

## **IMPLEMENTATION PROCEDURES FOR APO RESEARCH PROJECT ON AGRICULTURAL PRODUCTIVITY IN ASIA (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 September 2023. The indicative agenda items and tentative timeline are:
  - Research overview: August 2023
  - Proposals for the study by research institution: August 2023
  - Discussion on implementation of the study: September 2023
  - Finalization of the research plan and initiation of research: September 2023
  - Nominations of national experts from member economies for validating the research findings: August 2023
  - Completion of research: December 2023
- c. Joint study implementation: The research team will collect, process, and analyze data for the report.
- d. National experts from member economies will be involved in validating the findings by the research institution, and the final report will be submitted to the APO Secretariat by the end of December 2023.

### **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 appropriate research institution with the following qualifications:

- a. Extensive, specialized knowledge on trends in world agriculture, productivity concepts and analytical methods, measuring productivity changes in agriculture, economic drivers of productivity in agriculture, key issues in analyzing agricultural productivity trends in Asia, and productivity-enhancing policies for the agriculture sector in APO members with a track record of experience and publications in English.
- b. Experience in providing advisory services to governments.
- c. Excellent English writing skills.
- d. 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 in 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. Qualifications of National Experts**

Agricultural economists and statisticians from governmental organizations, preferably from national statistics agencies, agricultural statistics bureaus, or departments who have expertise in agricultural productivity research, monitoring, and analysis.

#### **5. Tasks of National Experts**

National experts will be responsible for validating the findings of the research institution.

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

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

- a. Honoraria for research institution to be paid upon completion of the final report.
- b. Honoraria for national experts.

##### **To be met by research institution**

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

##### **To be met by experts or participating members**

All local implementation costs incurred by the national experts when collecting data at the national level.

#### **7. Actions by Participating APO Members**

- a. National Productivity Organizations (NPOs) of participating members are requested to nominate candidate national experts.
- b. Each nomination must be accompanied by the APO biodata form and uploaded to the APO Document Management System (DMS)/Fleekdrive by NPOs.

#### **8. Actions by the APO Secretariat**

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