

IMPLEMENTATION PROCEDURES FOR APO RESEARCH PROJECT ON RAISING INFORMAL- SECTOR PRODUCTIVITY (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 October 2024. The indicative agenda items and tentative timeline are:
 - Research overview: September 2024
 - Proposals for the study by research institution: September 2024
 - Discussion on implementation of the study: October 2024
 - Finalization of the research plan and initiation of research: October 2024
 - Completion of research: December 2024
- 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 June 2025.

2. Tasks of 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.

3. Qualifications of Research Institution

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

- a. Extensive, specialized knowledge of productivity concepts, socioeconomic development, issues relating to informal sectors of countries at various stages of development, inclusive economic growth, productivity measurement of economies and sectoral approaches, and multicountry studies on current socioeconomic trends in the Asia-Pacific, with a track record of publications in English.
- b. Excellent report preparation skills.
- c. Strong commitment to undertaking and completing the research project within the given time frame.

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 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.

4. Financial Arrangements

To be met by the APO

Honorarium for the research institution to be paid upon completion and acceptance by the APO of the final report.

To be met by research institution

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

5. Actions by the APO Secretariat

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