# Attachments

## **Attachment 1: Application Form for In-country Programs**

* + - 1. **To which APO productivity goal is your proposed project expected to contribute? Please check one.**

*To learn more about the APO productivity goals, please refer to the APO Vision 2025 document.*

☐ Sustained Productivity Growth

☐ Robust Innovation Ecosystem

☐ Inclusive Engagement and Shared Productivity

* + - 1. **Based on the APO productivity goal with which your proposed project is aligned, which APO key result area (KRA) will your proposed project focus on? Please check one.**

*To learn more about the APO KRAs, please refer to the APO Vision 2025 document.*

☐ Sustained Productivity Growth ☐ Centrality of Productivity ☐ Quality of Workforce

☐ Smart Transformation ☐ Robust Innovation Ecosystem ☐ Business Dynamism ☐ Innovation Capability

☐ Inclusive Engagement and Shared Productivity ☐ SMEs ☐ Informal Sector ☐ Women ☐ PWDs

☐ Productivity Gainsharing

* + - 1. **Subject Area (Project Title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION 1. BASIC PROJECT DETAILS**

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| --- | --- | --- | --- |
| **Project Type**  *Please check the applicable box* | IOSM  DMP | TES  SNP | BCN |
| **Project Modality** | ☐ Virtual  ☐ Face-to-face  ☐ Hybrid | | |
| **Requesting Member/NPO** |  | | |
| **Hosting Member/NPO**  *List first- and second-priority host members/NPOs (applicable to IOSM and BCN only)* |  | | |
| **No. of Visits and/or Follow-up Activities Required**  *Please indicate whether the project will be implemented in multiple visits/activities throughout the year (applicable to TES and BCN only)* |  | | |

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| --- | --- | --- | --- | --- |
| **Project Timing** | From |  | To |  |
| **Project Timing**  (Follow-up activities for IOSM, BCN, TES, and DMP) | From |  | To |  |
| **Preference for Timing and Duration**  *Please check the applicable box* | Fixed, not flexible  Preferred, not yet fixed  Adjustable to suit resource person’s availability | | | |

**SECTION 2. PROJECT BACKGROUND, OBJECTIVES, AND EXPECTED RESULTS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1) Background:**  *The rationale and background sections constitute the problem analysis related to the scope of the APO Vision in general and the productivity priorities of APO members in particular.*  *Guide Questions for Background: What is the background of the problem that the project is intending to address? Who is involved? Is there any evidence/data to support the problem area? The background may also include additional information such as whether the project is a follow-up to a previous project or part of a bigger initiative of the APO member/NPO.*  *Guide Questions for Rationale: What is the problem statement? What is the rationale for the proposed solution? This will link to the objectives and outcomes of the project. To the extent possible, always link the “problems” identified with those identified in the APO Vision and how the APO could help address them.*  **2) Objectives:**  *Objectives should link to the intended outcomes below to show how the project will achieve the outcomes. Some tips:*   * + *One idea, one objective. Use only one action verb to ensure clear measurement of the objective. Avoid verbs that may have vague meanings to describe intended outcomes (e.g., “understand” or “know”). Use verbs that will help document action (e.g., “At the end of the project, the demonstration company will introduce recommendations to...”)*   + *SMART Criteria:* * *Specific: Provide the “who” and “what” of program/project activities.* * *Measurable: How much change is expected?* * *Achievable: Can it be achieved using the given resources and under current constraints?* * *Relevant/realistic: Is it addressing the problem identified in the rationale?* * *Time-bound: Provide a timeline indicating when the objective will be met, which is usually tied to the duration of the project.*   **3) Intended Beneficiaries:**  *Based on the problem analysis, identify and describe the intended direct beneficiaries of the project. Those identified should match those mentioned in the rationale (problem analysis) and objectives/outcomes. To the extent possible, be specific. Please refer to the following, as applicable:*   1. *Number of participants: Provide information on the number of participants and/or individual beneficiaries of the proposed activities.* 2. *Qualifications of participants: Explain criteria for selection and requirements of participants in proposed activities to ensure the achievement of intended objectives. This is applicable to capacity-building activities such as training, workshops, etc.* 3. *Number of organizations: Name of organization, type of organization (government, SME, NGO, large profit-making organization, multinational company) with a brief profile.*   **4) Intended Results:**  *This should link to the objectives. These are the results or changes that the project intends to achieve. They should align with the results in the APO Vision under the concerned goal/KRA and APO member/NPO-related productivity plans.*  *Some tips on formulating outcomes:*   * *Follow the SMART criteria as stated in the Objectives section.* * *Translate the problems mentioned in the Rationale section into results. For example, from “inadequate access of SMEs to financing schemes” to “increased access of small businesses to loans.”* * *Translate the Objectives section into results. Examples: From "train participants" to "increased skills;" From "develop master plan" to "endorsed master plan."* * *Do not combine two results, for example, increased awareness and enhanced skills.* * *Write in the passive tense (to indicate the condition), e.g., enhanced, increased, improved.*   *Some tips on formulating outputs:*   * *Follow the SMART criteria as stated in the Objectives section.* * *What kind of policies, guidelines, agreements, products, and services do we need in order to achieve a given outcome?* * *Outputs generally include a noun that is qualified by a verb describing positive change. For example, need assessment conducted, xx NPO staff trained. If the result is mostly beyond the control or influence of the project or program, it cannot be an output.*   *Describe the expected activities to be undertaken to achieve the intended outputs and outcomes. Insert more rows as needed.*   |  |  | | --- | --- | | **Outcome 1** |  | | **Output 1.1** |  | | **Activity** |  |   **5) Sustainability Strategy**  *What are the follow-up activities envisioned to sustain the benefits of the project after implementation? Describe them below. Note: For SNP, please include the project management structure.*  **6) Supporting Documents**  *a. Daily Program and Schedule*   |  |  |  | | --- | --- | --- | | **Date** | **Activity** | **Venue (City)** | |  |  |  |   *Note: Activity should indicate specific topics of presentations/discussions and detailed coverage of services. If there are multiple activities for the requested project, please include all activities.*   * 1. Participants *(applicable to study visits, missions, and capacity-building activities such as training, workshops, etc.)*   *Provide information on the number of participants and/or individual beneficiaries of the proposed activities. Explain criteria and requirements of participants in proposed activities to ensure the achievement of intended objectives.*   * 1. *Plan for follow-up activities*   *For BCN and IOSM, please see the arrangement of the follow up activity(s) in the Specific Information page of each program. A plan/proposal may be developed and agreed by all parties after the implementation of Stage 1 (mission/visit).* |

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| Requested by | Name: | Date: |  |
|  | Designation: |  |  |
|  | Organization: |  |  |
| Endorsed by | Name: | Date: |  |
|  | Designation: |  |  |
|  |  |  |  |

**Important:**

* This application should be submitted by the APO Liaison Officer with an endorsement from the APO Director, Alternate Director, or NPO Head. Please submit with the signature of the APO Director, Alternate Director, or NPO Head or copy them when submitting the application.
* Please submit biodata forms of participants along with the application form, which can be downloaded from the APO website for IOSM and BCN.