

Application Guidelines for “Household Survey on Adoption of System of Rice Intensification in Kelara Karalloe Irrigation Scheme, South Sulawesi, Indonesia”

I. Application Summary

1. Overview of the Project

Institute of Developing Economies, Japan External Trade Organization (IDE-JETRO) intends to examine the determinants of adoption and disadoption of a newly-introduced rice-growing technology, called System of Rice Intensification (SRI), in Indonesia overtime.

To provide the basis of the research, the contracted party will conduct a household survey of farmers living within Kelara Karalloe Irrigation Scheme, Jeneponto District, South Sulawesi Province, Indonesia. The questionnaire, which is prepared by IDE-JETRO, covers various aspects of target households, including household demographic characteristics, agricultural input and output, activities and incomes from farm and non-farm sources, SRI experience, credit borrowing, and household's risk preference. This is a follow-up survey targeting exactly the same 950 households that were interviewed in 2009.

2. Duties

- (1) Identifying and conducting a survey of 950 households (IDE-JETRO will provide the household list and the questionnaire).
- (2) Sending periodical reports on the progress.
- (3) Data entry of collected information in Excel format.
- (4) Checks on captured data, correction of erroneously written information on the questionnaire.
- (5) Scanning and digitization of the questionnaire.
- (6) Submission of captured data to the IDE-JETRO.
- (7) Storing receipts and invoices.

Note: The contracted party shall keep private information collected through the survey strictly confidential.

3. Contract Period

From June 1, 2011 to December 28, 2011

4. Budget

- (1) Total Budget: Maximum budget is USD 29,733, which consists of Direct Expenses, Overhead Expenses and Value Added Tax (VAT)(If imposed).
- (2) Direct Expenses: Wages and salaries for survey interviewers as well as survey managers, travel expenses, and expenses for data input and management.
- (3) Overhead Expenses: Administrative Overhead (Administrative expenses needed to conduct related research and facility management and maintenance fees). Maximum is 10 % of direct expenses.

5. Requirements

The Applicant must comply with all of the following requirements.

- (1) More than 6 months of experience in the same or similar subjects and in the target area.
- (2) An office in the neighboring city (e.g., Makassar) to carry out timely communications with the study area as well as Orderer whenever necessary.
- (3) A survey leader, with Ph.D. in agriculture or related field, and fluent in English. (Submission of Curriculum Vitae of the survey leader is required)
- (4) The interviewers with experiences in the similar fields, fluent in Indonesian and local language (i.e., bahasa Makassar), education at least the high school certificate, and living nearby the target area.

II. Application Procedure

1. Application Period

From April 28, 2011 to May 18, 2011

2. Application Deadline

May 18, 2011 18:00 (JST/Japan Standard Time)

3. Necessary Items to Complete the Application

- (1) Proposal Form
- (2) Budget Form

4. Ways to Submit the Application

Submit the forms in PDF format to the following e-mail address.

proposal@ide.go.jp Research Management Division, Institute of Developing Economies, Japan External Trade Organization

5. Evaluation Criteria

- Qualifications and competence (including local language ability) of key staff
- Adequacy of work plan to complete the survey in the required timeframe
- Soundness of research methodology to meet the purposes of the survey
- Experience with household surveys on the related subjects
- Familiarity with the conditions of the study area
- Experience with collaborative works with Japanese organizations
- Academic and technical background and qualifications of the principal investigator

6. Schedule

April 28, 2011 Application Available

May 18, 2011 Application Deadline

After May 19, 2011

Notification of the Application Result

Drafting of the Contract

June 1, 2011 Conclusion of the Contract

From June 1, 2011 to December 28, 2011

Contractor conducts following activities.

-Survey

-Data capture, checking captured data, error correction of questionnaire

-Submission of periodical progress reports

December 28, 2011

Submission of scanned questionnaire, and entered data in Excel format, to the IDE-JETRO

III. Other Important Remarks

- All questions regarding this work shall be directed to Research Management Division. Applicants are kindly requested to understand that any inquiries about the evaluation process shall not be accepted.

- A sample of the contract draft is available upon request. Contact to Research Management Division for a copy.

- Applicants' information will be kept confidential and will only be used for purpose of the research management at IDE-JETRO.

IV. Application Form

1. Proposal Form

See the attached Proposal Form

2. Budget Form

See the attached Budget Form

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Proposal Form

Contents:

1. Description of Consultant's Organization
2. Team Composition and Task Assignments
3. Work Schedule
4. Technical Approach and Methodology
5. Experience of the Organization
 - Experience with Household Survey
 - Experience with Other Relevant Projects
6. CV and Experience of Principal Investigator
7. Comments

****Evaluation Criteria****

Qualifications and competence (including local language ability) of key staff

Adequacy of work plan to complete the survey in the required timeframe

Soundness of research methodology to meet the purposes of the survey

Experience with household surveys on the related subjects

Familiarity with the conditions of the study area

Experience with collaborative works with Japanese organizations

Academic and technical background and qualifications of the principal investigator

I. Description of Consultant's Organization

(Briefly describe the background, the name of the principal investigator, and the address, the contact number and main activities of the organization: not more than one page)

II. Team Composition and Task Assignments

(List all team members involved in this project, including the principal investigator. Describe briefly how tasks (interview, data entry, and supervision of activities) are allocated to each member. If you need more than one page, copy and paste the format below and fill it in the next page.)

Name	Employment Status (full time or other)	Education/Degree	Language skills (list all, including local and foreign languages, such as Bahasa Indonesia, Bahasa Makassar, English and Japanese)	Task Assigned	Years of Household Survey Experience
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

III. Work Schedule

(Describe work schedule/timeline, separately for (1) Data collection/Field work, (2) Data input, (3) Data cleaning/correction, and (4) Submission of the final results. If preferred, duration of each activity shall be indicated in an Excel sheet.)

IV. Technical Approach and Methodology

(Explain how to implement the assigned activities in details. Points: How do you implement the survey [transportation, staff accommodation in the field, etc]? How do you identify target households? What are your plans to obtain high-quality data in the field and to ensure data quality at the stage of data entry? What are your plans to implement the survey and data entry in a timely manner? If your actual activities are behind schedule, how do you overcome it?)

V. Experience of the Organization

1. Experience with Household Surveys

(List all household surveys the organization has ever conducted. Include the following information for each survey: 1.Name and County of Orderer, 2. Location, 3. Duration, 4. Number of households surveyed, 5.Very brief description of the questionnaire).

2. Experience with Other Relevant Projects

(List all other relevant experience the organization has ever had. Relevant experience includes any activities in the study area, firm and other surveys, and collaboration with Japanese organizations. Include the following information for each experience: 1.Name and Country of Orderer, if appropriate, 2. Place, 3. Duration, 4. Very brief description of the project).

VI. Curriculum Vitae and Experience of the Principal Investigator

(CV of the principal investigator can be in any form and attach it as an Appendix. In addition, list professional services, such as lectures/ workshops/ technical supports/ publication / project reports, the principal investigator has ever provided).

VII. Comment

(Present the strength of the organization to carry out the assigned survey and raise any appealing points the organization wants to emphasize in the proposal: not more than one page.)

Budget Form

Details of Disbursement Plan of Allowance for the Joint Research on: “Household Survey on Adoption of System of Rice Intensification in Kelara Karalloe Irrigation Scheme, South Sulawesi, Indonesia”

Expense Items Amount(US\$)

I. Direct Expenses _____

1. Honoraria for Joint Researchers

Chief Senior Researcher

US\$/h x hours/day x days/month x months x persons=

Senior Researcher

US\$/h x hours/day x days/month x months x persons=

Associate Senior Researcher

US\$/h x hours/day x days/month x months x persons=

Researcher

US\$/h x hours/day x days/month x months x persons=

2. Wages and salaries for research assistants

US\$/h x hours/day x days/month x months x persons=

3. Expenses for field survey

US\$ _____

4. Expenses for purchasing materials

US\$ _____

II. Overhead Expenses

5. General administrative expenses (under 10% of “Direct Expenses” listed above)

III. TAX

6. Value Added Tax (VAT)

Addition of I and II listed above x %(VAT) =

Total (addition of I, II and III listed above) _____

*Attach Curriculum Vitae for Honoraria for Joint Researchers

Date: _____

(Signature) _____

(Name of the representative) _____

(Title) _____

(Name of Institution) _____