

PROPOSAL FORM

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President, Japan External Trade Organization

Contents:

1. Proposal on Research/Survey

- (1) Technical Approach and Methodology
- (2) Team Composition and Task Assignments
- (3) Work Schedule
- (4) Experience of the Institution with Other Relevant Projects
- (5) Budget Estimation Form
- (6) Comments

2. Administrative Information of the Institution

- (1) General Information of the Institution
- (2) CV and Major Experience of Principal Researcher/Analyst

****Definition****

The institution is defined as the institution/organization that proposes this form to IDE-JETRO.

1. Proposal on Research/Survey

(1) 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 firms? 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?)

(2) Team Composition and Task Assignments

(List all team members involved in this project, including the principal researcher/analyst. 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)	Task Assigned	Years of Firm/Household Survey Experience
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

(3) 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.)

(4) Experience of the Institution 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).

(5) Budget Estimation Form

1) Budget for the Minimum Requirement (200 surveys and Reports)

Expense Items	Amount (JPY)
I. Direct Expenses	_____
1. Honoraria for Researchers	
Chief Senior Researcher	
_____ JPY/h x hours/day x days/month x months x persons =	
Senior Researcher	
_____ JPY/h x hours/day x days/month x months x persons =	
Associate Senior Researcher	
_____ JPY/h x hours/day x days/month x months x persons =	
Researcher	
_____ JPY/h x hours/day x days/month x months x persons =	
2. Wages and salaries for research assistants	
_____ JPY/h x hours/day x days/month x months x persons =	
II. Overhead Expenses	
General administrative expenses (under 10% of "Direct Expenses" listed above)	_____
Total (addition of I and II listed above)	_____

2) Unit Budget / survey including its related Reports. (Budget for more than 200 up to 350 survey (s) and related Reports)

Expense Items Amount (JPY)

I. Direct Expenses _____

1. Honoraria for Researchers

Chief Senior Researcher

_____ JPY/h x hours/day x days/month x months x persons = _____

Senior Researcher

_____ JPY/h x hours/day x days/month x months x persons = _____

Associate Senior Researcher

_____ JPY/h x hours/day x days/month x months x persons = _____

Researcher

_____ JPY/h x hours/day x days/month x months x persons = _____

2. Wages and salaries for research assistants

_____ JPY/h x hours/day x days/month x months x persons = _____

II. Overhead Expenses

General administrative expenses (under 10% of "Direct Expenses" listed above)

Total (addition of I and II listed above)

3) Maximum Budget for the Research (in case 350 surveys are collected.)

Budget for the Minimum Requirement (200 surveys and Reports) estimated in clause 1)

+

Unit Budget / survey including its related Reports estimated in clause2) × 150 surveys

Total Amount (JPY) _____

(6) Comment

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

2. Administrative Information of the Institution

(1) General Information of the Institution

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

(2)CV and Major Experience of Principal Researcher/Analyst

(CV of the principal Researcher/Analyst 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 Researcher/Analyst has ever provided).

SPECIFICATION

Enclosed Proposal Form shall be submitted following all requirements and conditions specified in the clauses below.

1. Evaluation Criteria

- 1) Qualifications and competence (English, and Chinese or Malay) of the principal researcher/analyst
- 2) Adequacy of work plan to complete the survey in the required timeframe
- 3) Soundness of research methodology to meet the purposes of the survey
- 4) Experience with firm surveys on the related subjects
- 5) Academic and technical background and qualifications of the principal researcher/analyst
- 6) Credibility on institutional management experience on the related research/survey projects

2. Title of the Research

Firm Survey on the Impact of Chemical Substance Management Requirements in Malaysia

3. Background and Objectives of the Research

Developed countries, especially EU, are putting on tougher regulations on environment as mitigation measures for global warming and general concerns on environment. The focus of environmental regulations has shifted from regulations aimed at production activities to products. In the past, environmental regulations were mainly aimed at the point of “production”. That is, domestic regulations affect domestic production. Recently, environmental regulations are aimed at products themselves (i.e. EU’s RoHS). Through this kind of regulations, domestic regulation could affect foreign production. This raises costs for the exporting firm because they need to verify the product as a whole comply with these regulations, thereby necessitating verification of all parts and components used.

This could greatly affect the growth of exporting sectors in developing countries. Only those firms with sufficient capabilities can export to most lucrative markets in advanced countries. These regulations can be onerous for firms exporting complex goods. For these firms, to be successful in future, it would require closer collaboration along the supply chain. The lead firms are becoming more selective in identifying their suppliers to ensure the quality and the compliances to regulations. This could translate into difficulties for SMEs already belonging to a global supply chain as well as those wishing to join one. This study will shed a light on the impacts of such product-related environmental regulations on the exporting firms in developing countries as well as domestic firms that are connected to the export markets via global supply chains.

4. Scope of Work on the Research

The contracted party will conduct a firm survey in Penang, Malaysia where many exporting firms operate. The questions we would like to address in the questionnaire are about the basic information on firms, the regulations/requirements related to chemicals in products made by their customers that need to be met, how firms adopt the regulations/requirements, and how the adoption of regulations/requirements affect firms' performance. The target number of collected survey is minimum 200 and up to 350. To do so, the contracted party will discuss the suitable survey questionnaire with the team of IDE-JETRO and translate the questionnaire into Chinese and Malay upon necessity.

5. Expected Outcome

The contracted party will produce a data set that contains the results from the survey in English and supply the dataset and codebook to IDE-JETRO. Also, the contracted party will submit a report on industrial structure in Penang and describe the samples.

6. Research Schedule

Term of Research work:

Research work shall be conducted from October 2012 to March 2013.

7. Reports

(1) Mid-term Report (Word format)

Mid-term Report which contains the work progress shall be submitted by December 2012;

(2) Final Report

Final Report which contains the following items shall be submitted by March 21, 2013;

- Description Paper (Word format) at minimum volume of A4 20 pages
- Scanned Data of All Collected Questionnaire Sheet (PDF format)
- Survey Raw Data in English (Excel format)
- Codebook of the dataset
- Statement of Account and Receipts and Vouchers on Expenditure (as specified in clause 9)

8. Budget Estimation Guideline

(1) Budget for the Minimum Requirement (200 surveys and Reports defined in clause 7)

Total Budget: Total amount of 1) and 2) is JPY3,031,934.-.

1) Direct Expenses: JPY2,756,304.- (See clause 9 for details.)

2) Administrative Overhead: JPY275,630.- (Administrative expenses on the Research activities, in maximum 10 % of total direct expenses would be on budget proposing.)

(2) Budget for more than 200 up to 350 survey (s) and related Reports defined in clause 7.

1) Unit Budget Total amount of i) and ii) is JPY10,363.-/survey including its related Reports.

i) Direct Expenses: JPY9,421.- (See clause 9 for details.)

ii) Administrative Overhead: JPY942.-

(3) Maximum Budget for the Research (in case 350 survey are collected.)

(1)+ @JPY10,363 defined (1).1) *150 surveys= JPY4,586,384.-

9. General Condition of Expenditure and Account Management on the Research

(1) Expenditure Items

Expenditure items on the Research should be confined to the following items.

1) Direct Expenses

a. Honoraria for researchers

Keep daily work logs on report sheet provided by IDE-JETRO in order to confirm the status of the Research work.

b. Wages and salaries for research assistants

Upon hiring research assistants, keep daily reports specifying the name of the employee and content of service, to confirm the status of work.

2) Administration Overhead

Expenditure such as telecommunication and translation on the Research shall be borne within the amount of Administration Overhead.

(2) Statement of Account, Receipts and Vouchers on Expenditure

Obtain official receipts or vouchers on each expenditure, keep the originals and submit them with Statement of Account. In case of needs to save the original documents in order to file tax returns or use them for another reasonable purpose, file a copy of them for the purpose of Account Audit by IDE. In case that receipts and vouchers are written in language other than English or Japanese, it shall be translated into English.

10. Proposal Form Submission

Submit the Proposal Form in which all necessary items are filled, following the instruction stipulated above clauses by the deadline shown below by e-mail and mail/courier service.

E-mail: EAA1@ide.go.jp

3-2-2 Wakaba, Mihamaku, Chiba-shi Chiba, Japan 265-9545

Institute of Developing Economies, JETRO

TEL: +81-43-299-9661 FAX: +81-43-299-9725

Submission DEADLINE: 09:00 a.m. October 22, 2012 (JST=GMT+9)

11. Evaluation Schedule

Accepting Proposal: by 09:00 a.m. October 22, 2012

Evaluation Process: October 22, 2012

Notification: by October 26, 2012

Contract: From October 29, 2012 through March 29, 2013

Enclosed: PROPOSAL FORM