

Specific Information

Specific National Program (SNP) for Member Countries

About the SNP

The SNP provides customized policy consultancy services to national productivity organizations (NPOs) and other key productivity institutions in developing national productivity roadmaps and/or institutional development plans as well as other productivity-related policies and/or strategies. It aims to foster the centrality of productivity in the policies of APO member economies and in the strategies and action plans of NPOs.

1. Scope

The SNP provides policy advisory services through the development of national policies/master plans or NPOs' institutional roadmaps and accompanying action plans with the following focuses:

- a. National productivity master plans.
- b. Productivity, quality, and innovation policy frameworks and action plans to mainstream productivity and innovation in national development plans.
- c. Productivity-driven sectoral policy frameworks (agriculture, manufacturing, service, and public sectors) to align with national development agendas.
- d. Need assessment of NPOs or member economies to support specific productivity initiatives.
- e. NPO institutional capacity-building roadmaps including digitalization roadmaps.

2. Methodology

- a. The policy advisory project is conducted through collaboration with a team of individual or institutional resource persons from outside the recipient country. Interested parties should submit proposals to the APO Secretariat by the deadline.
- b. Project implementation stages comprise the two main components of institutional assessment and development of a capacity development plan including a revised organizational and financial structure, capacity development roadmap, and human resource strategy.
- c. The project is carried out through an inception phase to align the work with national strategies, mandates, and stakeholder expectations; diagnostic assessment to identify gaps in areas such as governance, financing, human capital, and systems; and the design of future-state models covering the mandate, operating model, service portfolio, and supporting systems like MEL and digital infrastructure. A detailed implementation roadmap and budget will then be developed to guide execution. Activities will include stakeholder engagement, validation, and alignment, and other relevant activities within the deliverables and methodology agreed by the APO Secretariat and recipient country/NPO. The activities may be conducted in any modality deemed most feasible and appropriate.
- d. The final institutional capability development plan will be submitted to the APO Secretariat by the agreed deadline. Revisions may be required until acceptance by the APO Secretariat and NPO.

3. Resource Persons

Tasks

- a. Preparing and proposing project methodology, approach, scope, etc. through close consultation with the APO Secretariat and NPO.
- b. Implementing all stages of the project to achieve the intended output(s) as per the agreed arrangement.

- c. Collecting both primary and secondary data, conducting analysis/diagnosis, confirming data/information with stakeholders including conducting interviews, finalizing the report, organizing dissemination activities, attending and contributing to meetings with high-level officials, etc. as per the agreed methodology and project timeline.
- d. Submitting the report to the APO Secretariat by the deadline.

Qualifications

- a. Extensive knowledge of organizational development and experience in conducting holistic institutional and capacity reviews; proven contributions in developing comprehensive institutional capacity-building plans related to productivity; and demonstrated skills as detailed below:
 - i) Minimum 10 years of experience in institutional reform/capability development for public bodies and productivity/SME programs, with at least two (2) comparable projects;
 - ii) Proven work establishing or reforming autonomous public entities (governance, performance contracts, financing);
 - iii) Demonstrated delivery of service portfolios/SOPs, costing/budgeting, CRM/MIS specifications, and MEL systems in the public sector; and
 - iv) Robust QA and safeguards (e.g., ISO 9001 or equivalent practices), data governance/privacy, and anticorruption compliance.
- b. Experience in providing policy advisory services to governments and proven track record of successful consultancy projects, including developing and implementing national productivity policies or strategies.
- c. Excellent English writing and presentation skills.
- d. Strong data analytical skills including proven knowledge of productivity measurement.

The selection of the participating individual or institutional resource person 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

The following financial arrangements are applicable for both online and face-to-face modalities.

To be met by the APO

- a. Expenses for assignments of international resource persons.
- b. Financial support to meet part of local implementation costs of up to USD10,000.00 (applicable only for the development of national productivity master plans and other consultancy projects on productivity-related policies). The support will cover expenditures for the meeting package, printing of project materials, interpretation costs, transportation costs, etc.

To be met by NPOs/partner organizations/implementing member economies

- a. All local implementation costs not covered by the APO.
- b. Other implementation and administrative costs.

Expense reimbursement and project postponement/cancellation

- a. With regard to the local implementation costs, 50% of the APO share can be advanced after the PIP is issued.
- b. The remaining local implementation costs will be reimbursed after the completion and submission of the final project outputs together with the necessary supporting documents under the applicable APO rules and regulations for the disbursement of project expenses.

- c. The implementing organization(s) is requested to provide all necessary original copies of proof of payment/expenses along with supporting documents to the APO Secretariat at one time no later than six weeks after the implementation of the project or after implementation of the project's last activity. The proof of payment, such as bills, payment records, and receipts, should be issued by third parties and written in clear English or with an English translation if not originally in English.
- d. The final payment will be made based on the actual expenditure after the implementing organization(s) submits all necessary documents. Internal evidence by the implementing organization(s) including NPOs is not accepted as proof of payment and the expenses claimed by it will not be reimbursed.

5. Duration

The maximum project duration is six months (online and face-to-face).

6. Implementation

- a. Based on the approved proposal and consultation with applying member economies, a PIP will be developed detailing the objectives, time frame, steps, and deliverables of the project. The PIP will serve as the main reference for the implementation of the project.
- b. If a project is cancelled after the issuance of a PIP, any costs incurred should be borne by the applying member economy.
- c. An implementation report should be submitted to the APO Secretariat within one (1) month after implementation of the project.

7. Actions by Member Economies

- a. Submit proposals containing all necessary information.
- b. Appoint at least one NPO staff member to act as the focal contact point between the APO Secretariat and host NPO for coordination during implementation.
- c. Prepare, manage, and monitor all tasks related to specific activities detailed in the approved proposal.

8. Actions by the APO Secretariat

- a. Design the approach/methodology of the project.
- b. Assign a resource person(s).
- c. Coordinate and carry out consultations with the resource person(s), NPOs, and related parties.
- d. Monitor the overall implementation of the project.
- e. Provide administrative and financial support.