



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

7 July 2014

1. **Project Code** 14-RP-02-GE-RES-B
2. **Title** Research on Productivity Analysis for NPOs
3. **Duration & Timing** December 2014–November 2015 (12 months)
Coordination meeting: 16–18 December 2014 (three days)
4. **Venue** Hanoi, Vietnam
5. **Number of Participating Countries** Twelve national experts from India, Indonesia, the Philippines, Sri Lanka, Thailand, and Vietnam. Other member countries with particular interest in this project may nominate candidates upon consultation with the Secretariat.
6. **Closing Date for Nomination of National Experts** 24 September 2014
7. **Objectives**
 - a. To enable NPOs measure and analyze national-level productivity and its trends using the available APO data and other relevant sources;
 - b. To equip NPOs to produce national productivity analysis reports;
 - c. To promote collaborative relations between NPOs and national statistics offices which are instrumental for producing reliable productivity report; and
 - d. To understand various measures for analyzing productivity using national statistical data and other information.

8. Background

Productivity is an indicator of the effective use of resources to increase the value-added of products and services. It is critical for the long-term competitiveness and profitability of organizations at the firm level, and at the macro level, it relates to national economy and its growth potential. With the increasing recognition that productivity growth is one of the keys to sustained economic expansion, measuring and analyzing productivity is becoming more and more important for NPOs to provide better policy recommendations to policymakers in setting the right priorities for their economic growth.

The APO annually publishes the *APO Productivity Databook* series and database to provide comparative productivity data on the economic performance of APO members and present comparative analyses given the fast-changing global economy. These data and information are useful for member governments, NPOs, and public- and private-sector policymakers in identifying development priorities. Many researchers and journalists have referred to the APO data for their own research and analytical purposes. While the APO data are frequently used by various researchers and the public, it is still crucial to build the capacity of NPOs in collecting and utilizing those data in their own national productivity analyses and setting evidence-based development goals and policies. If NPOs can analyze national-level and industry-level productivity and economic growth trends, they will be able to provide better advice and guidance to policymakers. In addition to undertaking a study that will analyze national productivity and economic growth trends, this research will also review various measures for productivity analysis, produce national productivity analysis reports, and establish the necessary collaborative channels between NPOs and national statistics offices.

9. Scope and Methodology

Scope

Coordination Meeting: A coordination meeting of experts will be held on 16–18 December 2014 in Hanoi, Vietnam. The tentative topics to be covered in the meeting are:

- a. Productivity concepts and different productivity measures;
- b. Overview of APO Productivity Databook;
- c. Analysis of sources of growth and productivity;
- d. Labor and industry productivity analyses; and
- e. Policy directions founded from quantitative analyses.

Conducting in-country research: The in-country research will be conducted by the two national experts who will work under the supervision and guidance of the chief expert. The in-country research will involve analysis of data, national productivity trends, and economic growth based on actual observations of the national economy.

Methodology

The chief expert will provide the guidelines to the national experts on how the research will be undertaken as well as overview of the *APO Productivity Databook* during the coordination meeting. The outline and format of the contents of the report will also be presented and agreed upon in the meeting. Upon agreement by all present at the coordination meeting, the national experts will adopt these guidelines to conduct the in-country research and produce national productivity reports. The *APO Productivity Databook* and database and other relevant sources of national statistical data will be utilized as references in analyzing productivity and economic growth trends. This research will also promote the establishment of closer collaboration between NPOs and national statistics offices to sustain future efforts in the same subject areas.

The tasks of the chief expert include:

- a. Developing the guidelines and methodology for undertaking the study;
- b. Giving lectures during the coordination meeting to enhance the knowledge and ability of national experts to analyze productivity and economic growth;
- c. Giving overview of the APO Productivity Databook;
- d. Providing advice to the national experts on conducting the research;

- e. Reviewing the initial drafts of the national experts' reports to ensure the uniformity of their quality and format; and
- f. Preparing the integrated analysis and overall conclusion of the research based on the individual national reports and ensuring that the final manuscript is completed and submitted to the APO Secretariat by the deadline on 30 November 2015.

The tasks of national experts include:

- a. Undertaking the research at the national level following the agreed upon methodology and guidelines;
- b. Collecting, computing, and analyzing national statistical data from the *APO Productivity Databook* and database and other relevant sources of information;
- c. Writing up the findings and analyses based on national statistical data following the agreed upon methodology and guidelines; and
- d. Submitting the report to the chief expert within the agreed timeframe.

10. Qualifications of National Experts

There will be two national experts from each country who will undertake the research. It is recommended that one come from the national statistics office. For this reason, the APO recommends that the national experts for the databook research project in 2013 be nominated to represent the national statistics office. It is also recommended that one of the national experts come from the NPO as part of capacity-building efforts. At least one of the national experts must have knowledge of and a background in economics as the research requires basic computation, analysis, and explanation in economic terms. Other requirements for the national experts are:

- a. Must have excellent writing skills and have published articles, books, or substantive reports on the subject of productivity;
- b. Must possess sufficient English proficiency to communicate with the APO Secretariat and the chief expert on matters relating to the research and be able to write a report in English; and
- c. Must have a strong commitment to undertaking and completing the research within the timeframe.

11. Qualifications of the Chief Expert

The APO will appoint a chief expert for this project to guide the group of national experts in undertaking the research. The APO-appointed chief expert must possess the following:

- a. Extensive knowledge of productivity measurement and analyses including a background in macroeconomics and econometrics;
- b. Excellent writing skills and have published articles, books, or reports concerning productivity in English at the international level since the final integrated report will be written in English; and
- c. Strong commitment to undertaking and completing the research project within the given timeframe and producing the consolidated analysis of all national reports.

12. Financial Arrangements

To be borne by experts or participating countries

- a. Any expenses incurred by the experts for extra stay at the venue before and/or after the official project period due to early arrival, late departure, or any other reason must be borne by the experts.

To be borne by the host country of the coordination meeting

- a. Local implementation costs for the meeting package, room rental, and required equipment; and
- b. Other local implementation costs.

To be borne by the APO


- a. Honoraria for the chief expert and national experts upon completion of the research;
- b. All assignment costs for the chief expert and national experts including daily subsistence allowances, miscellaneous expenses, and round-trip international airfare by the most direct route between the international airport nearest to the experts' place of work and Hanoi, Vietnam for attending the coordination meeting for the research; and
- c. Travel insurance coverage against accident and illness for all experts for the entire duration of the coordination meeting and travel.

13. Actions by Member Countries

- a. For the selection of national experts, the member countries to be included in the research are requested to submit appropriate nominations (preferably more than two for consideration) by 24 September 2014.
- b. Each nomination should be accompanied by the candidate's biodata on the standard APO form in duplicate along with a passport-sized photograph. In addition to the standard APO form, nominees should also prepare a list of publications, research, and/or consulting projects they have undertaken in this field. A nomination lacking any of these documents will not be considered.
- c. The selection of national experts will be based strictly upon their professional qualifications and experience, academic background, and commitment to this research.

14. Preparatory Work by National Experts

The selected national experts will be guided and advised by the chief expert throughout the research including instructions, if necessary, on undertaking the study. The national experts will be required to collect and review the relevant national statistical data from the *APO Productivity Databook* and database for *preliminary* computation and analysis prior to the coordination meeting to be held in Vietnam. The chief expert will guide the national experts in collecting the statistical data and will provide instructions on how to use them in analyzing productivity and economic growth trends at the national level including the investigation of relevant policies and programs related to national productivity and economic activities.



Mari Amano
Secretary-General