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## ASEAN CSR Vision 2020 Small Grants Fund

### Final Project Report

This report is to be completed by the Implementer **within 1 month of the end of the effective date of the implementation of the project**. All Sections should be completed, and this form should be returned to the Project Coordinator in both soft and hard copies.

The final 20% disbursement cannot be made until the Final Project Report has been submitted and received by the Project Coordinator.

**This Report must be accompanied by a Financial Report which shall be prepared in accordance with the submitted Budget and includes all original receipts/financial records.**

<b>A. Implementing Agency</b> <i>Please spell out in full as the name has been registered and where relevant, only include acronyms after that</i>	<i>University of Asia and the Pacific</i>
<b>B. Full Address / Country</b>	<i>Pearl Drive, Ortigas Center, Pasig City 1605 / Philippines</i>
<b>C. Contact Person &amp; Details</b> <i>Insert full name, designation and contact details here (include phone number &amp; email). It is also recommended to provide an alternative contact point.</i>	<i>Colin Legarde Hubo</i>  <i>Executive Director</i>  <a href="mailto:colin.hubo@uap.asia">colin.hubo@uap.asia</a>
<b>D. Authorised representative/signatory</b>	

## Part 2: Project Summary

<b>A. Project Title</b>	Enhancing the Competitiveness of Philippine SMEs through CSR Strategies		
<b>B. Areas (country, city, town etc.) covered</b>	Ilo-Ilo City, Naga City, Davao City Philippines		
<b>C. Planned Start Date</b>	October 2016	<b>Actual Start Date</b>	November 2016
<b>Planned Completion Date</b>	March 2017	<b>Actual Completion Date</b>	June 2017
<b>D. Explain any variance in Start/End dates</b>	The initial plan to conduct the round table discussion/conference in Naga City was on January 2017. However, the province was hit by Typhoon Nina on the last week of December 2016. In line with this, we were advised by the local chamber of commerce to reschedule the round table discussion on a later date because they are still recovering from the impacts of the typhoon. This has also caused us to move the date for the round table discussion in Davao to April 2017.		

<b>E. Short Project Summary</b>
Under the ASEAN CSR Vision 2020, the promotion of CSR under the ASEAN Socio-Cultural Community blueprint clearly stated that CSR has the potential to give businesses a competitive advantage by introducing more environment-friendly and cost-efficient practices, reducing risks of corruption, and spurring innovation that leads to better quality of life and sustainability. Whilst this true, in the context of the Philippines, much of the work on the promotion of CSR is centered around big businesses, with little or lack of efforts to focus on the small and medium enterprises. In the Philippines, 99.7% of registered businesses are SMEs (or those with 1-99 employees and capitalization of Php 15-50Million/USD 65k-1M), employing 70% of the total workforce, and are mostly located in regional centers (Cebu, Iloilo, Davao) outside of Metro Manila. Thus, focusing on increasing the competitiveness of SMEs through CSR can address issues of equity and access to resources as well as create an enabling environment for the Philippine government to meet its commitment under the new SDGs. Using the CSR strategies for engagement, SME's have the potential to improve sustainable development initiatives, enhance the competitiveness of regional centers to compete for foreign direct investment, ease migration to Metro Manila and improve poverty focused delivery of basic social services.
<b>F. Project Purpose (use the exact wording from the approved Project Proposal Form)</b>
To capacitate Philippine small and medium sized enterprises on how to take advantage of corporate social responsibility strategies to access the global markets and become more competitive
<b>Was the Purpose achieved? If not, give reasons. Please state your sources of information.</b>
Yes, however we have only conducted the round table discussion and conference to three out of the 18 regions in the Philippines. We plan to roll this out to the remaining regions to capacitate all SMEs nationwide.
<b>Did any external factors contribute to the achievement of the Purpose? Please describe.</b>
We partnered with local business organizations such as the Iloilo Business Club, Metro Naga Chamber of Commerce and Industry, and the Davao City chamber of Commerce and Industry, Inc. We have also worked with different academic institutions such as the University of the Philippines – Visayas.

<b>Were there any significant changes made to the project design after the commencement of the project (outputs, activities, budget, duration etc.)? Please describe the changes.</b>
There were no significant changes made to the project design except for the change in duration brought about by the rescheduling of the round table discussion and conference in Naga City.
<b>G. Please describe any unplanned consequences from the project.</b>
As per our schedule, we are supposed to start the Round Table Discussion for SMEs at Naga City this January 2017. Unfortunately, the area was hit by Typhoon Nina (International Name: Nock-Ten) last December 2016. Our partner institution in the area requested to hold the Round Table Discussion on March 2017, giving them a period to recover from the casualties.

### Part 3 : Implementation

<b>Were all the Milestones / Indicators of Success met or achieved as planned, with the planned results? If yes, please note the results. If not, please explain.</b>	
<i>Add more lines as required</i>	
<b>Milestone Number<sup>1</sup></b>	<b>Result</b> <i>Achieved / Not achieved</i>
Desk Research	Achieved  The results of the desk research were used in the trainings that have been provided to the SMEs that participated the event.
Round table discussions	Achieved  The inputs of the participants in the round table discussions were used in making the policy paper that will be submitted to the responsible government and private institutions.
Conference/Workshops	Achieved  The conferences that have been conducted in Naga City, Ilollo City, and Davao City were able to train more than 60 SMEs on CSR strategies.
Guidebook Development & Publication	Achieved  The findings of desk research, round table discussions, and workshops were used to formulate, write and reproduce the modules on CSR strategies for SMEs.

<sup>1</sup> List all milestones as stated on the approved Project Proposal Form

Impact Evaluation	Achieved  The results of the evaluation that we have conducted on the pilot phase, we realized that it is also relevant to integrate business and human rights on the second phase. Thus, we are planning to capacitate SMEs in the other Philippine regions not only with corporate social responsibility, but also on business and human rights.
<b>Were all the Outputs delivered as planned, with the planned results? If yes, please note the result. If not, please explain.</b> <i>Add more lines as required</i>	
<b>Output Number<sup>2</sup></b>	<b>Result</b> <i>Delivered / Not delivered</i>
Policy Paper	Delivered  After the various round table discussions conducted, the project is proposing the following to different government institutions concerned with SMEs:  1. The government should mandate large local companies to get suppliers from local communities, as part of their CSR practices;  2. The government should focus on the agribusiness sector because a strong agribusiness sector yields a strong supply and logistics sector, strong food security sector, and a competitive manufacturing and hospitality industry;  3. The government must simplify the process for SMEs to get business permits. The national government must also reform the taxes imposed to small businesses. It must also provide regular reports that show government spending;  4. The government must also come up with a standard of indicators that would assess CSR projects of SMEs, and provide incentives for SMEs that would engage in CSR activities;  5. It is also more appropriate for the national government to come up with a program for each region; and  6. The government must provide stringent rules to foreign companies that would like to transact business in the Philippines.
Trained 60 SMEs	Delivered  The project was able to train more than the expected number of SMEs. There were 30 SMEs from Naga City (Luzon), 10 SMEs from Iloilo City (Visayas), and 40 SMEs from Davao City (Mindanao). Overall, there are 80 employees that were trained through this initiative.
Guidebook	Delivered  The findings of desk research, round table discussions, and workshops were used to formulate, write and reproduce the modules on CSR strategies for SMEs.

<sup>2</sup> List all the Outputs as stated on the approved Project Proposal Form

<b>Were all the Activities completed as planned? If not, please explain.</b>		
<b>Planned Activities</b> <sup>3</sup>	<b>Progress</b> <i>Delivered / On track / Not delivered / Not on track</i>	
Desk Research	Delivered	
Roundtable & Policy Paper	Delivered	
Conference/ Workshops	Delivered	
Guidebook Development, Publication & Launching	Delivered However, the launching of the guidebook has not yet been undertaken.	
<b>Was the project completed on Budget?</b>		
<b>Planned Total Cost</b>	<b>Actual Total Cost</b>	<b>Variance</b> <i>(difference between planned and actual costs)</i>
SGD 13,000 (ACN share: 80% = SGD 10,000; UA&P share: 20% = SGD 3,000)	SGD 11,232 (PhP 409,498.42)	SGD 1,768
<b>Please explain any variance in planned and actual expenditure, where the difference is greater than 5%.</b>		
UA&P has yet to receive the remaining fund from ACN amounting to SGD 2,000.		

#### **Part 4: Sustainability, Risk Assessment & Stakeholder Analysis**

<b>What evidence do you have that the benefits of the project will be sustained? Please describe.</b>
The benefits of the project will be sustained once the government institutions regulating SMEs such as the Department of Trade and Industry would be able to implement the policy recommendations that we have stated in the policy paper. The benefit of the project is SMEs are now capacitated to implement CSR strategies in their businesses. However, without the assistance from the government, SMEs would not be able to sustain CSR in their operations. The results of the survey that we conducted showed that SMEs believe that CSR is a responsibility of every business and they are willing to implement CSR strategies. However, they are hindered by their budget and untrained employees. Moreover, the survey also showed that they rely on the government as their partner institution in implementing CSR in their business operations.
<b>What were the three main lessons identified that could be applicable to running this type of project again?</b>
The first lesson that we have identified is to invite a local facilitator from the local university in order to have a better communication with the participants. A facilitator that has the ability to speak the dialect of the province would provide a better discussion with the participants. Another lesson is to schedule the date of the round table discussion and conference very wisely. This is because the majority of the participants are business owners, and their presence in their businesses is very important.

<sup>3</sup> Only list the activities (from the approved Project Proposal Form) which were not delivered as planned

Lastly, we learned to always have a backup plan. The delay of the project was because of the typhoon that we did not anticipate. We could possibly still be on time if we have a backup plan for occurrences as such would happen.

**We would welcome your feedback and comments on ACN procedures and systems in relation to the project**

<b>Signature</b>	
<b>Full Name</b>	Colin Legarde Hubo
<b>Designation</b>	Executive Director
<b>Date</b>	July 4, 2017

**Photos (Kindly see attached)**

**For Official Use**

<b>Programme Manager</b>	
<b>Are you satisfied that this report is fair and accurate?</b>	Yes / No <i>(delete as appropriate)</i>
<b>Is there a key lesson that ACN has learnt from this Project? Please describe</b>	
<b>Following completion of the project, what are the next steps?</b>	

<b>Signature</b>	
<b>Full Name / Designation</b>	
<b>Date</b>	
<b>Other Remarks</b>	
<b>CEO Comments: Please add your assessment of the effectiveness of the project</b>	