



PROJECT NOTIFICATION

Ref. No.: 22-IN-08-GE-RES-A-PN2200070-001

Date of Issue	29 June 2022
Project Code	22-IN-08-GE-RES-A
Title	Impact Evaluation Study
Timing and Duration	July–September 2022 (three months)
Hosting Country(ies)	Not Applicable
Modality	Digital Multicountry
Implementing Organization(s)	APO Secretariat
Participating Country(ies)	All Member Countries
Qualifications of National Experts	Not Applicable
Qualifications of Chief Expert	Not Applicable
Nomination of National Experts	Not Applicable
Closing Date for Nomination of National Experts	Not Applicable

1. Objectives

- a. Evaluate the outcomes and impacts of APO projects implemented in 2020 and 2021.
- b. Analyze the effectiveness and impact of APO virtual projects implemented in 2020 and 2021.
- c. Recommend improvements in the design and implementation methodologies of future APO projects.

2. Background

An impact evaluation study (IES) is conducted every two years to comprehensively assess and analyze the outcomes and effectiveness of APO projects in providing benefits and impacts for the targeted beneficiaries. The results of the evaluation are used for improving project design, reexamining the implementation process, and exploring new topics and methodologies.

In 2020–21, the pandemic directly affected the APO project implementation modality, converting all face-to-face projects to virtual. Given this, the IES will focus on assessing the advantages and impacts of virtual projects on beneficiaries, specifically their effectiveness in improving productivity on the ground.

The IES will be conducted through a survey involving project beneficiaries across APO members. It will be performed by an independent, third-party evaluator to be selected based on proven expertise in onsite impact evaluation. The scope will cover the effectiveness, coherence, relevance, efficiency, impact, and sustainability of 2020–21 projects.

3. Scope and Methodology

Scope

The evaluation will cover both multicountry and individual-country projects implemented virtually in 2020 and 2021:

- a. Multicountry projects including conferences, e-courses, multicountry observational study missions, training courses, and workshops.
- b. Individual-country projects including Bilateral Cooperation between NPOs, Certification Body Development, Development of Demonstration Companies, Individual-country Observational Study Missions, Specific National Program for Member Countries, and Technical Expert Services.

Methodology

- a. Selecting an external resource person(s) to conduct the IES.
- b. Developing an APO-specific evaluation framework as the basis for the IES.
- c. Reviewing project documentation and reports.
- d. Conducting qualitative, online interviews with stakeholders comprising selected resource persons, selected participants, program officers, country officers/analysis teams, and NPO staff.
- e. Synthesizing recommendations from selected APO project participants.
- f. Conducting online feedback surveys.
- g. Analyzing findings of the IES.
- h. Drafting the IES report.

4. Task Arrangements

Tasks of the resource person(s)

- a. Developing an APO-specific evaluation framework as the basis for the IES in consultation with the APO Secretariat.
- b. Constructing an interview guide for participants and stakeholders in selected projects in consultation with the APO Secretariat.
- c. Conducting surveys and online interviews with selected project participants and stakeholders following the methodology agreed on with the APO Secretariat.
- d. Analyzing the qualitative and quantitative data collected.
- e. Evaluating and providing opinions and suggestions related to APO projects.
- f. Preparing and submitting an integrated IES report and executive summary to the APO Secretariat.

Tasks of the APO Secretariat

- a. Providing the general terms of reference for conducting the IES to the resource person(s).
- b. Providing overall guidance as well as supporting data/information to the resource person(s).
- c. Providing lists of projects and participants, project documents, and other relevant information to the resource person(s) to conduct the interviews/surveys/IES.
- d. Identifying and facilitating contacts with NPO focal coordinators.
- e. Providing feedback on the IES draft report.

Tasks of NPOs

- a. Providing the latest contact information of participants attending the selected projects to be evaluated on the form provided by the APO Secretariat.
- b. Assisting the resource person(s) in communicating with respondents (participants and stakeholders) as well as in scheduling and conducting online interviews on selected projects.
- c. Supporting distribution of e-questionnaires to recipients/persons in charge of demonstration companies and Technical Expert Service projects as identified by NPOs and ensuring timely submission of the completed questionnaires.
- d. Assisting the resource person(s) in performing other IES-related activities as needed.

5. Financial Arrangements

To be met by the APO

- a. All assignment costs of the resource person(s).
- b. All local implementation costs.



Dr. AKP Mochtan
Secretary-General

