



## Project Scope Statement – Policy Leadership Activities (Indonesia, Philippines and Viet Nam) Phase Two, APEC-Canada Growing Business Partnership

The following document provides an outline of the focus areas and summary scope of work for the Policy Leadership Activities under the Phase Two, APEC-Canada Growing Business Partnership.

### Focus Areas

Bidder(s) are invited to consider how they will address the following focus areas for the target economies for the Policy Leadership Activities:

Indonesia	<ul style="list-style-type: none"><li>• Access to finance</li><li>• Cooperatives and peer-to-peer lending</li><li>• Environmentally sustainable business models</li></ul>
Philippines	<ul style="list-style-type: none"><li>• MSME resilience, regarding natural disasters and COVID-19</li><li>• Promotion of MSME innovation</li><li>• Evidence-based policymaking, and improved implementation of policies and programs</li></ul>
Viet Nam	<ul style="list-style-type: none"><li>• Taxation and tax incentives</li><li>• Business regulations and formalization</li><li>• Environmentally sustainable business models</li></ul>

### Summary Scope of Work

The selected bidder(s) for the Policy Leadership activity stream will be responsible for delivering the following activities to policy actors in Indonesia, the Philippines, and Viet Nam.

#### Activity 1111: Regional Policy Brief

##### A. Description of Activity

**Expected Output:** ONE (1) Policy Brief covering Indonesia, the Philippines, and Viet Nam

**Objective:** The policy brief will explore best practices for implementation, monitoring, and evaluation of gender responsive and inclusive MSME policies that promote economic growth for men and women MSME entrepreneurs.



**Intended Outcome:** The intended outcome of this activity is the enhanced ability among MSME support organizations to adapt best practices for gender responsive and inclusive MSME programming in Indonesia, the Philippines, and Viet Nam.

B. Scope of Work

- Work with APF Canada to discuss the focus area and the key themes and topics that will be in discussed in the Policy Brief, relevant to MSME policies in Indonesia, the Philippines, and Viet Nam.
- Draft one Policy Brief, according to the topic determined together with APF Canada.
- Conduct primary and secondary research toward the drafting of the Policy Brief, such as literature reviews and interviews with government policymakers, business leaders, research institutions and civil society organizations.
- Validate the research findings with stakeholders.
- Coordinate with APF Canada on the editing process of the Policy Brief.
- Translate the Policy Brief into Bahasa Indonesia, Filipino, and Vietnamese. If there is no translation capacity among staff, sub-contracting for translation is an eligible expense.
- Copyedit and design the Policy Brief.
- Design a brief reader survey to gather demographic information and/or feedback from those who access the brief online.
- Support knowledge sharing for the findings from the Policy Brief, such as presenting at the Policy Leadership Workshop(s).
- Complete a mid-point report and final report upon the completion of the Policy Brief.
- Support with monitoring and evaluation activities.

C. Timeline

- **Start date:** June 2024
- **Proposed duration:** 9-12 months with some flexibility based on donor requirements.

## Activity 1121: Policy Leadership Workshop Series

A. Description of Activity

**Expected Output:** THREE (3) total workshop series\*:

- ONE (1) workshop series in Indonesia (tentatively in Jakarta)
- ONE (1) workshop series in the Philippines (tentatively in Manila)
- ONE (1) workshop series in Viet Nam (tentatively in Da Nang City)

\*Minimum of 2-3 outputs (e.g.: events, networking, etc.) per series. At least one in-person output is required. Hybrid or virtual options will be considered. Bidders may also address additional services and/or considerations not specifically referenced that may be of potential benefit.



**Description:** The Policy Leadership Workshop Series will invite government policy actors, MSME support organizations and stakeholders in the APEC Business Advisory Council (ABAC) to learn to apply best practices for gender responsive and inclusive MSME program implementation.

**Intended Outcome:** The intended outcome of this activity is the enhanced ability among MSME support organizations to adapt best practices for gender responsive and inclusive MSME programming in Indonesia, the Philippines, and Viet Nam.

B. Scope of Work

- Work with APF Canada to provide input to the objectives and goals of the Policy Leadership Workshop Series to ensure that these address the needs and/or knowledge gaps of policy actors in Indonesia, the Philippines, and/or Viet Nam.
- Work with APF Canada to develop the workshop program and materials, based on topics relevant to MSME policies that are of interest to policy actors in Indonesia, the Philippines, and/or Viet Nam.
- Coordinate the translation of workshop materials into Bahasa Indonesia, Filipino, and/or Vietnamese.
- Organize the venue and logistics for the Policy Leadership Workshop Series, including providing an appropriate venue, staging of chairs, and access to appropriate audio/visual and translation equipment for use in English and Bahasa Indonesia, Filipino, and/or Vietnamese as needed for each event.
- Translate the content and materials into Bahasa Indonesia, Filipino, and Vietnamese as needed for each event.
- Work with APF Canada to recruit and provide speakers who will present and guide discussion on the themes and topics of the workshop.
- Assist in the recruitment of participants for the workshop series, who are policy actors in Indonesia, the Philippines, and/or Viet Nam, including government policymakers, business leaders, research institutions and civil society organizations.
- Work with APF Canada to create and manage invitations, RSVPs, and registration for the workshop.
- Provide or contract catering services for the workshop.
- Provide staff to facilitate the registration of participants and speakers, photography during the workshop, and note-taking of the activities and information conveyed during the workshop.
- Conduct monitoring and evaluation of the Policy Leadership Workshop, including a mid-point report, a survey for participants and a final report of the results and outcomes.

C. Timeline

- **Start date:** June 2024
- **Proposed duration:** 9-12 months with some flexibility based on donor requirements.