

**IMPLEMENTATION PROCEDURES FOR APO RESEARCH PROJECT ON MEASURING THE  
INSTITUTIONAL CAPACITY OF KEY PRODUCTIVITY-PROMOTING INSTITUTIONS IN APO  
MEMBERS  
(DIGITAL MULTICOUNTRY)**

**1. Methodology**

- a. Submission of proposals: Interested research institutions submit their research proposals to the APO Secretariat by the deadline.
- b. Multistakeholder consultative meeting: To finalize the plan for the research, a meeting will be held virtually, tentatively in September 2023. The indicative agenda items and tentative timeline are:
  - Research overview: August 2023
  - Proposals for the study by research institutions: August 2023
  - Discussion on implementation of the study: September 2023
  - Finalization of the research plan and initiation of research: September 2023
  - Completion of research: December 2023
- c. Joint study implementation: The research team will collect, process, and analyze data for the report. The final report will be submitted to the APO Secretariat by the end of December 2023.

**2. Tasks of Selected Research Institution**

- a. Assisting and working with the APO Secretariat in developing the research framework.
- b. Finalizing the methodology and outline of the report structure with the APO Secretariat.
- c. Collecting data for the research (including communicating with the original data owners) and analyzing them based on the agreed framework and methodology.
- d. Preparing the final report and submitting it to the APO Secretariat by the deadline.
- e. Supporting the APO Secretariat during the process of confirming the research findings with APO member economies.
- f. Providing support for dissemination of the research findings after report completion.

**3. Qualifications of Research Institution**

The APO Secretariat will select an appropriate research institution with the following qualifications:

- a. Extensive, specialized knowledge of productivity measurement and analysis including monitoring, evaluating, and measuring the performance and capacity of institutions and public policies, with a track record of experience and publications in English on the topic.
- b. Experience in providing advisory services to governments.
- c. Excellent English writing skills.
- d. Strong commitment to undertaking and completing the research project within the given time frame.

**Notes:**

The detailed scope of work is provided in the Request for Proposal (RFP), which can be found at the following link. <https://www.apo-tokyo.org/procurement-notice/>.

The selection of the participating research institution will be made by the APO Secretariat based on its selection criteria. The APO Secretariat will in no case be responsible or liable for any costs involved in proposal submission, regardless of the conduct or outcome of the selection process.

**4. Financial Arrangements**

**To be met by the APO**

Honorarium for the participating research institution to be paid upon completion of the final report.

**To be met by the research institution**

All implementation costs incurred by the selected research institution when conducting the study.