



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

13 July 2016

- 1. Project Code** 16-AG-06-GE-TRC-B
- 2. Title** Training Course for Women on Productivity Tools and Techniques for Improving the Productivity of Micro and Small Agrofood-processing Businesses
- 3. Timing and Duration** 7–11 November 2016 (five days)
- 4. Venue** Hyderabad, India
- 5. Implementing Organizations**

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- 6. Co-sponsor** Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)  
Chameli House, 17, Topkhana Road  
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Fax: 880 2 9562035; 9571880  
e-Mail: [evatuzon@cirdap.org](mailto:evatuzon@cirdap.org)
- 7. Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, Fiji, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam.

However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.

**8. Number of Local Participants** Up to six qualified participants

**9. Closing Date for Nominations** 13 October 2016

## **10. Objectives**

- a. To enhance the capacity and competency of trainers involved in training women in rural areas, especially those operating micro and small agrifood-processing business, in the use of productivity tools and techniques and business skills to improve the productivity and profitability of such enterprises; and
- b. To develop basic training modules and a manual to support trainers in conducting in-country training for women in micro and small agrifood enterprises.

## **11. Background**

Women are emerging as key players in the development of micro and small enterprises in rural areas. They engage in various income-generating activities to augment family incomes. Often, these women do not have formal training in enterprise development or business management. Thus, in many cases, their enterprises are not sustained or unable to expand. It is important to support women in rural areas, especially those operating micro and small agro-food processing enterprises, through coaching and/or provision of training to enhance their knowledge of and skills in business management.

## **12. Scope and Methodology**

The tentative modules to be covered are:

- a. Enterprise development planning;
- b. Process and modes of strategy formulation;
- c. Product development process;
- d. Product life cycles;
- e. Marketing strategies; and
- f. 5S and kaizen.

Methodology:

The program will consist of lectures, presentations, group exercises, case studies, site visits, and written examination.

The tentative program itinerary of the course is given below:

<b>Date/Time</b>	<b>Activity</b>
Sun., 6 Nov. 2016	Arrival of participants at project venue
Mon., 7 Nov. 2016	Opening session Training modules
Tues., 8 Nov. 2016	Training modules
Wed., 9 Nov. 2016	Training modules
Thurs., 10 Nov. 2016	Training modules/Field visit

Fri., 11 Nov. 2016	Training modules/Exam Program evaluation Closing session
Sat., 12 Nov. 2016	Departure of participants

### **13. Qualifications of Candidates**

The participants are expected to possess the following qualifications:

Present Position	Women consultants, trainers, and/or extension officers of government and NGOs; academics; or representatives of industry associations in charge of training women.
Experience	At least three years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized university/institution.
Language	All proceedings of the project are conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and group activities and strenuous fieldwork. It is therefore recommended that member countries do not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit the above profile are typically between 35 and 50 years of age.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

### **14. Financial Arrangements**

#### **To be borne by participants or participating countries**

For participants from profit-making organizations, except SMEs from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal:

- a. Round-trip international airfare between the member country and the venue in India.
- b. Participating country expenses of USD50 per participant, payable to the APO in convertible currency.

#### **For all participants:**

- a. Participants' insurance premiums: All participants should be fully insured against accident

and illness (including hospitalization and death) for a principal sum equivalent to USD10,000.00 for the entire duration of the project and travel, and must submit to the APO Secretariat a copy of the comprehensive travel insurance certificate before participation. Such insurance should be valid in the host country. This insurance requirement is in addition to existing government insurance coverage in some member countries. If any participant is unable to insure himself/herself as stipulated above, he/she should secure this insurance in the host country at the commencement of the project and pay the premium himself/herself, if necessary, from the per diem allowance provided. Neither the APO nor the implementing organizations will be responsible for any eventuality arising from accident or illness.

- b. All expenses related to visa fees and airport taxes.
- c. Any expenses incurred by participants for stopovers on the way to and from the project venue as well as for extra stay at the project venue before and/or after the official project period because of early arrival or late departure, for example, due to either limited available flights or any other reason.

**To be borne by the host country (CIRDAP and NIRDPR)**

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to six days at the rate to be specified later.
- b. All local implementation costs (venue, training facilities, training folders, etc.) for all participants.
- c. Costs of local resource persons and up to six local participants.
- d. Cost of all official local transport arrangements.

**To be borne by the APO**

- a. All assignment costs of overseas resource persons.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and the venue in India for participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal; and for participants from SMEs and nonprofit-making organizations from other APO member countries. As far as practicable, all participants should purchase discount tickets. Please note that the arrangements for the purchase of air tickets should follow the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants. It is also available on the APO website and from APO Liaison Officers in member countries.
- c. The APO may select more than 18 overseas participants in anticipation of last-minute withdrawals or no-shows. If more than 18 overseas participants attend, per diem allowances and hotel accommodation will be provided for up to two additional overseas participants for up to six days at the rate to be specified later.

**15. Actions by Member Countries**

- a. Each participating country is requested to nominate three or more candidates in the order

of preference. Please ensure that candidates nominated meet the qualifications specified under section 13 above.

- b. No form of self-nomination will be accepted. All nominations must be endorsed and submitted by an APO Director, Alternative Director, Liaison Officer, or their designated officer.
- c. Please note that nomination of a candidate does not necessarily guarantee that he/she will be selected. Selection is at the discretion of the APO Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Nonselection therefore does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are overqualified for a project.
- d. Each nomination should be accompanied by the necessary documents. A nomination lacking any of these documents may not be considered: two copies of the candidate's biodata on the APO biodata form together with a passport-sized photograph. The biodata form can be downloaded from the APO website ([www.apo-tokyo.org](http://www.apo-tokyo.org)). We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the APO Director, Alternate Director, or Liaison Officer. The nomination documents should be sent to the Agriculture Department, APO Secretariat (e-mail: [agr@apo-tokyo.org](mailto:agr@apo-tokyo.org), fax: 81-3-5840-5324).
- e. The APO Medical and Insurance Declaration/Certification Form. Every candidate must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form with his/her biodata at the time of nomination. Please note that self-declaration is sufficient for candidates without any of health conditions or illnesses listed on the reverse side of the medical form. However, for all others, medical certification by a licensed physician on the reverse side of the medical form is required.
- f. Necessary documents are to be submitted electronically. In that case, there is no need to send a hard copy by postal mail. However, if the documents are submitted by fax, member countries are requested to mail the originals of the documents to the APO Secretariat as well. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the APO Secretariat by postal mail. Please give the candidate's name and the project code on the reverse side of the photograph.
- g. Member countries are requested to adhere to the nomination deadline given on page 1. The APO Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the project.
- h. For member countries where nominations are required to be approved by higher government authorities and require a longer time, the APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
- i. If a selected participant becomes unable to attend, he/she should inform the APO Liaison Officer/NPO in his/her country immediately and give the reason for withdrawal. The NPO concerned is requested to transmit that information to the APO Secretariat and the



host country promptly.

- j. NPOs are requested to inform the selected participants that they are not to bring family members or to engage in any private business activities during the entire duration of the project.
- k. Each selected participant should be instructed to arrive at the venue one day before the start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this APO project.
- l. NPOs should inform participants that they must attend all five days of the project to qualify for the certificate of attendance.

#### **16. Actions by the APO Secretariat**

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to the start of the project.
- b. If some candidates fail to qualify or be unable to participate after selection, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

#### **17. Project Preparation**

The participants are encouraged to prepare a short report on the current status of women's use of productivity tools and techniques for improving the productivity of micro and small agrofood-processing business in their countries for sharing and discussions during the course.

#### **18. Postproject Actions**

All participants are required to prepare action plans and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the training course.

#### **19. Evaluation of Participants**

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

#### **20. Guide for Participants**

Other conditions for participation are given in the *APO Guide for Participants*, which is available from APO Liaison Officers/NPOs in member countries and on the APO website ([www.apo-tokyo.org](http://www.apo-tokyo.org)).



Mari Amano  
Secretary-General