



PROJECT IMPLEMENTATION PLAN

Reference No.: 447

Date of Issue	5 August 2024
Project Code	24-IN-08-GE-RES-A-AP01
Title	APO Project Monitoring and Evaluation: Training Course on Results-Based Monitoring and Evaluation
Timing	9 September 2024–27 September 2024
Hosting Country(ies)	Not Applicable
Venue City(ies)	Not Applicable
Modality	Online
Implementing Organization(s)	APO Secretariat
Participating Country(ies)	All Member Countries
Overseas Participants	Not Applicable
Local Participants	Not Applicable
Closing Date	Not Applicable
Remarks	The training activities will be conducted online by invitation from the APO Secretariat. Letters of Acceptance and certificates will not be issued for this activity.

Objectives	Equip NPO and APO Secretariat staff with knowledge and skills on monitoring and evaluation (M&E) and how they can use them to develop and implement results-based projects, with particular emphasis on basic M&E concepts, M&E frameworks, performance indicators, common types of M&E data collection tools, and conducting and managing evaluations.
Rationale	The knowledge and skills acquired through the training course are expected to aid NPO and APO Secretariat staff in performing their M&E roles in APO programs and projects. This is particularly relevant during program/project design and development. In the long term, results-based APO programs/projects contribute to the achievement of the APO Vision 2025 and its successor documents, showing how APO goals are translated into concrete positive changes that ultimately benefit members.
Background	In May 2024, the 66th Session of the APO Governing Body approved the recommendations on the Pause-and-reflect (P&R) Activity focusing on: 1) clarity on which results to measure; 2) systems and processes for data collection and reporting to track progress and achievements of the vision's results (e.g., a monitoring dashboard by enhancing the features of the current project management system); 3) mechanism/platform/guidelines to facilitate result monitoring among relevant APO stakeholders; and 4) assistance to build M&E capacity of relevant APO stakeholders. In addition, recommendations for developing the post-2025 vision were made.
Topics	Implementation monitoring; Result monitoring; Performance evaluation; Impact evaluation; Indicators; Data collection; and Data quality assessment.
Outcome	Robust M&E reflecting the progress and achievements of the APO Vision 2025; clear, consistent data collection and reporting; and improved project planning and implementation.
Qualifications	Relevant NPO staff directly involved in designing, implementing, monitoring, and evaluating APO programs and projects.

Please refer to the implementation procedures circulated with this document for further details.



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Secretary-General