

Application Guideline for Contract Research on
“The Voices of People” Survey Project in Cambodia”
Commissioned by IDE-JETRO

May 8, 2013
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President, Japan External Trade Organization

APPLICATION GUIDELINE

All of applicants should apply in accordance with this guideline, with recognition about contents of this specification.

1. Proposal Form Submission

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

proposal@ide.go.jp

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Application DEADLINE: May 29, 2013 18:15(JST=GMT+9)

2. Evaluation Schedule

| | |
|---------------------|-----------------------------|
| Accepting Proposal: | May 8, 2013 - May 29, 2013 |
| Evaluation Process: | May 30, 2013 - May 31, 2013 |
| Notification: | by June 11, 2013 |
| Contract: | June 12, 2013 |

SPECIFICATION

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

1. Title of the Research

“The Voices of People” Survey Project in Cambodia

2. Evaluation Criteria

- 1) Qualifications and competence of the principal researcher/analyst. Proficiency in speaking/writing/reading Khmer and English required.
- 2) Credibility on institutional management experience on the survey projects. Some experiences in conducting questionnaire surveys with foreign clients (e.g., UN agencies) are required. Experiences of a field survey with Japanese clients on the related subjects would be an advantage.
- 3) Soundness and feasibility of research methodology to meet the purposes of the survey.
- 4) Adequacy of work plan to complete the survey in the required timeframe.
- 5) Academic and technical background and qualifications of the principal researcher/analyst. Experiences and knowledge of PRA (Participatory Rural Appraisal) would be an asset.
- 6) Familiarity with the socio-economic conditions of the study area.

3. Background and Objectives of the Research

This field research titled “the Voices of People” is a part of the study project of “the Experience of WTO Doha Development Agenda and Its Impacts on LDCs: For the Future of Development Friendly Trade Rules,” organized by Institute of Developing Economies, Japan External Trade Organization (IDE-JETRO). The primary objective of this project is to assess the impacts of the Doha Development Agenda (DDA) on developing countries, especially on least developed countries (LDCs). The ultimate goal is to clarify the meaning of developmental components in the DDA, which aims to help developing countries boost trade competitiveness and integrate into the global economy. This project will also identify potential areas for technical assistance and financial support, including under the Aid for Trade scheme, to mainstream trade into development strategies of LDCs.

The purpose of “the Voices of People” survey in Cambodia is to research the free trade’s impact for local people who engage in economic activities and whose lives are/would be affected by trade policies.

4. Scope of Work on the Research

The contractor will do the following:

1. At least 30 focus group interviews (7-15 people per a group) in relevant sectors and/or related industries.
2. At least 360 personal interviews for workers, residents in rural areas and/or urban areas.

3. Training of survey interviewers.
4. Management of survey interviewers and processes.
5. Regular reporting of the progress.
6. Data verification and entry.
7. Submission of data.
8. Brief analysis of the survey.

5. Expected Outcome

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

6. Research Schedule

Term of Research work:

Research work shall be conducted from June 12, 2013 to November 29, 2013.

7. Reports

(1) Mid-term Report of the Survey (Word format)

Mid-term Report of the survey which contains the progress of the survey shall be submitted by July 1, 2013.

(2) Draft Report (Word format)

Draft Report which contains the following items shall be submitted by August 30, 2013.

- Draft Description Paper (Word format) at minimum volume of A4 10 pages
- Scanned data (PDF format) or original copies of all collected questionnaire sheets
- Survey raw data (Excel format)

(3) Final Report

Final Report which contains the following items shall be submitted by October 31, 2013.

- Description Paper (Word format) at minimum volume of A4 10 pages

Items mentioned above which contain the data in the form of CD or DVD shall be submitted to IDE by mail/courier service.

8. Budget Estimation Guideline

- (1) Total Budget: Total amount of (2) and (3) is 15,000 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 sheets 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.

PROPOSAL FORM

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

Expense Items Amount (【通貨】)

I. Direct Expenses _____

1. Honoraria for Researchers

Chief Senior Researcher

_____【通貨】/hx hours/day x days/month x months x persons = _____

Senior Researcher

_____【通貨】/hx hours/day x days/month x months x persons = _____

Associate Senior Researcher

_____【通貨】/hx hours/day x days/month x months x persons = _____

Researcher

_____【通貨】/hx hours/day x days/month x months x persons = _____

2. Wages and salaries for research assistants

_____【通貨】/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)

(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).