



## PROJECT IMPLEMENTATION PLAN

<b>PIP Issue Date</b>	4 October 2019
<b>Project Code</b>	17-RP-33-GE-DON-C-04
<b>Title</b>	Evaluation of the Performance of the APO Centers of Excellence (COE)
<b>Reference</b>	APO Project Notification 17-RP-33-GE-DON-C dated 22 May 2017
<b>Timing and Duration</b>	November 2019–April 2020
<b>Venue</b>	Member Countries
<b>Implementing Organization(s)</b>	APO Secretariat

## **1. Objectives**

- a. To undertake an evaluation of COE performance;
- b. To draw up recommendations for improvements in the design of COE activities and institutionalization of the COE performance evaluation process; and
- c. To refine the monitoring and evaluation (M&E) framework for assessing the annual performance of COE.

## **2. Background**

During the 60th session of the APO Governing Body Meeting in Vientiane, Lao PDR, in May 2018, APO Directors confirmed that the COE initiative was effective and should be continued. The three COE were recognized as having supported the APO in capacity building and dissemination of knowledge and best practices in their respective fields to other member countries. APO Directors also emphasized that the critical success factors for the COE set-up should include annual performance M&E for all existing and future COE.

In 2018, the M&E framework including the evaluation criteria was developed by an external expert. Based on the feedback received from the COE, the M&E framework was finalized. In 2019, COE performance will be evaluated. The prime purpose is to assess how COE have implemented their planned activities to strengthen their capabilities and benefited participants and/or organizations in member countries. The expert evaluation of COE performance will also make recommendations for the institutionalization of the performance evaluation process as well as refinement of the evaluation criteria and M&E framework to assess annual performance. Other achievements and next steps to achieve the intended results more effectively in the future are also expected from the COE performance evaluation report.

## **3. Scope and Methodology**

### **Scope**

- a. Evaluating the performance of the APO COE;
- b. Drafting a report on the performance of the APO COE and suggestions on the self-evaluation process;
- c. Suggestions on the criteria and elements of the APO COE M&E system; and
- d. Suggestions for refinement of the COE M&E framework.

### **Methodology**

This evaluation will be conducted by an independent third-party expert(s). Both qualitative and quantitative tools will be used to obtain the desired results. Evaluation activities in line with the specified methodology can be broken down as follows:

- a. Selection of the external expert(s);
- b. Selection of interviewees;
- c. Face-to-face/Skype interviews with COE personnel and beneficiaries;
- d. Design of evaluation questionnaires (if necessary);
- e. Analysis of collected data; and
- f. Preparation of an analytical report.

The tentative timeline is given below:

<b>Time</b>	<b>Activity</b>
October 2019	Identifying and engaging a suitable expert(s).
November–December 2019	Expert(s) examines COE objectives, activities, plans, outcomes, and M&E framework.
January–February 2020	Expert(s) conducts evaluation of the COE. The expert collects, processes the data, and arranges face-to-face/Skype interviews with identified interviewees of each COE.
March 2020	Expert(s) analyzes the collected data, prepares a report, and submits the final report to the APO Secretariat by 15 March 2020.

#### **4. Task Assignments of the Expert(s)**

- a. Reviewing the objectives, activities, plans, and outcomes of each COE;
- b. Reviewing the M&E framework to assess the performance of the APO COE;
- c. Developing the evaluation questionnaires for COE and their stakeholders in consultation with the APO Secretariat (if necessary);
- d. Conducting face-to-face/Skype interviews with NPOs/COE stakeholders if necessary;
- e. Analyzing the qualitative and quantitative data collected; and
- f. Preparing and finalizing a report on the performance of the COE to be submitted to the APO Secretariat.

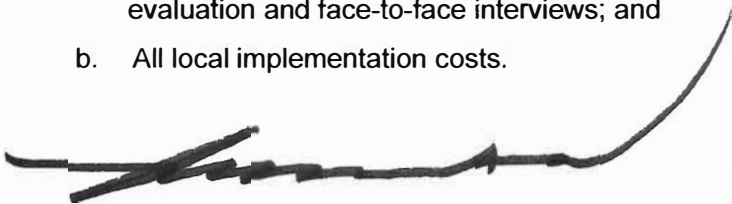
#### **5. Actions by COE/NPOs**

- a. Assigning staff to act as focal points to assist the expert(s) and Secretariat in communicating with local stakeholders, replying to requests, and scheduling and arranging interviews with the beneficiaries of COE activities when necessary;
- b. Making logistical arrangements for the expert(s) for onsite face-to-face interviews when necessary;
- c. Assisting the expert(s) and Secretariat in any other activity involved in the process of evaluating the performance of COE as needed; and
- d. Assisting the expert evaluator(s) in any other activity involved in the assessment as needed.

#### **6. Financial Arrangements**

##### **To be met by the APO**

- a. All assignment costs of the international expert(s) and team of evaluators for onsite evaluation and face-to-face interviews; and
- b. All local implementation costs.



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