

**IMPLEMENTATION PROCEDURES FOR APO RESEARCH PROJECT ON
INTERNATIONAL BENCHMARKING STUDIES ON PRODUCTIVITY IN THE FOOD AND
BEVERAGE (F&B) SECTOR
(DIGITAL MULTICOUNTRY)**

1. Methodology

- a. Submission of research proposals: The APO Secretariat will identify partner research institutions, invite research proposals, and form a research team. Interested research institutions should submit their 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 March 2025. The indicative agenda items are:
 - Research overview;
 - Proposals for the study by research institutions;
 - Discussion on implementation of the study; and
 - Finalization of the research plan.
- c. Joint study implementation: The research team will collect, process, and analyze data for the report. The final report with findings will be submitted to the APO Secretariat by the end of July 2025.

2. 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 and undertaking dissemination activities of the research findings after report completion.

3. Qualifications of the Research Institution

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

- a. Extensive, specialized knowledge of productivity measurement and analysis in the F&B sector, including English publications on key F&B performance indexes, international productivity research, and benchmarking studies.
- b. Able to collect data and provide analysis of different cities in the Republic of China, Japan, the Republic of Korea, and Singapore, including reference cities outside the region to be identified as part of the benchmarking study on the F&B sector.
- c. Experience in providing policy advisory services to governments, especially on the competitiveness and productivity of the F&B sector.
- d. Excellent English writing skills.
- e. Strong commitment to undertaking and completing the research project within the given time frame.

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 the research institution

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