

IMPLEMENTATION PROCEDURES FOR IMPACT EVALUATION STUDY

1. Introduction

Consistent with its vision and mission, the APO implements programs/projects that address central needs, challenges, and emerging issues of productivity growth in member economies. The current APO Vision 2025 posits that if APO members are equipped with the relevant productivity data, tools, techniques, methodologies, practices, and skills and have the enabling policy environments to respond to rapid technological progress, advent of the digital economy, mounting social gaps, and threats to sustainable growth, then productivity growth in Asia-Pacific is likely to be more sustainable, innovation led, and inclusive. Following the adoption of the APO Vision 2025, multicountry programs were divided into the four focus areas of the Centrality of Productivity, Innovation for Productivity, Inclusive Productivity, and Regional Catalyst. Meanwhile, the In-country Program mainly focused on Strengthening of National Productivity Organizations (NPOs) and Policy Advisory. This impact evaluation covers all APO programs to the extent possible. It serves both learning and accountability objectives. Specifically, this impact evaluation will:

- a. Provide evidence-based assessment of the impact of APO programs/projects among its stakeholders and answer the “whys” and “hows” of program/project effectiveness.
- b. Examine what long-term changes have occurred and how APO programs/projects contributed.
- c. Examine whether APO programs/projects lead to other changes, including “scalable” or “replicable” results.

This impact evaluation aims to assist relevant APO stakeholders in determining whether support for similar initiatives is warranted in the future. In evaluating APO programs/projects, this impact evaluation will review and articulate APO program/project achievements and provide findings, conclusions, and recommendations. It is also expected to generate best practices and lessons learned.

2. Modality of Implementation

The impact evaluation will be carried out in a hybrid modality. A combination of virtual and face-to-face sessions will be planned and implemented by the impact evaluation team in coordination with various APO stakeholders. The following are the indicative activities, and their specifics will be detailed in the Evaluation Work Plan to be prepared by the impact evaluation team assigned by the Secretariat:

- a. Desktop review of documents;
- b. Data collection activities, which include but are not limited to surveys, interviews, focused group discussions, and meetings;
- c. Data validation activities;
- d. Report writing;
- e. Report presentation; and
- f. Debriefing sessions.

3. Scope

The scope of work prepared for this impact evaluation includes the following: [Click [here.](#)]

- a. Description of Initiatives to Be Evaluated;
- b. Objectives of the Impact Evaluation;
- c. Evaluation Questions, Design, and Methodology;
- d. Scope of Services;
- e. Reporting Requirements;
- f. Indicative Schedule; and
- g. Team Composition, Qualifications, and Responsibilities.

4. Financial Arrangements

To be met by the APO

- a. All assignment costs of the impact evaluation team.
- b. All local implementation costs.

5. Identification and Selection of Impact Evaluation Team

The Request for Proposals (RFP) will be announced on the APO website. The RFP will be open to individuals or institutions. The APO will select a team of individuals or an institution with extensive knowledge and experience in conducting impact evaluations. The impact evaluation will be conducted by a team of external consultants not directly involved in the management and implementation of APO programs/projects and its activities.

6. Actions by APO Members

- a. If required, appoint at least one NPO staff member to act as the focal person between the APO Secretariat and the impact evaluation team for coordination during the evaluation.
- b. Provide requested data required for the impact evaluation, e.g., participants' and resource persons' data (following data privacy guidelines), project reports, related monitoring and evaluation reports, etc.
- c. Assist the impact evaluation team and APO Secretariat when necessary.

7. Actions by the APO Secretariat

- a. Prepare the SOW and RFP.
- b. Select and assign the impact evaluation team.
- c. Manage the implementation of the impact evaluation, including a review of the Evaluation Work Plan, Inception Report, and Impact Evaluation Report, and facilitate coordination between the impact evaluation team and NPOs (through NPO focal persons).
- d. Provide requested data required for the impact evaluation, e.g., participants' and resource persons' data (following data privacy guidelines), project reports, related monitoring and evaluation reports, etc.
- e. Participate in the debriefing session with the impact evaluation team.
- f. Submit the draft Impact Evaluation Report prepared by the selected evaluator to the 65th Workshop Meeting of Heads of NPOs (WSM), 23–25 October 2024
- g. Submit the final Impact Evaluation Report for the endorsement of the 67th Session of the APO Governing Body.

8. Actions by the Impact Evaluation Team (as Incorporated in the SOW)

- a. Give high-quality, independent, professional advice and expertise to ensure that the objectives of the impact evaluation are met.
- b. Review all related literature provided by the APO Secretariat.
- c. Assess the existing performance and effectiveness data to finalize the evaluation design and methodology.
- d. Consult with relevant APO program/project stakeholders.
- e. Advise the APO Secretariat of any risks, concerns, or issues that may adversely impact the conduct of the impact evaluation in a timely manner.
- f. Use evidence to support the evaluation.
- g. Provide a debriefing to the APO Secretariat and other relevant stakeholders as needed.
- h. Provide well-written reports in a format to be agreed with the APO Secretariat.
- i. Present the Impact Evaluation Report consisting of findings, conclusions, and recommendations to the 65th WSM from 23 to 25 October 2024 in Nadi, Fiji.