

# **IMPLEMENTATION PROCEDURES FOR APO RESEARCH PROJECTS ON ASSESSING THE NEEDS OF 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, meetings will be held virtually, tentatively in July 2024. The indicative agenda items and tentative timeline are:
  - Nominations of national experts from member economies and deadline for proposal submission by research institutions: 12 July 2024
  - Research overview: July 2024
  - Proposals for the study by research institutions: July 2024
  - Finalization of the research plan and initiation of research: July 2024
  - Discussion on implementation of the study: August 2024
  - Progress report: September 2024
  - Completion of research: December 2024
- c. Joint study implementation between the research institution and national experts from APO members: 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 2024.
- d. The research institution will primarily undertake the initial document research on national development policies; develop the need assessment framework and guidelines; provide instructions to national experts on how to conduct the national-level need assessment, which will include a survey for distribution and analysis; provide overall coordination and guidance to national experts throughout the research project; and prepare and submit a final report with specific recommendations to the APO and NPOs regarding priority needs across the different sectors covered and proposals on program plans for the APO.
- e. National experts from member economies will conduct research in their countries following the framework. This includes gathering data (policy and existing data), administering a survey to key stakeholders, analyzing and reporting the results of the surveys, compiling relevant documents and reports, preparing brief reports according to the guidelines of the need analysis framework and instructions from the research institution, and validating the findings and recommendations provided by the research institution.

## **2. Qualifications of the Research Institution**

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

- a. Extensive experience in undertaking international research projects focusing on need assessment in the industry, agriculture, public, and service sectors, with a track record of experience in publishing

reports in English on these topics, and excellent English writing and presentation skills. Experience working on APO projects is an advantage.

- b. Experience in providing advisory services to governments.
- c. Strong commitment to undertaking and completing the research project within the given time frame.

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.

### **3. Tasks of the Selected Research Institution**

- a. Conduct document research on national development plans and policies of APO member economies in leading this research.
- b. Develop the overall need assessment guidelines and frameworks that will be used in the national-level need assessment exercises.
- c. Provide technical support and instructions to national experts on how to conduct national need assessment following the guidelines and frameworks, as well as instructions on local activities required for the data collection.
- d. Develop instructions for national experts on drawing problem trees to show gaps between national development goals and current circumstances, determine areas where assistance is required, and address emerging development and productivity challenges.
- e. Undertake country-specific activities like consultation meetings or focus group discussions (online) with specific APO member(s) for gathering data and information, when necessary, arranged by and in collaboration with national experts.
- f. Provide overall coordination and guidance to national experts throughout the research project.
- g. Produce an interim report as one input for the APO Post-2025 Vision, with recommendations for the APO and NPOs across the different sectors covered in the research.
- h. Prepare the final report and submit it to the APO Secretariat by the deadline.
- i. Provide support for dissemination of the research findings after report completion, especially in the APO Post-2025 Vision exercise.

### **4. Qualifications of National Experts**

Master's or PhD in economics, public policy, or related fields; proficiency in qualitative and quantitative methods, data analysis, and literature review; and knowledge of APO and NPO programs and activities, the APO Vision 2025, and socioeconomic contexts of member economies.

### **5. Tasks of National Experts**

- a. Collect information on the priorities and needs of NPOs and the country by the designated deadline, following the instructions and guidelines provided by the assigned research institution leading this study.
- b. Identify tentative national productivity targets in consultation with identified key national stakeholders.

- c. Gather relevant data (policy and data) and information needed to assess the needs of APO members, especially those considered priority sectors (e.g., manufacturing/industry, agriculture, and service) in the national socioeconomic development plans of member economies. This information will include surveys to gather information from key stakeholders.
- d. Analyze the surveys and report key data/results following the need assessment framework.
- e. Report the findings to the research institution and agree on the relevant outcomes.
- f. Prepare a brief report on the needs and priorities of the NPO and country following the guidelines and instructions by the research institution.
- g. Providing other information requested by the research institution when confirming the need assessment analyses.

## **6. Financial Arrangements**

### **To be met by the APO**

- a. Honorarium for the research institution to be paid upon completion of the final report.
- b. Honoraria for national experts.

### **To be met by the research institution**

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

### **To be met by experts or participating members**

All local implementation costs incurred by national experts when collecting data at the national level.

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

- a. NPOs of participating members are requested to nominate candidate national experts.
- b. Each nomination must be accompanied by the APO biodata form and uploaded to the APO Document Management System (DMS)/Fleekdrive by NPOs.

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

Coordinate all arrangements related to project activities with the research institution and national experts.