

# APOXCOACH

## Company Portfolio



<https://digitalprinciples.org/>



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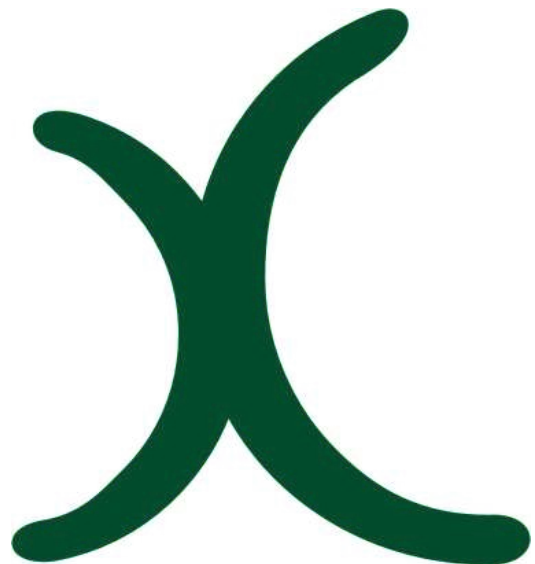
### WEB

<https://apo-coach.de>

### PUBLIC KEY

<https://apo-coach.de/kontakt.php>

<https://apo-coach.de/en/kontakt.php>



## General Background and Overview of Firm

### **APO-COACH GbR**

APO-COACH GbR has been a partnership under the German Civil Code since 2000 and is mainly focussed on sustainable development issues at home and abroad.

Connected to and beyond ICT our fields of activity embrace e-governance, education, TVET, information systems, and labour market. We have experience in working with several international development organisations with an emphasis on collaboration, quality, and open-source solutions.

As a small business, we make a point of good relationship and effectiveness. As a company of two experts, we believe in quality and always provide assistance for one another, as a gratuitous service without charging the customer an extra fee.

We establish and maintain client relations based on confidence and trust, where the main characteristics are discretion, availability, empathy, changing perspectives, reliability, quick response, and space for meeting. Accordingly we appreciate and plan client and stakeholder participation, cooperative methods and actively maintain contacts. As a rule our working attitude is effect-oriented.

In any event our communication with the client is open, clear and comprehensive, such as sending questionnaires in advance in order to prepare interviews. We are interested, and make appropriate use of the written word, are attentive to disruptions, and flexible. We take into account diverse interests and select significant information for decision-making in a concise and understandable manner.

We respect institutional potentials, interests, and understand resistance to changes, thus we make use of transparent processes and transfer of knowledge.

Reports and manuals are prepared with simple and easy to read layout, summaries in text, graphics, and tables that make results visible.

Continuous and institutionalised team and self-reflections ensure that our resolutions determine the working and communication processes.

We are strongly committed to the idea of lifelong learning, thus we love to learn, teach, and collaborate in trainings and workshops. We continuously study and take courses ourselves to extend our knowledge.

For our projects we use secure and open-source communication and working environments and also make the corresponding repositories available to partners and stakeholders. Email encryption is natural to us.

## **Project Management**

Our project management utilises both agile and traditional methods, depending on the type of project, e.g. whether the roles are fluid or firmly defined. As a general planning and control method, we operationalise a work breakdown structure that can be viewed from three perspectives: i) the function-oriented structure, which focuses on the organisations executing the project and emphasises the type of activity to be carried out; ii) the object-oriented structure, which focuses on the actual project result, which is broken down into its individual components; iii) the time-oriented structure, which looks at the phases of the project.

Projects are planned as large blocks and milestones are defined. We break down the blocks into manageable individual steps to which activities, players and responsible parties are assigned. Information about the workload per task, per person, per team, etc. is visible at a glance. The activity steps are regularly reflected on in the team and with the client, adjusted if necessary and iteratively processed.

Like agile teams, we are convinced of the value of frequent communication: jour fixes for all stakeholder groups and the team, and stand up meetings for sub-teams. Regular meetings strengthen trust and increase mutual understanding; inconsistencies are addressed before they can become problems. Jour fixes provide the opportunity to present advances and to introduce corrections at an early stage. Combined with a culture of error-friendliness, these meetings open room for rapid feedback and mutual openness which leads to better results gained with less diversion.

We use customized IT solutions that are GDPR compliant, web-based solutions are hosted securely on servers in Germany, which we know by IP.

The choice of software also reflects our philosophy. We only use open source software on our work computers and for our cloud solutions, and we buy services from companies that we know personally and trust.

For video conferences and remote meetings, we use a dedicated BigBlueButton instance.

Collaboration and project management are mainly organized on a dedicated NextCloud installation.

NextCloud includes a variety of tools, from mind mapping to AI functions such as machine translation or speech-to-text.

The group-based rights system enables sharing, collaboration, as well as confidentiality and includes version control.

As we track individual activities with Kanban decks, scheduling and allocation as well as relevant information are always at hand and an overview information on how long tasks will take to complete.

In projects with parallel tasks, the critical path method gives us early warning of any time risks to the project.

Last but not least, a common calendar informs team members about the availability of individuals and public holidays in each of the involved countries.

In that way, we have a clear view on roles and responsibilities, communication, structure, time consumption, availability, client involvement, delivery, and documentation at any time.

## Philosophy

### ***Use what fits best***

We have experience in using different tools and methods in project planning and management. But we do not believe in a certain methodology. Rather, we take what fits the context best.

### ***Open Source***

Using Open-Source Software is not only a strategic decision (independence from supplier restrictions, quick response to security issues, flexible operation, dynamic developer teams).

Also monetary consideration plays a decisive role (saving of expenses when using free of cost licenses, free updates and patches).

Last but not least Open-Source is a social determination (liberal license policy, high value and free accessible documentations, prompt and free support by the "Open-Source-Community").

### ***Sustainability***

Sustainable development for us is more than idle talk used as an empty phrase in projects. Using the term in an excessive and inapt way indeed spreads the word, but at the same time it dilutes meaning and concept.

Sustainability is more than sole technical longevity: Bearing solutions, in means of economic, social and ecological persistence, presume sensible planning and participation of stakeholders, and having in mind resilience analysis and strategies.

### ***Digital Principles***

We endorse the [Principles for Digital Development](#).

## Concepts

### ***Monitored Responsibility***

Our action framework "Monitored Responsibility" provides safety for projects, and free hand plus own responsibility for partners. We see ourselves as providers of a reliable foundation. Individually tailored to each project, taking into account the interests, deficiencies and skills, we provide only what is necessary and support the partner in the implementation. In this way, knowledge is passed on transparently and remains in the project.

### ***Working Process Oriented Training***

Being more than just training on the job, working process oriented training reflects learning situations, and actively steadies knowledge and capability.

## Areas of Work

### **Project Planning, Management, Evaluation**

- Design Thinking
- Scrum
- Balanced Scorecards
- Theory of Change
- World Bank: Project Life Cycle (Logic Model, Work Breakdown Structure)
- EC/EU: PCM Principles (Logical Framework Approach)
- GIZ: Capacity Works
- Monitoring and Evaluation (DAC)
- Sustainability Appraisal

### **Information Systems, E-Government**

- Needs and Feasibility Assessment
- Success Factors, Organisational Preconditions, Risk Analysis and Mitigation
- Data Mining and Analysis, Reporting
- Data Quality, Data Harmonisation
- Technical and Requirements Specification
- Planning, Design (Database and Application, Workflow, Data Flow)
- Work and Business Process Analysis and Design
- International Data and Indicator Standards (e.g. ILO, SDG)
- Data Privacy and Protection (Collection, Processing, Reporting)
- Data Security and Recovery
- E-Governance
- Open Source Solutions

### **Education, TVET, and Labour Market**

- Working Process Oriented Training, Training on the Job
- Lifelong Learning, Competence Based Learning and Education
- Education for Sustainable Development
- Skills Analysis (Supply and Demand)
- Development and Assessment of TVET Curricula, Syllabi, and Exams
- Training of TVET Trainers and Instructors
- Certification (Persons) and Accreditation (Educational Institutions)
- Labour Market Data, Statistics, and Indicators (UN and ILO Specifications)

### **Sustainability**

- Sustainable Development Implementation
- Economic and Social Sustainability and Resilience
- Resilience in Socio-Ecological Systems
- Operationalisation and Indicators
- Aid Effectiveness (Paris Declaration to Global Partnership)
- Agenda 21 Activities (Participation and Dissemination)
- 2030 Agenda (SDG)

### **Tendering** (e.g. WB, KfW, Implementing Organisations)

- Compilation of Bidding Documents (single and two stage)
- Evaluation of Bids
- Reporting

## Founders and Co-Partners



### ***Gabriele (Jele) Oppermann, Co-Partner, Founder***

As a Certified Information Technology Officer and co-partner of APO-COACH GbR, Jele's main fields of activity are analysis and planning, desk and field research, evaluation, and reporting.

Jele holds a master degree in “Sustainable Development Cooperation”, and her main focus is on social and economic sustainability and resilience. As a certified learning process coach and certified industry

and practice trainer, capacity building and lifelong learning are among her core interests and activities as a learner and teacher.

In her role as a database specialist she has vast experience in designing and developing information systems.

Jele has extensive experience doing fact-finding, inception and needs assessment, as well as feasibility studies and reports. She is experienced in project management and office organisation.

Jele is skilled in working with a wide variety of stakeholders also in a low-budget environment and under time pressure.

Jele has worked several years in West, Southern and East Africa and Central Asia.



### ***Mike Finsch, Co-Partner, Founder***

As a co-founder and co-partner of APO-COACH GbR, Mike is focussed on information technology.

Being a degreed Information and Communication Management Scientist he has many years of experience in information systems, monitoring and evaluation, and assessment, also against the Sustainable Development Goals, and quality assurance as well as indicator development.

He is also well versed in planning data systems which includes all steps of data handling: initial analysis, collection, cleansing, vertical and horizontal integration, processing, statistical analysis, and dissemination/reporting.

In these fields Mike puts an emphasis on the cross-cutting issues information sharing, accessibility, system design, document management and archiving, data security, and data privacy.

Mike has extensive experience doing fact-finding, inception and needs assessment, and feasibility studies and reports. Mike is experienced in team leading and project organisation. As a certified Scrum Master, he prevents and removes disruptions and obstacles through communication and co-operation to make projects successful.

He is skilled in working with a wide variety of stakeholders also in a low-budget environment and under time pressure.

Mike has worked several years overseas, in West, Southern and East Africa and Central Asia.