



## PROJECT IMPLEMENTATION PLAN

Ref. No.: 21-SN-06-GE-SNP-C-PH01-PP2200004-002

<b>PIP Issue Date</b>	16 May 2022
<b>Project Code</b>	21-SN-06-GE-SNP-C-PH01
<b>Title</b>	Digital Transformation Roadmap for the Development Academy of the Philippines
<b>Timing and Duration</b>	May–September 2022 (five months)
<b>Hosting Country(ies)</b>	Philippines
<b>Modality</b>	Virtual and/or face-to-face
<b>Implementing Organization(s)</b>	Development Academy of the Philippines
<b>Participating Country(ies)</b>	Philippines
<b>Overseas Participants</b>	Not Applicable
<b>Local Participants</b>	Not Applicable
<b>Qualifications of Participants</b>	Not Applicable
<b>Nomination of Participants</b>	Not Applicable
<b>Closing Date for Applications</b>	Not Applicable

## **1. Objectives**

- a. Assist the Development Academy of the Philippines (DAP) in developing an institutional digital transformation roadmap to support its role as a capacity builder and think tank.
- b. Assess the current state of the digital infrastructure of the DAP including the capability and readiness of its human and digital resources.
- c. Operationalize the DAP's Integrated Digital Transformation and Knowledge Management Framework into a comprehensive, actionable digital transformation roadmap.

## **2. Background**

The DAP performs its mandate to develop innovative ideas by conducting research, consultancy, and capacity-building activities. It builds capacities of development actors and partnerships among them. It supports the government initiatives for people-centered, technology-enabled, and clean governance by embracing a new development paradigm that enhances the culture of innovation and anticipatory governance.

The DAP has developed a framework for enhancing its digital capabilities based on the principles of knowledge management as stipulated in ISO 30401:2018 Knowledge management systems — Requirements. The framework was originally intended for supporting the online programs as a response to the pandemic. It was then refined for a more strategic, long-term set of objectives including a roadmap for the digital transformation journey.

This project will develop a digital transformation roadmap for the DAP by integrating the principles of knowledge management with digital and process roadmaps and its operationalization plan. The roadmap will include high-level objectives, milestones, and expected impact.

## **3. Scope and Methodology**

The activities under this project will be conducted either virtually or face-to-face depending on the COVID-19 pandemic situation and comprise the following steps:

### **Step 1.**

Preparatory work to identify and assess the DAP's current digital initiative and organizational strategies including digital capability requirements and enablers.

### **Step 2.**

Consolidation and business model exploration through in-depth discussions and other related methods for verifying the collected data and information as well as the results of the preparatory work. This will involve interactions with and gathering information from the DAP's staff and external stakeholders to formulate knowledge management-based digital transformation roadmap models.

### **Step 3.**

Drafting of the proposed digital transformation roadmap by the resource person(s) using the findings and results of the previous steps.

### **Step 4.**

Holding a consultative meeting(s) with relevant stakeholders to present and review the proposed draft of the digital transformation roadmap before finalizing and submitting it to the APO Secretariat and DAP.

### **Step 5.**

Submission of the finalized digital transformation roadmap incorporating the inputs and feedback received from the consultative meeting(s) with relevant stakeholders.

## **4. Roles and Responsibilities**

### **DAP**

- a. Play an active role in the activities mentioned in section 3 above.

- b. Assign a project manager to provide daily support to the resource person(s), stakeholders, and APO Secretariat.
- c. Act as a liaison in relation to the activities mentioned in section 3.
- d. Provide budget not met by the APO.
- e. Make all local arrangements for the project.
- f. Ensure smooth implementation of the project in the country.

#### **APO Secretariat**

- a. Design the approach/methodology of the project.
- b. Assign international resource person(s) through consultation with the DAP.
- c. Monitor the overall project including coordinating with resource person(s) and the DAP.
- d. Provide administrative support.

#### **5. Financial Arrangements**


5.1 The APO will meet all costs related to the honoraria for the international resource person(s).

5.2 The APO will provide financial support to meet the following local implementation costs up to USD10,000.00:

- a. Meeting package including meeting room with adequate facilities and necessary stationery, materials, and documentation based on the agreed details of the project.
- b. Interpreter service for consultation meetings and dissemination workshop.
- c. Translation fee, if necessary.
- d. Printing-related fees of the final document in the local language.

Upon request by the DAP and after review, the APO will transfer 50% of the estimated implementation cost not exceeding USD5,000.00 prior to the implementation of the project.

The DAP will make the agreed expenditures and settle the entire account by providing all necessary proof of payment to the APO after completion of the project. The proof of payment, e.g., bills, payment records, and receipts, must be issued by third parties, submitted together at one time, and written in clear English, with English translations for all documents not originally written in English. In general, internal evidence, i.e., expenditure evidence issued by the implementing organization, is not accepted as proof of payment and will not be reimbursed. The final payment will be made based on the actual expenditure within 30 days after the completion date of the project.



Dr. AKP Mochtan  
Secretary-General