



PROJECT NOTIFICATION

Ref. No.: 22-RC-17-GE-RES-A-PN2200047-002

Date of Issue	12 May 2022
Project Code	22-RC-17-GE-RES-A
Title	Research on Productivity of the Informal Sector in APO Members: Issues and Challenges
Timing and Duration	July–December 2022 (six months)
Hosting Country(ies)	Not Applicable
Modality	Digital Multicountry
Implementing Organization(s)	APO Secretariat
Participating Country(ies)	All Member Countries
Qualifications of National Experts	Policy analysts or academic researchers specializing in the informal economy with proven research experience, three or more years in the position, and excellent English writing and presentation skills
Qualifications of Chief Expert	Extensive knowledge of the informal economy and its related issues such as employment, female labor force participation, productivity measurement, etc. with proven research experience and publications in English on those topics
Nomination of National Experts	All nominations must be submitted through National Productivity Organizations of members
Closing Date for Nomination of National Experts	15 June 2022

1. Objectives

- a. Analyze existing productivity challenges and issues in the informal sector in APO members.
- b. Formulate strategies for overall productivity enhancement of the informal sector.
- c. Provide in-depth analysis of informal-sector strategies for generating productivity growth as part of postpandemic economic revival.

2. Background

Gains from productivity enhancement are maximized when a critical mass of the economy is involved in the process. This includes the informal sector, which has a significant share of total employment in most countries. While its productivity is low, it helps reduce poverty in urban areas. The COVID-19 situation has prompted the need to reexamine issues affecting the informal sector to assist in postpandemic revival.

Certain informal-sector activities have linkages with the formal sector. Even when the linkages exist, informal-sector workers do not gain in terms of productivity and quality of employment. The best support for informal-sector businesses is to help them graduate to the formal sector.

Graduation to the formal economy, however, may not be straightforward. Some may opt to operate within the informal sector to control costs. For few others, the barrier is the process of registration to become formal business entities. This research investigates the dynamics of the informal sector to recommend inclusive, broad-based productivity enhancement interventions.

3. Scope and Methodology

Scope

- a. Informal-sector productivity diagnosis and mapping
- b. Transitioning from the informal to the formal sector
- c. Measurement of informal-sector productivity
- d. Policy interventions and support for the informal sector
- e. Inclusive productivity

Methodology

- a. In-country research: Each national expert will compile and analyze data and relevant information (e.g., literature, policy documents, etc.) 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. The indicative agenda items are:

Day 1:

- Research overview
- Research framework
- Methodology and scope
- Data availability and sources
- Preliminary research findings

Day 2:

- Agreement on the research framework, format of the final report, and timeline
- Final publication requirements

4. Tasks of Experts

Chief Expert

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

National Experts

- a. Collect data and/or information at national/subnational levels related to the questions in the background section following the methodology and framework provided.
- b. Write country reports on the analyses and findings based on the data and information collected.
- c. Present the preliminary analysis 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 reports.
- f. Submit the reports following the agreed format to the chief expert and APO Secretariat by the deadline.

5. 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 the national experts when collecting data at the national level.

6. 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. The biodata form is available on the APO website.

7. 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.



Dr. AKP Mochtan
Secretary-General