conference package including rental of function rooms and equipment;
- b. Conference kit including papers and pens;
- c. Reproduction of reference papers and presentation materials;
- d. Interpretation/translation of English materials into the local language when applicable;  
and
- e. Transportation costs for site visits, if any.

To meet the above costs, the APO will bear a maximum of USD10,000.00. Upon issuance of the PIP the APO will advance up to 50% of the estimated cost (not more than USD5,000.00) as requested by the NPO/proponent organization at least one month prior to the start of the project.

**To be borne by the member country**

The NPOs/proponent organizations shall bear the following costs:

- a. All local implementation costs not covered by the APO, including costs for local surface transportation of participants and the assigned overseas expert;
- b. Administrative costs of the project, including personnel costs and other costs related to preparation and coordination work.

The NPOs/ proponent organizations shall settle the entire account by providing all necessary bills and receipts to the APO within one month after completion of the project. The final applicable payment will be based on the actual expenditure and review of the report submitted by the NPO/proponent organization as required.

**10. Post Project Actions**

Upon completion of the project, the NPOs/proponent organizations concerned will submit a comprehensive report on the project with specific follow-up activities and recommendations to promote the productivity movement in the country. The NPOs are also expected to monitor and assess the outcome of the project and submit an evaluation report within six months after its implementation.



Mari Amano  
Secretary-General

## **Suggested Outline of NFP Proposals**

### **1. Project Title**

*Please provide the title of the project.*

### **2. Reference**

*Please cite the multicountry project code/title.*

### **3. Timing and Duration**

*Please specify the target date of implementation and the number of days.*

### **4. Venue**

*Please specify the name of the venue and location.*

### **5. Implementing Organizations**

*Please specify the name of the proponent organization(s) and address(es).*

### **6. Number of Participants**

*Please specify the target number of participants.*

### **7. Objectives**

*Please state the objective(s) of the project.*

### **8. Background**

*Please provide a brief description of the project and its relevance to the development goals of the country/sector/community. Please explain how this project can address the needs of the target stakeholders/participants.*

### **9. Tentative Scope and Methodology**

*Please describe the tentative topics to be covered and the methodology to be used.*

### **10. Resource Persons**

*Please specify the number/expertise/qualifications of the resource persons.*

### **11. Participants**

*Please describe the qualifications/affiliations of target participants.*

### **12. Provisional Program of Activities**

*Please provide the tentative daily program of activities.*

### **13. Financial Arrangements**

*Please specify the cost items of the project and indicate the cost to be borne by the APO, by the NPO, and/or by the implementing organization.*

#### **14. Procedures for Project Implementation**

*Please describe implementation arrangements by the NPO or implementing organizations and other partners.*

#### **15. Final Project Output**

*Please describe the outputs of the project and how will these be used.*

## Estimated Cost for [Project Title]

S. No.	Item (select only the applicable items]	Detailed breakdown (unit price, number of persons, and days)	Total (US\$)	APO Share*	NPO Share	Proponent Org. Share
1.	Rental cost (function room/ equipment)					
2.	Conference package (beverages/meals/ snacks)					
3.	Accommodations for participants (when applicable)					
4.	Reproduction of conference materials					
5.	Conference kit (pens, papers, etc.)					
6.	Interpretation/translation of English materials into the local language (when applicable)					
7.	Honoraria for local resource persons (when applicable)					
8.	Transportation (for site, if any)					
9.	Promotion (leaflets, streamers, etc.)					
10.	Coordination activities					
11.	Others					
	<b>Total:</b>					

\*All costs to be charged to APO should be properly documented with official receipts.