

**IMPLEMENTATION PROCEDURES FOR APO RESEARCH PROJECT ON THE APO
PRODUCTIVITY DATABOOK AND DATABASE
(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 October 2023. The indicative agenda items and tentative timeline are:
 - Research overview: October 2023
 - Proposals for the study by research partners: October 2023
 - Discussion on implementation of the study: October 2023
 - Finalization of the research plan and initiation of research: October 2023
 - Completion of research: September 2024
- 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 collecting the data following the directions from the chief expert recommended by selected research institution. The final report will be submitted to the APO Secretariat by the end of September 2024.

2. Tasks of Selected Research Institution

- a. Recommending a suitable chief expert from the research institution after the selection process is completed to lead the research undertaking following the assigned tasks.
- b. Assisting and working with the APO Secretariat in developing the research framework.
- c. Finalizing the methodology and outline of the report structure with the APO Secretariat.
- d. Collecting data for the research (including communicating with the original data owners) and analyzing them based on the agreed framework and methodology.
- e. Preparing the final report and submitting it to the APO Secretariat by the deadline.
- f. Supporting the APO Secretariat during the process of confirming the research findings with APO member economies.
- g. Providing support for dissemination of the research findings after report completion.

3. Qualifications of Research Institution

The APO Secretariat will select an appropriate research institution with the following qualifications:

- a. Extensive, specialized knowledge on the *APO Productivity Databook* and Productivity Database; ability to analyze economic growth covering labor and capital productivity and total factor productivity at aggregate level, industry origins of economic growth and labor productivity improvement, and energy productivity performance at aggregate level; maintain and update the Asian Economy and Productivity Map; update labor quality changes to reflect accurate productivity levels; recommend policies for enhancing productivity in APO members; and with a track record of experience and publications in English.
- b. Experience in providing advisory services to governments.
- 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 Proposals (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 the 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. Tasks of Chief Expert

As stated in the item 2.a, the selected research institution will recommend a chief expert to conduct the following tasks:

- a. Providing overall guidance and advice to National Experts as well as the team of researchers in collecting national data, including examination and cross-checking of the data and information collected through the updated *APO Productivity Databook* questionnaires
- b. Working in close consultation with the APO as necessary on the content and structure of the *APO Productivity Databook*
- c. Preparing an updated methodological framework for data collection from APO member economies as well as nonmember reference economies for all the components of the APO Productivity Database
- d. Performing econometric estimations to supplement nonexistent data for productivity-related indicators and
- e. Submitting the updated dataset for the APO Productivity Database 2023 version by September 2024.

5. Qualifications of National Experts

Government statisticians from national statistics offices or central banks with extensive knowledge of national accounts, labor statistics, and industry data, with three or more years in the position, and excellent English writing and presentation skills.

6. Tasks of National Experts

National experts will be responsible for collecting the necessary data and submitting them to the APO following the directions from the research institution.

7. Financial Arrangements

To be met by the APO

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

To be met by the research institution

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

To be met by experts or participating members

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

8. 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.

9. Actions by the APO Secretariat

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