IMPLEMENTATION PROCEDURES FOR APO RESEARCH PROJECTS
(DIGITAL MULTICOUNTRY)

1. Methodology

a. In-country research: Each national expert will collect and analyze data and write a preliminary report based on the research framework circulated prior to the coordination meeting. The reports will be finalized after the coordination meeting.

b. Coordination meeting of experts: A coordination meeting to finalize the research methodology and framework will be organized. The preliminary reports detailing country-specific situations will be presented in this meeting for feedback from other experts. The virtual sessions will be around three hours each day.

2. Qualifications of Experts

Chief experts

Extensive experience in undertaking qualitative and quantitative international research projects on the informal economy and productivity policy, with a track record of published reports in English on those topics, and excellent English writing and presentation skills.

National experts

Policy analysts or academic researchers specializing in the informal economy and productivity policy, with a track record of experience in publishing reports in English on those topics and conducting qualitative and quantitative research national-level research, excellent English writing and presentation skills.

3. Tasks of Experts

Chief expert

a. Develop the overall framework and guidelines for the research.
b. Present the research framework, methodology, and report structure during the coordination meeting.
c. Review the drafts and provide feedback to the national experts to ensure the quality of the work.
d. Provide support and advice to the national experts in conducting the research.
e. Prepare the final report and submit it to the APO Secretariat by the deadline.

National experts

a. Collect data at national level following the methodology and framework provided.
b. Write country reports on the analyses and findings based on the data collected.
c. Present the preliminary reports during the coordination meeting.
d. Revise the reports following the agreement during the coordination meeting and reflect the comments of the chief expert and APO Secretariat.
e. Cooperate with the chief expert to ensure the quality and consistency of the final report.
f. Submit the reports following the agreed format to the chief expert and APO Secretariat by the deadline.

4. Financial Arrangements

To be met by the APO

a. Honoraria for the chief and national experts.
b. All assignment and relevant research costs.

To be met by experts or participating members

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

5. Actions by Participating APO Members

a. Participating members are requested to nominate candidate national experts before the deadline.
b. Each nomination must be accompanied by the APO biodata form and uploaded to the APO Document Management System (DMS)/Fleekdrive by the NPO.

6. Actions by the APO Secretariat

a. Identify and invite a chief expert to lead the research until its completion.
b. Coordinate all arrangements related to the research activities.