

## **IMPLEMENTATION PROCEDURES FOR APO IN-COUNTRY PROGRAMS SPECIFIC NATIONAL PROGRAM FOR MEMBER COUNTRIES (SNP)**

### **About the SNP**

The SNP provides customized policy consultancy services to National Productivity Organizations (NPOs) and other key productivity institutions in developing national productivity roadmaps and/or institutional development plans for NPOs. It aims to foster the centrality of productivity in the productivity policies of APO members and in the strategies and action plans of NPOs.

### **1. Scope**

The SNP provides policy advisory services through the development of national productivity policies or master plans formulating and/or revising productivity strategies, targets, initiatives, etc. as well as addressing other requirements of a well-functioning national productivity movement.

### **2. Methodology**

- a. The policy advisory project is conducted through collaboration with a team of individual or institutional resource persons from outside the recipient country. Interested parties should submit proposals to the APO Secretariat by the deadline.
- b. Project implementation stages comprise the two main components of assessment of national productivity and development of a national productivity master plan including directions, targets, strategies, and initiatives across economic sectors.
- c. The project is carried out through data collection/analysis, research and analysis, visiting and holding consultative meetings with stakeholders including key policymakers and high-level officials, and strengthening capacity in policy implementation, dissemination, and other relevant activities within the deliverables and methodology agreed by the APO Secretariat and recipient country/NPO. The activities may be conducted in any modality deemed most feasible and appropriate.
- d. The final national productivity master plan will be submitted to the APO Secretariat by the agreed deadline. Revisions may be required until acceptance by the APO Secretariat and NPO.

### **3. Resource Persons**

#### **Tasks**

- a. Preparing and proposing project methodology, approach, scope, etc. through close consultation with the APO Secretariat and NPO.
- b. Implementing all stages of the project to achieve the intended output(s) as per the agreed arrangement.
- c. Collecting data, conducting analysis/diagnosis, confirming data/information with stakeholders including conducting interviews, finalizing the report, organizing dissemination activities, attending and contributing to meetings with high-level officials, etc. as per the agreed methodology and project timeline.
- d. Submitting the report to the APO Secretariat by the deadline.

#### **Qualifications**

- a. Extensive knowledge of and experience in conducting national productivity performance diagnosis across economic sectors; proven know-how and contributions in developing national productivity policy roadmaps, blueprints, and strategies; and demonstrated skills and previous involvement in policy formulation/reform including strengthening institutional capacities for implementing productivity-related policies.
- b. Experience in providing policy advisory services to governments.
- c. Excellent English writing and presentation skills.

- d. Strong data analytical skills including proven knowledge of productivity measurement.

**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 individual or institutional resource person 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**

- a. Expenses for assignment of resource persons.
- b. Financial support to NPOs to meet part of local implementation costs (up to USD10,000.00).

**To be met by NPOs/partner organizations/implementing member economies**

- a. All local implementation costs not covered by the APO.
- b. Other implementation and administrative costs.

#### **5. Duration**

The maximum project duration is six months.

#### **6. Implementation**

**NPOs and APO Secretariat**

- a. Based on the approved proposal and consultation with the applying member, a PIP will be developed detailing the objectives, time frame, steps, and deliverables of the project. The PIP serves as the main reference for project implementation.
- b. If a project is cancelled after the issuance of a PIP, any costs incurred must be borne by the applying member.
- c. An evaluation report should be submitted to the APO Secretariat upon completion of the project.

**Resource Persons**

- a. Implementing the project as per the agreed deliverables, duration, arrangements, etc.
- b. Maintaining close consultation with the APO Secretariat and implementing NPO.

#### **7. Actions by APO Members**

- a. Submit proposals containing all necessary information.
- b. Appoint at least one NPO staff member to act as the focal contact point between the APO Secretariat and host NPO for coordination during implementation.
- c. Prepare, manage, and monitor all tasks related to specific activities detailed in the approved proposal.

#### **8. Actions by the APO Secretariat**

- a. Design the approach/methodology of the project together with the resource person(s).
- b. Assign a resource person(s).
- c. Coordinate and carry out consultations with the resource person(s), NPO, and related parties.

- d. Monitor overall project implementation.
- e. Provide administrative and financial support.