

PROPOSAL FORM

MM DD, 2012

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****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	Education/Degree	Language skills (list all, including local and foreign languages)	Task Assigned	Years of Firm/Household Survey Experience
		Status (full time or other)				
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

Expense Items	Amount (US\$)
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I. Direct Expenses	_____
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1. Honoraria for Researchers

Chief Senior Researcher

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

Senior Researcher

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. Miscellaneous expenses

_____ US\$ _____

II. Overhead Expenses

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

Total (addition of I and II listed above)	_____
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(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 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 household 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

Irrigation Impact Follow Up Survey

3. Background and Objectives of the Research

Tertiary canals were believed to be a major contributor in irrigation impacts. In 2009 and 2010, IDE team surveyed the Kaeng Khoi Ban Mo area to verify this belief. As some part of KKBM irrigation scheme saw a delay in tertiary canal construction, it became necessary to resurvey the area. Under this research, it is expected that irrigation access and paddy production information to be updated to allow the investigator to carry out empirical analysis.

4. Scope of Work on the Research

The contractor will do the following:

1. Survey on the specified households up to 800 (including survey rejected households).
2. Training of survey interviewers.
3. Management of survey interviewers and processes.
4. Regular reporting of the progress.
5. Data verification and entry.
6. Submission of data.

5. Expected Outcome

It is expected that submitted survey data allow IDE researchers to rigorously analyze the tertiary canal irrigation impacts on paddy production efficiency and profitability.

6. Research Schedule

Term of Research work:

Research work shall be conducted from December 17, 2012 to February 20, 2013.

7. Reports

(1) Final Report

Final Report which contains the following items shall be submitted by February 20, 2013;

- Description Paper (Word format) at minimum volume of A4 1 page
- Scanned data of collected questionnaire sheet (PDF format) specified by IDE
- Survey raw data up to 800 households (text format)
- Statement of Account and Receipts and Vouchers on Expenditure (as specified in clause 9)

Items mentioned above which contain the data shall be submitted to IDE by email.

8. Budget Estimation Guideline

- (1) Total Budget: Total amount of (2) and (3) is 33,000.00-US\$.
- (2) Direct Expenses: See clause 9 for details.
- (3) Administrative Overhead: Administrative expenses on the Research activities, in maximum 10 % of total direct expenses would be on budget proposing.

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.

c. Expense for the field survey

Obtain receipts and vouchers for travel expenses for field surveys, such as car rental, fuel, air tickets, and train tickets.

d. Miscellaneous Expenses

Obtain receipts and vouchers for miscellaneous expenses necessary for the research.

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 or mail/courier service.

Attn. Dr. Seiro Ito, itohse@ide.go.jp

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Submission DEADLINE: November 26, 2012 (JST=GMT+9)

11. Evaluation Schedule

Accepting Proposal: November 5, 2012 – November 26, 2012

Evaluation Process: November 27, 2012 – December 3, 2012

Notification: by December 5, 2012

Contract: December, 17 2012

Enclosed: PROPOSAL FORM