

IMPLEMENTATION PROCEDURES FOR APO RESEARCH PROJECT ON NEW PRODUCTIVITY TOOLS IN THE PUBLIC SECTOR

1. Methodology

- a. Submission of proposals: Interested research institutions or team of experts 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 or team of experts: September 2023
 - Discussion on implementation of the study: October 2023
 - Finalization of the research plan and initiation of research: October 2023
 - Completion of research: December 2023
- c. Joint study implementation: The research team will collect, process, and analyze data for the research. The final report will be submitted to the APO Secretariat by the end of December 2023.

2. Tasks of Selected Research Institution or Team of Experts

- 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 or Team of Experts

The APO Secretariat will select an appropriate research institution or team of experts with the following qualifications:

- a. Extensive, specialized knowledge in topics relating to regulatory management systems and regulatory tools to be developed as a compendium of tools and models with a track record of three or more years of experience including publications in these areas.
- b. Excellent English writing skills.
- c. 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 at the following link: <https://www.apo-tokyo.org/procurement-notice/>.

The selection of the participating research institution or team of experts will be made by the APO Secretariat based on the above criteria. The APO Secretariat will in no case be responsible or liable for any costs involved in proposal submission, regardless of the outcome of the selection process.

4. Financial Arrangements

To be met by the APO

Honorarium for the participating research institution or honoraria for team of experts to be paid upon completion of the final report.

To be met by the research institution or team of experts

All implementation costs incurred by the selected research institution or team of experts when conducting the study.