IMPLEMENTATION PROCEDURES FOR APO IN-COUNTRY PROGRAMS
SPECIFIC NATIONAL PROGRAM FOR MEMBER COUNTRIES (SNP)
DEVELOPMENT OF NATIONAL AI STRATEGY TO ENHANCE INDUSTRY PRODUCTIVITY

About the SNP
The SNP provides customized policy consultancy services to National Productivity Organizations (NPOs) and other key productivity institutions in developing national productivity roadmaps and/or institutional development plans for NPOs as well as other productivity-related policies. It aims to foster the centrality of productivity in the productivity policies of APO members and in the strategies and action plans of NPOs.

1. Scope

This SNP project is primarily focused on assisting the Thailand Productivity Institute (FTPI) in developing a national AI strategy to elevate the productivity of industries across Thailand.

2. Methodology

a. The project is conducted through collaboration with a team of individual or institutional resource persons from outside Thailand. Interested parties should submit proposals to the APO Secretariat by the deadline.

b. Project implementation stages comprise the three main components of current-state assessment and diagnosis; development of a national AI strategy for enhancing the productivity of Thai industries; and development of a curriculum and modules for AI productivity specialists.

c. The project is carried out through data collection/analysis; research and analysis; visiting and holding consultative meetings with stakeholders including key policymakers and high-level officials; development of the strategy report, curriculum, and modules; strengthening the capacity of FTPI and other stakeholders on AI; and other relevant activities within the deliverables and methodology agreed by the FTPI and APO Secretariat. The activities may be conducted in any modality deemed most feasible and appropriate.

d. The final national AI strategy and other outputs of the project will be submitted to the APO Secretariat by the agreed deadline. Revisions may be required until acceptance by the FTPI and APO Secretariat.

3. Resource Persons

Tasks
a. Preparing and proposing project methodology, approach, scope, etc. through close consultation with the FTPI and APO Secretariat.

b. Implementing all stages of the project to achieve the intended output(s) as per the agreed arrangement.

c. Collecting data, conducting analysis/diagnosis, confirming data/information with stakeholders including conducting interviews, finalizing the report, development of curriculum/modules, organizing dissemination activities, attending and contributing to meetings with high-level officials, etc. as per the agreed methodology and project timeline.

d. Submitting the report to the APO Secretariat by the deadline.

Qualifications
a. Advanced degree in fields such as AI, data science, computer science, economics, or related disciplines and/or professional certifications in AI, machine learning, data analytics, or project management (e.g., AI certifications from recognized institutions or Project Management Professional certification).

b. Proven track record in developing and implementing AI strategies, particularly in a national or large-scale context; experience in industries relevant to the national context (e.g., manufacturing, healthcare, finance) to understand sector-specific needs and opportunities for AI; experience working with government agencies, industry bodies, or large enterprises on digital transformation and AI projects;

and documented success in delivering AI-related projects that have led to measurable productivity improvements.

    c. Deep understanding of AI technologies, including machine learning, natural language processing, and automation; ability to develop long-term strategies that align with national economic goals and productivity improvement objectives; and understanding of AI-related regulations and ethical considerations, including data privacy, cybersecurity, and AI governance.

    d. Excellent English writing and presentation skills.

Notes:
The detailed scope of work is provided in the Request for Proposals (RFP), which can be found at the following link: https://www.apo-tokyo.org/procurement-notice/.

The selection of the participating individual or institutional resource person 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. Financial Arrangements

To be met by the APO
    a. Expenses for assignment of resource persons.

    b. Financial support for the FTPI to meet part of local implementation costs (up to USD10,000.00).

To be met by the FTPI
    a. All local implementation costs not covered by the APO.

    b. Other implementation and administrative costs.

5. Duration

The maximum project duration is six months.

6. Implementation

The FTPI and APO Secretariat
    a. Based on the approved proposal and consultation with the applying member, a PIP will be developed detailing the objectives, time frame, steps, and deliverables of the project. The PIP serves as the main reference for project implementation.

    b. If a project is canceled by the FTPI as the implementing organization after the issuance of a PIP, any costs incurred must be borne by the FTPI.

    c. An evaluation report should be submitted to the APO Secretariat upon completion of the project.

Resource Persons
    a. Implementing the project as per the agreed deliverables, duration, arrangements, etc.

    b. Maintaining close consultation with the FTPI and APO Secretariat.

7. Actions by the FTPI

    a. Appoint at least one FTPI staff member to act as the focal contact point between the FTPI and APO Secretariat for coordination during implementation.

    b. Prepare, manage, and monitor all tasks related to specific activities detailed in the approved proposal.

8. **Actions by the APO Secretariat**

   a. Design the approach/methodology of the project together with the resource person(s).

   b. Assign a resource person(s).

   c. Coordinate and carry out consultations with the resource person(s), FTPI, and related parties.

   d. Monitor overall project implementation.

   e. Provide administrative and financial support.