



PROJECT NOTIFICATION

Ref. No.: 21-SN-06-GE-SNP-C-PN2100015-004

Date of Issue	25 March 2021
Project Code	21-SN-06-GE-SNP-C
Title	Specific National Programs for Member Countries (SNP)
Timing and Duration	March to December 2021 (ten months)
Hosting Country(ies)	All Member Countries
Modality	Virtual and face-to-face
Implementing Organization(s)	National Productivity Organizations (NPOs) and APO Secretariat
Participating Country(ies)	All Member Countries
Overseas Participants	Not Applicable
Local Participants	Not Applicable
Closing Date for Nominations	Two submission schedules: 1 May 2021, and 1 September 2021

1. Objectives

- a. Provide customized assistance to member countries to develop national productivity master plans and institutional development plans for NPOs.
- b. Mainstream productivity enhancement in member countries' national development agendas.
- c. Promote centrality of productivity in the productivity promotion policies of member countries and in the strategies and action plans of NPOs.

2. Background

The APO Vision 2025 envisages more inclusive productivity supported by innovation for sustaining productivity growth in the Asia-Pacific region. This requires placing productivity as a key driver to propel socioeconomic development. Productivity must take center stage in national development agendas. The institutionalization of productivity at national level to inspire a productivity culture and movement throughout society may be carried out by formulating national productivity policy master plans. These are comprehensive blueprints comprising milestones, strategies, and directions to raise national productivity with predetermined targets stretched over the medium to long term. Master plans support the achievement of national development goals and agendas through productivity drives.

Productivity-promoting institutions such as NPOs are key catalysts in ensuring that productivity takes center stage in national development agendas. Master plans also outline the engagement modes of productivity institutions by delineating the roles of NPOs and other relevant stakeholders. At the organizational level, the master plans must be translated into a set of institutional development steps for NPOs, enabling them to perform their roles effectively. The long-term aspects of the master plans may also serve as references for NPOs to reorient their strategic directions, goals, and activities in supporting productivity initiatives. In addition, NPOs can refocus their resources and programs to align with the core areas identified in the master plans for boosting national productivity.

Productivity growth pursued by the APO in the years ahead will emphasize inclusiveness and innovation, as specified in the APO Vision 2025. NPOs have significant roles to play in achieving that vision. They should incorporate targets, goals, and key areas of Vision 2025 in their strategies and action plans based on individual country needs and challenges. The Specific National Program is also directed toward operationalization of the key result areas of the APO Vision 2025 such as the centrality of productivity, inclusive productivity, and innovation-driven productivity into NPOs' strategies and action plans.

3. Modality of Implementation

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

Virtual programs

- a. The SNP will be delivered virtually by using videoconference applications designated by the APO Secretariat as long as the COVID-19 pandemic continues to prevail.
- b. The resource persons will participate in the sessions virtually by using their own devices, applications, and Internet connections.

Face-to-face programs

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

4. Scope, Methodology, and Duration

The SNP will support the following activities:

- a. Policy advisory formulation
Development of national policies/master plans or NPOs' institutional roadmaps and

accompanying action plans.

b. Study mission

A visit of up to five working days to another APO member country to supplement policy advisory formulation and enable key policymakers of the country undertaking the SNP to deepen their knowledge of the national policy/master plan being developed/implemented.

c. Follow-up program

An intensive (up to 10 working days) in-country program such as a dissemination workshop/seminar and/or conference, workshop, etc. for supporting the implementation of a completed advisory project.

5. Priority Areas

a. National productivity roadmaps/master plans.

b. Productivity, quality, and innovation policy frameworks and action plans to mainstream productivity and innovation in national development plans.

c. Sectoral national policy frameworks (agriculture, industry, service, and public sectors) as well as initiatives such as green productivity, robust ecosystem and regulatory framework, and SMEs development to align national productivity improvement plans with long-term development agendas.

d. Incorporation of key result areas of the APO Vision 2025 (centrality of productivity, inclusive productivity, and innovation-driven productivity) into NPO strategies and action plans.

e. NPO institutional capacity-building roadmaps.

6. Application and Implementation Procedure

Application

a. A proposal must explain in detail the background/rationale of the intended national plan/policy framework, objectives, expected outcomes, breakdown of activities, and schedule of implementation. (see Attachment)

b. The proposal should also contain information on the structure of project management, particularly when the activities involve several agencies or organizations.

c. The submitted proposal may be subject to revision in consultation with the APO Secretariat to ensure clarity before being approved.

d. The submitted proposal will be reviewed by a selection committee within the Secretariat. If the proposal is approved, detailed arrangements will be incorporated in a Project Implementation Plan (PIP). Conditional approval may be given and implementation will commence when all the conditions are met.

Implementation procedure

a. Based on the approved proposal and consultation with applying member countries, a PIP will be developed detailing the objective, time frame, stages, and deliverables of the project. The PIP will serve as the main reference for the implementation of the project.

b. The tentative program, timing, intended country/organizations to be visited, list of delegates, etc. of a study mission may be included as an annex to the PIP.

c. For a study mission, the selected member country will nominate qualified participants, and their number will depend on budget availability and prior consultation with the Secretariat. Self-financed participants may be considered depending on the agreement with the host country. Prior consultation with the host NPO will be required.

d. The APO will cover all the local expenses incurred for the study mission. The NPO of the host country is requested to first assist in covering the study mission expenses comprising per diem

allowances, hotel accommodations, and transportation between the airport and hotel for reimbursement by the APO upon submission of invoices along with supporting documents. The invoice to the APO should be issued in the local currency, and the APO will reimburse the USD equivalent amount based on the APO exchange rate in the month of implementation.

- e. If a project is canceled after the issuance of a PIP, any costs incurred should be borne by the applying member country.
- f. At the completion of each activity, a comprehensive evaluation report should be submitted detailing project performance to achieve the objectives which will be conducted as specified in the PIP.

7. Financial Arrangements

To be met by the APO

Policy Advisory and Follow-up Program

- a. All costs for assigning overseas resource persons.
- b. Financial support to meet part of local implementation costs during in-country program activities (up to USD10,000).

Study Mission

- a. The participating member country may nominate up to six participants for the study mission to be sponsored by the APO.
- b. Round-trip discounted economy-class international airfare by the most direct route between the international airport nearest to participants' place of work and the venue(s) including domestic airfare. If a selected participant holds the rank of a Minister/Vice/Deputy Minister or APO Director/Alternate Director/NPO Head, the APO will provide discounted business-class airfare with all related taxes. All participants should take the same flight. Participants are expected to travel only to the member country approved by the APO. Participants are not allowed to travel to destinations not covered in the approved project including stays at stopover sites even if it does not entail additional cost to the APO. In the case of downgrading from business-class to economy-class tickets for any reason, the APO will not cover any compensation or extra payment to participants.
- c. Per diem allowances and standard single-room hotel accommodations for participants for up to six days.
- d. Round-trip transportation between the airport and hotel at the venue in the country visited.

To be met by NPOs/partner organizations/implementing country

Policy Advisory and Follow-up Program

- a. All local implementation costs not covered by the APO.
- b. Other implementation and administrative costs including for personnel and items related to preparation and postproject activities.

Study Mission

- a. Overseas travel insurance covering the countries to be visited for the entire duration of the project and travel should be met by participants or participating countries. It is necessary to secure a minimum of USD10,000.00 in comprehensive travel insurance coverage. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.
- b. In case of a cancellation by the requesting NPO after the issuance of the Letters of Acceptance to participants, the concerned NPO is requested to meet all the costs associated with the

cancellation.

- c. Translation/interpretation costs, if required.
- d. Additional per diem allowances and hotel accommodation due to early arrival or late departure.
- e. Participating country expenses (PCEs) will be charged if participants represent/are employees of a large company in the private sector.

To be met by the host country

Study Mission

- a. Logistic support for organizing the mission.
- b. All other local implementation costs not covered by the APO.

8. Actions by Member Countries

- a. Submitting proposals containing all necessary information required for approval including time frame and structure of the project management unit, if necessary.
- b. Appointing (at least) one NPO staff member to act as the focal contact point with the APO Secretariat and host NPO, who will be responsible for all necessary actions before and after the project as well as liaising with the partner organization(s).
- c. Preparing, managing, and monitoring all tasks related to specified activities detailed in the approved proposal.

9. Actions by the APO Secretariat

- a. Design the approach/methodology of the project.
- b. Assign an overseas resource person(s) or a consultant(s).
- c. Coordinate and carry out consultations with the resource person(s), NPOs involved, and related parties.
- d. Manage and coordinate the activities of parties involved including the NPO hosting a study mission as well as administrative tasks such as issuing Letters of Acceptance for the mission.
- e. Monitor the overall project.
- f. Provide administrative and financial support.

10. Postproject Actions

The project is expected to create well-functioning institutional settings for national productivity drives and competitiveness enhancement while strengthening the institutional capacity of NPOs.

Follow-up activities such as monitoring and evaluating the impact of the project will be determined later upon consultation and agreement between the NPOs involved and the APO Secretariat.



Dr. AKP Mochtan
Secretary-General

SPECIFIC NATIONAL PROGRAM (SNP) PROPOSAL

1. Requesting Country

2. Project Title

3. Project Duration

4. Name of Implementing Agent(s) (if the NPO is not the only organization involved)

5. Background and Justification

This section should introduce the context/circumstances where intervention is needed.

6. Objectives

This section should list the objectives and how the project can contribute to improved productivity.

7. Project Implementation and Management Plan

a. Expected project results

This section should describe the overall results that the project is expected to achieve.

b. Project activities and work plan

This section should explain planned activities, their timing and duration, and who will be responsible for each activity.

c. Project beneficiaries

This section states who and how many are expected to benefit from the project, both directly and indirectly.

d. Implementing agent and management of the project

This section should outline the party(ies) responsible for the management of project operations and arrangements to ensure effective implementation.

8. Project Evaluation

The proposal may indicate proposed mechanisms and procedures for the monitoring of project operations to ensure that activities occur as planned.