



PROJECT NOTIFICATION

22 February 2018

1. **Project Code** 18-RP-03-GE-IMP-A
2. **Title** Impact Evaluation Study
3. **Timing and Duration** Six months (March–September 2018)
4. **Implementing Organization** APO Secretariat
5. **Participating Countries** APO member countries
6. **Objectives**

To undertake an impact evaluation study (IES) of APO projects implemented in 2016 and 2017 to determine their outputs, outcomes, and impacts in member countries and draw up recommendations for the improvement of the design and implementation of future projects, including identification of possible new areas to address the needs of member countries.

7. Background

APO projects are designed to address needs, challenges, and emerging issues of productivity growth in member countries. Some projects are designed to build capabilities of individuals, organizations, and institutions to implement productivity improvement initiatives in their countries. To assess the impact and effectiveness of projects, the Secretariat facilitates an IES 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.

8. Scope and Methodology

Scope

The evaluation will cover both multicountry and individual-country projects, as well as some flagship projects implemented in 2016 and 2017:

- a. Multicountry projects with training elements including training courses, e-learning courses, workshops, and multicountry observational study missions;
- b. Individual-country projects, including Development of Demonstration Companies (DMP), Technical Expert Services (TES), Bilateral Cooperation Between NPOs (BCBN), National Follow-up Program (NFP), and Individual-country Observational Study Missions (I-OSMs); and

- c. Some flagship projects such as the Eco-products International Fair and Centers of Excellence.

Methodology

This evaluation will be conducted by an external, independent, third-party expert. Both qualitative and quantitative tools will be used to obtain the desired results. Evaluation activities in line with the specified methodology can be broken down as follows:

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

The tentative schedule is as follows:

Timing	Activities
March	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 through the use of SurveyMonkey, an online survey tool.
May	The expert collects completed questionnaires, processes the data, and then arranges face-to-face/Skype interviews for identified interviewees with a focal coordinator in each NPO.
June/July	The expert conducts interviews of selected participants and stakeholders and starts analysis of the data.
August	The expert analyzes the collected qualitative/quantitative data, prepares a report, and submits the final report to the APO Secretariat by 31 August 2018.

9. 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. Providing the list of projects and participants to the expert for random selection;
- b. Identifying and facilitating contacts of the expert with the NPO focal coordinators; and
- c. Providing the general terms of reference for the expert in conducting the evaluation study.

Tasks of NPOs

- a. Assisting the expert in communicating with the respondents (participants and stakeholders) as well as in scheduling and conducting the interviews on selected projects;
- b. Making logistical arrangements for the expert for the onsite face-to-face interviews when necessary; and
- c. Assisting the expert evaluator in any other activity involved in the IES as needed.

10. 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 logistical 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 DMP 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 questionnaire forms.

11. 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.



Santhi Kanoktanaporn
Secretary-General

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List of Demonstration and Technical Expert Service Companies/Organizations

Note:

- Include only those companies/organizations that completed an APO DMP or TES project in 2016 and 2017. Add additional pages or spaces if needed.

Country: _____

A. DMP 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 Recipients		
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 28 April 2018.