



## PROJECT NOTIFICATION

Ref. No.:21-SN-02-GE-TES-C-PN2100011-003

<b>Date of Issue</b>	05 March 2021
<b>Project Code</b>	21-SN-02-GE-TES-C
<b>Title</b>	Technical Expert Services (TES)
<b>Timing and Duration</b>	March to December 2021 (nine months)
<b>Hosting Country(ies)</b>	All Member Countries
<b>Modality</b>	Virtual and face-to-face
<b>Implementing Organization(s)</b>	National Productivity Organizations (NPOs) and APO Secretariat
<b>Participating Country(ies)</b>	All Member Countries
<b>Overseas Participants</b>	Not Applicable
<b>Local Participants</b>	Not Applicable
<b>Closing Date for Nominations</b>	Not Applicable

## 1. Objectives

- a. Provide technical assistance to NPOs to strengthen their institutional capacities and upgrade their technical competencies in line with individual needs for productivity improvement.
- b. Expand pools of competent productivity practitioners in NPOs to deliver capacity-building programs and technical assistance in each country.
- c. Develop trainers and consultants of NPOs in new areas that promote advances in the agriculture, industry, service, and public sectors and provide them with consultancy know-how to solve productivity-related issues at the individual-country level.
- d. Support key productivity organizations and other relevant stakeholders in member countries to enhance their productivity and disseminate the learning beyond their organizations.

## 2. Background

A sustainable productivity movement requires a well-functioning national productivity ecosystem. Within this, one of the key determinants is the competency and effectiveness of NPOs as the lead organizations in spearheading productivity enhancement initiatives in member countries. NPOs should be able to develop national productivity plans, policies, and strategies; embrace and create synergy with other key organizations in the country, as well as deliver capacity-building programs to build up a pool of productivity experts and practitioners with up-to-date tools, techniques, and methodologies. Those practitioners should excel in both theoretical and technical aspects to fulfill their tasks as trainers, consultants, and promoters of productivity and innovation across the country. For these reasons, the continuous development of NPOs has been a core, priority area of the APO, underlining its role as an institution builder for the region.

Recognizing the diverse productivity issues and challenges of member countries, the APO adopts a customized approach to facilitate the development of NPOs. In this context, TES serves as the primary vehicle for strengthening the institutional capacities of NPOs and upgrading the technical knowledge and competencies of NPO staff and productivity practitioners in the country through tailored, intensive interventions by experts and productivity specialists assigned specifically to assist requesting member countries. TES offers a broad range of topics to suit the requests and needs of each member country, or it may be offered proactively by the APO Secretariat for new, emerging areas of competency. Together with other types of in-country projects, TES aims to boost national productivity through the provision of real-world solutions to problems.

With the launch of the APO Vision 2025 that aspires to promote inclusive, innovation-led productivity growth in Asia and the Pacific from 1 January 2021, TES is also expected to equip member countries to achieve the goals and key results areas under Vision 2025. New areas related to Vision 2025 have therefore been added to TES topics for the benefit of member countries, such as innovation, inclusive productivity, and the centrality of productivity, among others.

## 3. Modality of Implementation

TES activities will be conducted through virtual and/or face-to-face modality, depending on the situation of the pandemic and travel restrictions that may be applicable at the time of implementation.

### Virtual

- a. TES will be delivered virtually by using videoconference applications designated by the APO Secretariat as long as COVID-19 pandemic-related restrictions continue to be enforced.
- b. The resource persons and participants will attend the sessions virtually by using their own devices, applications, and internet connections.

### Face-to-face

TES will be carried out in the face-to-face modality if the COVID-19 situation permits.

## 4. Scope and Implementation Procedures

### Scope

- a. Train the staff of NPOs and related organizations/stakeholders in the requesting member country in the core tools, techniques, and methodologies for productivity improvement.
- b. Provide consultancy services to resolve productivity-related problems in NPOs, public and private corporations, and organizations in the manufacturing, public, service, and agriculture sectors.
- c. Assign resource persons for international/national conferences, seminars, or special events related to the productivity movement in combination with other programs such as in-house training, seminars, and consultancy services.

### Implementation Procedures

#### a. Application

Member countries wishing to apply for TES should fill out the TES application form. Requesting NPOs should describe in detail the intended daily activities of a resource person on the application form since this relates directly to the computation of the honorarium. TES applications must be submitted at least two months prior to the implementation to identify a suitable resource person.

#### b. Selection of Applications

The applications will be reviewed immediately after receipt by the TES Committee of the APO Secretariat. The selection of applications will be made based on the suitability and optimal utilization of this program by member countries.

#### c. Development of New Projects

The APO Secretariat may take a proactive role in designing TES on emerging, new subjects and competency for member countries. For this purpose, the APO Secretariat will develop and offer TES projects on such topics directly to the member countries concerned.

#### d. Counterpart from NPOs

The NPO should assign a staff member to be closely involved in all stages of the implementation of the TES project. This is intended to encourage the NPO staff member to understudy the resource person and ensure follow-up action by the NPO after the departure of the resource person.

#### e. Report Submission

NPOs receiving TES must submit an evaluation report on the implementation of projects to the APO Secretariat within one month of the completion of services by the assigned resource person. Feedback and evaluation on implemented projects are crucial for further improvement of TES. NPOs concerned are therefore requested to submit the evaluation within this deadline. The timely submission of an evaluation report may be taken into consideration during the screening process of future NPO applications for TES projects.

#### f. Acknowledgment of the APO's Role

NPOs receiving TES are requested to acknowledge the services by displaying the APO logo on banners and other promotional materials, displaying the APO flag, etc. Where appropriate, NPOs may also make statements to the media or feature the TES project on their websites. Photographs or copies of such displays and statements should be sent to the APO Secretariat with the evaluation report.

#### g. Cancellation Policy

If the resource person's assignment is canceled after issuance of a Letter of Assignment for

reasons attributed to the NPO, any costs incurred such as air ticket cancellations should be met by the NPO concerned.

## **5. Role of Recipient NPOs**

Recipient NPOs are requested to undertake the following:

### **Virtual**

- a. Coordinate technical preparations for the digital platform to be used for the TES sessions.
- b. Provide an interpreter, if necessary.

### **Face-to-face**

- a. Arrange local transportation, hotel reservations, and other logistical arrangements.
- b. Give a general overview of the recipient country.
- c. Provide an interpreter, if necessary.

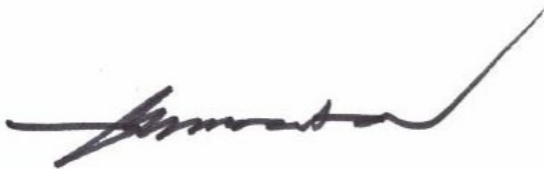
## **6. Financial Arrangements**

### **To be met by the APO**

All assignment costs of overseas resource persons.

### **To be met by the member country**

- a. All local implementation costs including local land transportation during the TES assignment in the country.
- b. Costs of local resource persons and for a virtual site visit(s), either broadcast live or recorded as applicable.
- c. Participating Country Expenses: For each visit by a resource person, a lump sum of USD50.00 plus USD12.00 per day during each resource person's stay (for the purpose of providing the assigned services), including the arrival and departure days, is payable to the APO for the assignment of resource persons.



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Secretary-General