



PROJECT IMPLEMENTATION PLAN

23 May 2018

1. **Project Code** 17-AG-39-GE-NFP-C-09
2. **Title** Training of Trainers and Consultants in Green Productivity (APO-certified GP Specialists)
3. **Reference** Project Notification 17-IN-34-GE-TRC-A dated 10 March 2017; Project Notification 17-AG-39-GE-NFP-C dated 9 May 2017; and Project Notification Addendum dated 11 July 2017
4. **Timing and Duration** 9–13 July 2018 (five days)
5. **Venue** Islamabad, Pakistan
6. **Implementing Organization** National Productivity Organization (NPO Pakistan)
Flat No. 10, Ground Floor, Tariq Heights, Street No. 73, F-11
Markaz, Islamabad, Pakistan
Phone: 92-51-92567283
e-Mail: gmnpo@npo.gov.pk
7. **Number of Participants** Up to 30 participants
8. **Objectives**
 - a. To equip participants with GP application methodologies, techniques, and tools;
 - b. To develop a pool of APO-certified GP specialists who will be able to assist the NPO Pakistan in spearheading the promotion of GP nationwide; and
 - c. To strengthen the capacity of the NPO Pakistan to act as the national APO-authorized training provider for certified GP specialists.

9. Background

The multicountry training course on GP has been implemented by APO for almost two decades. The course that aims to develop trainers and consultants specialized in GP has been considered a core project in efforts to promote the concept in member countries. To meet the needs of member countries in acquiring more full-fledged GP specialists and to respond to emerging global environmental issues, the course is regularly revised by injecting additional tools, techniques, methodologies, and approaches. Starting from 2017, the training course became a prerequisite for the APO certification program for GP specialists. Each participant is requested to carry out GP assignments in their countries within six months after the training course and submit the reports to the Secretariat for evaluation. Successful participants then become APO-certified GP specialists for a term of three years.

As the leading productivity institution in Pakistan, the NPO has been in the forefront in promoting GP through training and consultancy. It is expected that client enterprises will be able to sustain productivity growth and simultaneously reduce their environmental impact.

However, these activities require a larger pool of trainers and consultants considering the size of enterprises in Pakistan. Therefore, the training of trainers is greatly needed to develop more national experts. It will also help develop the NPO's capacity as an APO-accredited training provider on GP in the future.

This five-day course is being organized as a national follow-up to the APO multicountry program on a similar topic held 14 August–1 September 2017 in the ROC.

10. Scope and Methodology

Scope

- a. GP methodologies, tools, and techniques;
- b. GP case studies;
- c. Project plan preparation; and
- d. Individual assessment.

Methodology

Classroom lectures, group work, examination, and submission of project reports.

The tentative program and topics are as follows:

Date/Time	Activity	Speaker/Facilitator	
9 July (Mon)	09:00–09:30	Program Opening	NPO
	10:00–10:30	Group Dynamics and Team Formation	NPO
	10:30–11:00	Overview of GP and sustainable development	APO Resource Person
	11:00–13:00	GP Methodology Step 1-4	APO Resource Person
	13:30–14:00	Lunch Break	
	14:00–15:30	GP Methodology Step 5-6	APO Resource Person
	15:30–15:45	Coffee Break	
	15:45–17:00	GP Tools and Techniques (3R, 7 Waste, MFCA, etc.)	APO Resource Person
10 July (Tues)	08:30–09:00	Management of Learning	Host Team 1
	09:00–10:30	GP Implementation case studies (Plastics, metal, wood, food processing, supply chain, agriculture, etc.)	APO Resource Person
	10:30–10:45	Coffee Break	
	10:45–13:00	Management Systems (ISO 14001, 50001, etc.)	APO Resource Person
	13:00–14:00	Lunch	
	14:00–14:10	Energizer	Host Team 1
	14:10–15:30	Group Work on Applications of GP Methodology through Practical Case Study I	APO Resource Person
	15:30–15:45	Coffee Break	

Date/Time		Activity	Speaker/Facilitator
	15:45–17:00	Group Work on Applications of GP Methodology through Practical Case Study II	APO Resource Person
11 July (Wed)	08:30–09:00	Management of Learning	Host Team 2
	09:00–10:30	Presentation of Practical case study group work	APO Resource Person
	10:30–10:45	Coffee Break	
	10:45–12:30	Management Consulting Practices for GP (Methodologies and Skills)	APO Resource Person
	12.30-13.00	Site visit briefing and preparation	APO Resource Person
	13:00–14:00	Lunch	
	14:00–17:00	Site visit	NPO
12 July (Thurs)	08:30–09:00	Management of Learning	Host Team 3
	09:00–10:30	Presentation of site visit observation and discussion	APO Resource Person
	10:30–10:45	Coffee Break	
	10:45–13:00	Issues and challenges in implementing GP	APO Resource Person
	13:00–14:00	Lunch	
	14:00–14:10	Energizer	Host Team 3
	14:10–15:30	Trainer Practices for GP (Training program design and implementation)	APO Resource Person
	15:30–15:45	Coffee Break	
	15.45–16.45	Group Work on designing of training program	APO Resource Person
	16.45–17.00	Overview and Preparation for PREPGP for APO Certification Scheme	APO Resource Person
13 July (Fri)	08:30–09:00	Management of Learning	Host Team 4
	09:00–10:30	Preparation of Individual PREPGP Action Plans	APO Resource Person
	10:30–10:45	Coffee Break	
	10:45–12:30	Individual Presentations on PREPGP Action Plans	APO Resource Person
	12:30–14:30	Lunch & Prayer	
	14:30–14:40	Energizer	Host Team 4
	14:40–15:40	Course Exam	APO Resource Person
	15:40–16:00	Course Summary and Integration	APO Resource Person
	16:00–16:15	Course Evaluation	NPO
	16:15–17:00	Closing Ceremony	NPO

11. Qualifications of Participants

The participants are expected to possess the following qualifications:

Present Position	Productivity practitioners in NPOs and selected participants from public and private enterprises involved in training and consultancy on productivity enhancement.
Experience	At least three years of experience in the position described above
Education	University degree or equivalent qualification from a recognized university/institution.
Language	All proceedings and/or sessions of the project are conducted in English. Participants are expected to be proficient in spoken and written English, although interpretation may be provided. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and group activities.
Age	Candidates who fit the above profile are typically between 35 and 55 years of age.

12. Financial Arrangements

To be borne by the host country (Pakistan)

- a. Implementation costs exceeding the APO share of USD10,000.
- b. Project management fees and personnel costs of the implementing organization, including transportation of the facilitator and project team to and from the project venue; meeting package for the project team and local facilitator; personnel service fees for the development of the program; honorarium for the local resource person(s) if applicable; and consultation meetings with key stakeholders.
- c. Any other local implementation costs not covered by the APO.

To be borne by the APO

- a. All assignment costs for an overseas resource person; and
- b. Implementation costs up to a maximum of USD10,000 for making local arrangements. An itemized breakdown of the implementation costs is attached (Appendix 1).

13. Roles and Responsibilities

The roles and responsibilities of the implementing organization and APO are:

Implementing organization

- a. Inviting local participants and arranging mass media coverage;
- b. Assigning a local resource person(s), if necessary;
- c. Making copies of the training materials;
- d. Organizing a 5-day national training course in Islamabad, Pakistan; and
- e. Bearing the balance of project implementation costs if the total amount exceeds USD10,000.

APO

- a. Providing financial support for organizing the national training course as detailed in section 12;
- b. Assigning one overseas resource person for the -training course; and
- c. Coordinating with the overseas resource person and implementing organization.

14. Procedures for Project Implementation

This program is to be implemented in close collaboration with the APO Secretariat, referred to as the APO in this document.

- a. A temporary advance of up to 50% of the total APO share will be remitted to the NPO Pakistan, if necessary.
- b. The proposed project will be carried out by the implementing organization.
- c. The NPO Pakistan will make the expenditures for the assigned items and settle the entire account by providing all necessary proof of payment to the APO after completion of the conference. The proof of payment, e.g., bills, payment records, and receipts issued by third parties, must be submitted together at one time, written in clear English, with English translations of all documents not originally written in English. The final payment will be made based on the actual expenditure after the NPO Pakistan submits the comprehensive report. In general, internal evidence is not accepted as proof of payment and will not be reimbursed.
- d. The NPO Pakistan will submit a project completion report and statement of expenses supported by receipts, etc., related to the project to the APO within one month of project completion. The report will provide details on how the project was carried out in the country; program of activities; benefits and advantages of efforts to increase awareness and applications of GP among industries, especially SMEs; benefits to the implementing organization(s) and host country; and follow-up action plans, among others.

15. Final Project Output

Upon completion of the project, the NPO Pakistan will undertake the following:

- a. Submit a project completion report on training course to the APO and disseminate the report on the proceedings including recommendations to relevant government bodies within one month after project completion.
- b. For the settlement of expenses, the NPO Pakistan is requested to provide all necessary proof of payment to the APO within one month after completion of the program. Please refer to section 14c.
- c. Submit documents and e-links relating to promotional material on the national -training course, e.g., newsletters, brochures, bulletins, and news clippings, written in English or the local language with an English translation of the main points.
- d. Disseminate the knowledge and experience gained by the public and private sectors through publications, consulting and training services, etc.
- e. Monitor and provide guidance to the participants who attended the training course in order to complete and submit the Project Report on Enhancing Productivity through GP for the APO Certification Program. The report must be submitted within six months after course completion.

After completion of the program, participants will undertake the following:

- a. Complete and submit a Project Reports on Enhancing Productivity through GP for the APO Certification Program within six months after course completion. The project report guidelines will be distributed during the course.

Expected outcomes:

- a. Creation of a pool of certified GP specialists in Pakistan to act as trainers, consultants, and promoters; and
- b. The NPO Pakistan accredited as the national APO-authorized provider of GP training and promotion to develop more GP specialists in the country.



Dr. Santhi Kanoktanaporn
Secretary-General

Appendix 1

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Estimated APO Share of Costs for the
National Conference and Training of Trainers and Consultants in Green Productivity
(9–13 July 2018, Islamabad, Pakistan)

No.	Item	Cost (USD)	
		APO share	NPO share
1	Meeting package including meeting room with training facilities and necessary stationery, materials, and documentation (USD50 × 30 persons × 12 days=USD18,000)	8,700	9,300
2	Preparing and compiling training material sets for all participants	500	0
3	Renting multimedia	300	0
4	Transportation costs for site visits	300	0
5	Miscellaneous	200	0
Total		10,000	9,300
Notes:			
1. The APO will reimburse based on the actual expenses up to a maximum of USD10,000.			
2. The NPO Pakistan is required to submit to the APO receipts for all expenses incurred in implementing this national project.			