



PROJECT IMPLEMENTATION PLAN

Ref. No.: 21-SN-06-GE-SNP-C-VN01-PP2200005-001

PIP Issue Date	11 May 2022
Project Code	21-SN-06-GE-SNP-C-VN01
Title	Institutional Capacity Development Plan for the Vietnam National Productivity Institute
Timing and Duration	May–September 2022 (five months)
Hosting Country(ies)	Vietnam
Modality	Virtual and/or face-to-face
Implementing Organization(s)	Vietnam National Productivity Institute
Participating Country(ies)	Vietnam
Overseas Participants	Not Applicable
Local Participants	Not Applicable
Qualifications of Participants	Not Applicable
Nomination of Participants	Not Applicable
Closing Date for Applications	Not Applicable

1. Objectives

- a. Develop an institutional capacity development plan for the Vietnam National Productivity Institute (VNPI) to boost its role and position as the leading productivity organization in the country.
- b. Identify a model for the VNPI to emulate in leading the productivity movement and achieving Vietnam's socioeconomic development goals.
- c. Develop a mid- to long-term roadmap to upgrade the institutional capabilities of the VNPI including its synergy with other key productivity-promoting institutions in achieving productivity goals and targets set in the National Productivity Master Plan.

2. Background

National Productivity Organizations (NPOs) are responsible for formulating plans and policies for national productivity movements and implementing them to support the achievement of socioeconomic development goals. Vietnam is facing challenges due to declining labor productivity and overall low productivity performance relative to other economies in the region. As the NPO of Vietnam, the VNPI is expected to reposition itself to meet evolving challenges in enhancing productivity and business performance for sustainable socioeconomic development.

A national productivity master plan serving as a comprehensive blueprint comprising milestones, strategies, and roadmaps with predetermined targets over the medium to long term was developed and is currently being implemented in Vietnam. The master plan emphasizes science, technology, and innovation to boost productivity performance and achieve the targets by 2030. The Prime Minister has recently issued instructions to review the model, role, and organizational setting of the VNPI as part of initiatives to increase productivity performance.

To assist the VNPI in this endeavor, this project will develop an institutional capacity development plan comprising recommendations on strategies, organizational structure, infrastructure, funding models, staffing, governance, leadership, human resources, services and programs, operations, and systems. The plan will also include benchmarking against advanced NPOs to illustrate how progress can be made.

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.

Preliminary analysis to identify key issues facing the VNPI through benchmarking and gap analysis.

Step 2.

Verification of the results of the preliminary analysis and data and information collected. This will involve interactions with and gathering information from the VNPI's key stakeholders.

Step 3.

Drafting the proposed institutional capability development plan for the VNPI by the resource person(s).

Step 4.

Holding a consultative meeting(s) to present and review the initial development plan proposal and invite feedback from relevant stakeholders before finalizing and submitting it to the APO Secretariat and VNPI.

Step 5.

Submission of the finalized development plan incorporating the inputs and feedback received from the consultative meeting with relevant stakeholders.

4. Roles and Responsibilities

VNPI

- 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 VNPI.
- c. Monitor the overall project including coordinating with resource person(s) and the VNPI.
- d. Provide administrative support.

5. Financial Arrangements

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

5.2 The APO will also 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 the consultation meetings and dissemination workshop.
- c. Translation fees, if necessary.
- d. Printing-related fees of the final document in the local language.

Upon request by the VNPI 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 VNPI 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