

IMPLEMENTATION PROCEDURES FOR APO RESEARCH ON PRODUCTIVITY READINESS (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 July 2024. The indicative agenda items and tentative timeline are:
 - Research overview.
 - Proposals for the study by research institutions.
 - Discussion on implementation of the study.
 - Finalization of the research plan and initiation of research.
- 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 2024.

2. Qualifications of Research Institutions

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

- a. Extensive, specialized knowledge of productivity and economic trends, quantitative and qualitative analyses, thematic issues of productivity at aggregate and sectoral levels, economic and productivity advisory, and a track record of experience and publications in English.
- b. Experience in working on APO projects is an advantage.
- c. Experience in providing advisory services to governments.
- d. Excellent English writing skills.
- e. 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. 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.

2. Financial Arrangements

To be met by the APO

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

To be met by the research institution

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