



PROJECT NOTIFICATION

Ref. No. 20-AG-03-GE-TRC-B-PN2000005-004

PN Issue Date	3 March 2020
PN Revision 1 Issue Date	7 May 2020
Project Code	20-AG-03-GE-TRC-B
Title	Training of Trainers on Village Tourism Development
Timing and Duration	5-8 October 2020 (4 days)
Venue	Yogyakarta, Indonesia
Implementing Organization(s)	Ministry of Manpower (NPO Indonesia) Ministry of Village, Development of Disadvantaged Region, and Transmigration, Indonesia
Target Country(ies)	Bangladesh, Cambodia, Republic of China, Fiji, India, Islamic Republic of Iran, Japan, Republic of Korea, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Turkey, Vietnam
Maximum Number of Overseas Participants	19
Maximum Number of Local Participants	6
Closing Date for Nominations	10-Aug-2020

Change History of Project Notificaion: 20-AG-03-GE-TRC-B

Revision	Date of Issue	Clause	Modifications
Revision 1	7 May 2020	Timing and Duration	Timing has been changed to 5 - 8 October 2020 (4 days) from 20-24 July 2020 (5 days)
		Maxium Number of overseas participants	19 instead of 18 (including Turkey)
		Closing date for Nominations	Closing date for nominations has been changed to 10 Aug. 2020 from 22 May 2020
		Actions by Member Countries	Item d. is updated. Necessary documents such as biodata forms and Medical and Insurance Declaration/Certification Form schould be submitted through DMS/Fleekdrive

1. Objectives

The primary objective of this project is to train trainers who can lead the development of village tourism as an economically sustainable method to strengthen agriculture and other potential income-generating activities through innovative approaches. Therefore, this project is planned to:

- Study innovative approaches to increase economic activity through village tourism;
- Share successful models and smart practices in improving productivity through village tourism;
- Train trainers in applications of innovative strategies and approaches to develop strategic action plans for village tourism management;
- Assist trainers in using tools to identify potential resources that can be developed into community-based village tourism activities; and
- To contribute to meeting the UN Sustainable Development Goals by strengthening rural communities.

2. Background

The nature of village tourism differs in many aspects from tourism in general. On one hand, village tourism can be defined as all leisure activities of visitors to rural areas. On the other hand, it often refers to very specific categories or forms of tourism. In general terms, village tourism occurs in rural areas with low population densities where land use is mainly dominated by farming, forestry, and fishery, with access to natural landscapes and sites of cultural and historical interest.

Tourism is one of world's largest industries. Village tourism can make significant contributions to rural and regional economies by creating job opportunities and encouraging entrepreneurship. Thus, especially in rural regions undergoing economic restructuring with the declining role of agriculture, many hopes are pinned on tourism to boost economic development and incomes by utilizing available natural resources.

For the successful development of economically viable tourism, attractive, competitive destinations must offer a variety of products and services adaptable to constant changes in market demand. Natural landscapes, a unique cultural history, and visitor-friendly services are important factors in successful rural tourism development.

This training course will enhance participants' understanding of current strategies and policies to develop village tourism for the sustainable socioeconomic development of rural communities.

3. Scope and Methodology

The course will consist of presentations by resource persons, sharing of country experiences by participants, individual/group exercises, and field visits.

The tentative program of this project is given below:

Date/Time	Activity
4-October-2020	Arrival of Participants in Yogyakarta
5-October-2020	Opening session Training topics: <ul style="list-style-type: none">• Global status of village tourism (concepts, principles, and features of village tourism)• Current trends in and future of tourism
6-October-2020	Training topics: <ul style="list-style-type: none">• Business models to develop village tourism through local enterprises and revenue-generating mechanisms• Developing rural-based tourism potential through community involvement

	<ul style="list-style-type: none"> • Value-added innovative tourism development • Public–private partnerships in village tourism • Tourism practices and promotion methods
7-October-2020	Site visit to a community-based tourism village
8-October-2020	<p>Group work session Issues and opportunities in village tourism practices and recommendations for creative village tourism development</p> <ul style="list-style-type: none"> • Group discussion • presentations <p>Closing session</p> <ul style="list-style-type: none"> • Individual presentations of follow-up action plans • Program evaluation by participants, resource persons, and implementing organization • Summing-up session • Closing
9-October-2020	Departure of participants

4. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Government officials, academics, consultants, and business leaders involved in rural development, particularly in village/rural tourism.
Experience	At least two years of experience in the position described above.
Education	Education: University degree or equivalent qualification from a recognized university/institution.
Language	All proceedings of the project are conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to attend an intensive project requiring participants to complete number of individual and group activities and strenuous fieldwork. It is therefore recommended that member countries do not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit the above profile are typically between 30 and 50 years of age.

Attendance

Participants are required to attend the entire program.

5. Requirement (applicable those who attends [certain project type])

The participants are required to undertake preparatory work such as writing country papers prior to departure for the project venue.

All participants are required to prepare and submit action plans to the APO and to share them with their NPOs within 10 working days after attending the project. The participants are also required to submit postproject follow-up reports six months after project completion to document the achievement of outcome(s) of the project. The NPOs will monitor the follow-up actions and report submission by participants.

The Guidelines for Project Preparatory Work will be provided in the project circular, and the Postproject Activity Guidelines are given in Attachment 1.

5-1. Repeat Participants (who attended previous APO projects and are applying for another)

- a. In the Candidate's Biodata form (application form), candidates are required to provide details of follow-up actions taken after attending a previous APO project(s) and outcomes (benefits) of those activities.
- b. Candidates are also required to state in the Candidate's Biodata form whether they submitted a report on their follow-up actions.

5-2. All Participants

- a. In the Candidate's Biodata form, candidates are required to list their expectations from the project and planned postproject actions/activities. This is a tentative list, which participants are free to revise or replace after attending the project (as in item b below).
- b. All participants are required to develop and submit final follow-up action plans within 10 working days of project completion, in the format to be provided by the APO Secretariat later.
- c. All participants are required to submit reports on the follow-up actions taken within six months (or a period specified for a particular project) of project completion.
- d. The reports on follow-up actions are separate from the trip reports participants usually submit to their organizations/NPOs immediately after returning from project venues. The report format will be provided before project completion.

6. Financial Arrangements

6-1. Airfare

The APO will bear the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Yogyakarta, Indonesia from organizations in any of these categories:

- a. SMEs;
- b. Nonprofit organizations; and
- c. Any organization from the APO list of LDCs.*

*As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia Fiji, Lao PDR, Mongolia, and Nepal.

Participants should note that the arrangements for the purchase of air tickets should follow the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants and is also available on the APO website and from APO Liaison Officers in member countries.

6-2. Participating Country Expenses (PCEs)

PCEs payable to the APO do not apply to organizations in any of these categories:

- a. SMEs;
 - b. Nonprofit organizations; and
 - c. Any organization from the APO list of LDCs.*
- *As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.

6-3. Insurance Coverage

Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to USD10,000.00 for the entire duration of the project and travel and must submit to the APO Secretariat a copy of the comprehensive travel insurance certificate before participation. Such insurance should be valid in the host country. This insurance requirement is in addition to existing government insurance coverage in some member countries. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident, illness, acts of war, force majeure, or any unexpected events beyond human control such as those related to natural disasters.

6-4. Cost Sharing

Subject to the conditions stated in the Financial Arrangements section, the following table shows the cost-sharing arrangements between the APO, host country, and participants or participating countries.

Cost item	Cost to be met by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph on Airfare for conditions)	Conditions apply	No	Conditions apply
Participating Country Expenses (PCEs) (refer to paragraph on Participating Country Expenses (PCEs))	USD50 per participant	No	No
Hotel accommodation at the Venue	No	Yes	No
Per diem allowance at the Venue	No	Yes	No
Transportation costs to and from hotel and airport at the Venue	No	Yes	No
Insurance coverage in the host country (refer to paragraph on Insurance Coverage)	Yes	No	No
Any expenses related to visa fees and airport taxes	Yes	No	No
All expenses incurred by participants for any reason including but not limited to: a. Stopovers b. Extension of stay c. Early arrival or late departure d. Flight cancellation	Yes	No	No
Any cancellation charges for expenses such as airfare and accommodations incurred by the APO or host country after issuance of Letters of Acceptance	Yes	No	No
Assignment costs of international resource persons	NA	No	Yes
Assignment costs of local resource persons	NA	Yes	No
All local implementation costs including but not limited to: a. Meeting rooms b. Documentation c. Preparatory costs	NA	Yes	No
Notes (special conditions)			

7. Actions by Member Countries

- a. Each participating country is requested to nominate three or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section Qualifications of Candidates above.
- b. No form of self-nomination will be accepted. All nominations must be endorsed and submitted by an APO Director, Alternative Director, Liaison Officer, or their designated officer.
- c. Please note that nomination of a candidate does not necessarily guarantee that he/she will be selected. Selection is at the discretion of the selection committee of the APO Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience.

Nonselection therefore does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are overqualified for a project.

- d. Each nomination should be accompanied by the necessary documents. A nomination lacking any of these documents may not be considered:
 - i. The Biodata Form should be entered in the Document Management System (DMS)/Fleekdrive. The form can be downloaded from the APO website (www.apo-tokyo.org). The Biodata Form (Ver. 1.1) in the Excel (xlsx) format should be uploaded to the specific project folder in nominees' member country folders in DMS/Fleekdrive.
 - ii. The APO Medical and Insurance Declaration/Certification Form must be completed and submitted with candidates' biodata at the time of nomination through DMS/Fleekdrive. Please note that self-declaration is sufficient for candidates without any of health conditions or illnesses listed on the reverse side of the medical form. However, for all others, medical certification by a licensed physician on the reverse side of the medical form is required.
- e. Necessary documents are to be submitted electronically. In that case, there is no need to send a hard copy by postal mail. However, if the documents are submitted by fax, member countries are requested to mail the originals of the documents to the APO Secretariat as well. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the APO Secretariat by postal mail. Please give the candidate's name and the project code on the reverse side of the photograph.
- f. Member countries are requested to adhere to the nomination deadline given on page 1. The APO Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the project.
- g. For member countries where nominations are required to be approved by higher government authorities and require a longer time, APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
- h. If a selected participant becomes unable to attend, he/she should inform the APO Liaison Officer/NPO in his/her country immediately and give the reason for withdrawal. The NPO concerned is requested to transmit that information to the APO Secretariat and the host country promptly.
- i. NPOs are requested to inform the selected participants that they are not to bring family members or to engage in any private business activities during the entire duration of the project.
- j. Each selected participant should be instructed to arrive at the venue one day before the start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this APO project.
- k. NPOs should inform participants that they must attend the entire program of the project.
- l. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from withdrawal or no-show of a participant.

8. Actions by the APO Secretariat

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to the start of the project.
- b. If some candidates fail to qualify or be unable to participate after selection, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

9. Project Preparation

The participants are required to prepare a short paper prior to departure for the project venue. In preparing the paper, they are expected to follow the "Guidelines for the Preparation of Country Papers" to be provided later.

10. Postproject Actions

All participants are required to prepare action plans and share the plans with their NPOs. The APO also requests participants to submit progress reports six months after completion of the project. In addition, participants taking part in training-of-trainers courses must also submit a report summarizing a training project

that they conducted following the action plans to the APO and NPOs within six months after project completion.

11. Evaluation of Participants

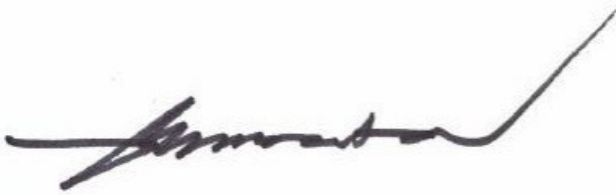
If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

12. Guide for Participants

Other conditions for participation are given in the APO Guide for Participants, which is available from APO Liaison Officers/NPOs in member countries and on the APO website (www.apo-tokyo.org).

13. Dress Code

Participants are required to wear business attire during the project. Other instructions will be provided in the circular for participants.

A handwritten signature in dark ink, appearing to read 'Dr. AKP Mochtan', with a long, sweeping flourish extending upwards and to the right.

Dr. AKP Mochtan
Secretary-General

POSTPROJECT ACTIVITY GUIDELINES

The follow-up actions by participants after project attendance determine the extent of multiplier effects (outcomes) of APO projects in member countries. The APO has therefore established an interdepartmental Participant Selection Committee to ensure selection of the most appropriate candidates. A key consideration is whether individuals are in a position, have the ability, and are willing to undertake follow-up actions after project attendance.

Each participant is required to undertake follow-up actions after attending an APO project based on his/her learning from it and report on those activities to the NPO of his/her country and the APO Secretariat, following the guidelines below:

Examples of Follow-up Activities

The examples below are suggestions and are not meant to limit participants' choices of follow-up actions:

- a. An official report on project attendance to participants' organizations, or NPOs, or both;
- b. Newspaper/magazine articles based on learning from the project;
- c. Application of knowledge, skills, techniques, or technologies for improving job performance and/or organizational capacity;
- d. Delivering a presentation or lecture on the project topic;
- e. Conducting a workshop/seminar/conference/forum on the project topic;
- f. Improving training/teaching/extension materials related to the project topic; and
- g. Sharing project findings with colleagues, professional groups, or others.