

IMPLEMENTATION PROCEDURES FOR APO PROJECT MONITORING AND EVALUATION

1. Modality of Implementation

APO monitoring and evaluation (M&E) activities will be conducted through the online and/or face-to-face modality, depending on the situation and nature of the assignment.

Online

- a. APO M&E activities will be conducted in the online modality.
- b. The online sessions may also be conducted as coordination or consultative sessions among National Productivity Organizations (NPOs), other APO implementing partners, and the APO Secretariat.
- c. Online sessions will use videoconference platforms designated by the APO Secretariat.
- d. The duration of each session will not exceed four hours/day.
- e. NPOs, implementing partners, and other stakeholders should use their own devices, applications, and internet connections to participate in these sessions. Specific requirements are as follows:
 - i. Have necessary devices comprising a computer, web camera, microphone, and speaker or headphones.
 - ii. Have access to internet connections suitable for videoconferencing. Stable, wired LAN connections are preferred.

Face-to-face

- a. APO M&E activities will be carried out in the face-to-face modality at a venue identified by the Secretariat.
- b. NPOs, resource persons, and other relevant stakeholders will participate and engage in face-to-face interactions.
- c. The duration of a face-to-face session will be around eight hours/day.

2. Scope and Methodology

2.1 Enhancement of Data Collection and Reporting

Following adjustments in the APO Vision 2025 performance indicators, corresponding tools, processes, and systems will be enhanced or developed to ensure that data are properly collected to track progress and achievements of the vision's intended results and that the data will be used for decision-making and improvements.

Coordination and consultative sessions may be regularly organized to facilitate knowledge sharing among relevant APO stakeholders.

2.2 Development of M&E Guidelines

The M&E Guidelines are expected to streamline program/project design processes and harmonize program/project monitoring, evaluation, and learning requirements. The guidelines will be an important element of the M&E system to guide the planning and M&E of programs and projects. Coordination and consultative sessions may be regularly organized to develop the M&E Guidelines, which are expected to be operational under the post-2025 vision.

2.3 Training Course on Results-based M&E

The training course is expected to equip NPO and APO Secretariat staff with M&E knowledge and

skills and how they can be used to develop and implement results-based projects.

A separate Project Implementation Plan (PIP) will be issued by the Secretariat with information including on the timing, venue, modality, and qualifications of participants.

2.4 Post-2025 Visioning Exercise

The development of the APO Vision 2025's successor document is expected to incorporate the lessons learned derived from the APO Vision 2025: Pause-and-reflect Activity, which emphasized the first important step of understanding the problems to be addressed by conducting a need assessment, which then would inform the design and development of the next strategy, including indicative program plans.

A separate PIP will be issued by the Secretariat, along with the Request for Proposal (RFP) to be announced on the APO website. The APO will select a team of individuals or an institution with extensive knowledge and experience in strategic planning, research, activity design, data analysis, and M&E, as well as delivering technical assistance related to socioeconomic policy and analyses. For the scope of work, please click [here](#).

3. Financial Arrangements

To be met by the APO

- a. All assignment costs of resource persons for conducting the M&E training course and all costs related to the M&E training course.
- b. All costs related to the development of the M&E Guidelines.
- c. All assignment costs of resource persons for conducting the post-2025 visioning exercise and all costs of virtual and face-to-face meetings related to the post-2025 visioning exercise.

To be met by participating members

Part of local implementation costs, when required.