

**Application Guideline for  
A Contract Research on “The demand for and impacts of solar lamps  
in Bangladesh”  
Commissioned by IDE-JETRO**

May 15, 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 above clauses by the deadline shown below by e-mail or mail/courier service.

[proposal@ide.go.jp](mailto:proposal@ide.go.jp)

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**Application DEADLINE: 18:00, June 5, 2013 (JST=GMT+9)**

**2. Evaluation Schedule**

Accepting Proposal: May 15, 2013 – June 5, 2013  
Evaluation Process: June 6, 2013 – June 12, 2013  
Notification: by June 13, 2013  
Contract: June 14, 2013

# **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) Credibility on institutional management experience on the survey projects. Some experiences in conducting questionnaire surveys with foreign clients (e.g., UN agencies), especially with Japanese clients are required.
- 3) Soundness of research methodology to meet the purposes of the survey
- 4) Experience with household surveys on the related subjects
- 5) Adequacy of work plan to complete the survey in the required timeframe
- 6) Familiarity with the conditions of the study area.

## **2. Title of the Research**

“The demand for and impacts of solar lamps in Bangladesh”

## **3. Background and Objectives of the Research**

IDE-JETRO undertakes solar lantern research in the river island areas of Northern Bangladesh aimed at evaluating the impact of a new technology for off-grid electricity provision at the river Island areas. This proposed research will increase our understanding of the causal impact of access to solar lantern on various outcomes, such as child health, educational performance and overall household income, by using large scale field experiment techniques on river islands. Once the direct impact is estimated, emphasis will be put on the likely mechanisms underlying the adoption and efforts will be made to understand how to promote the diffusion of such an innovative technology in the developing countries.

## **4. Scope of Work on the Research**

The household surveys will be conducted twice in this fiscal year.

*The contractor will do the following:*

1. Survey on the specified 800 households (Baseline and Follow-up surveys).
2. Training of survey interviewers.
3. Distribution of solar lanterns to target households.
4. Management of survey interviewers and processes.
5. Regular reporting of the progress.
6. Data verification and entry.
7. Submission of data.

## **5. Expected Outcome**

It is expected that submitted survey data allow IDE researchers to rigorously analyze the solar lamp impacts on various household welfare. Policy makers will be able to understand more about Char dwellers' livelihood, and possible interventions that can help them escaping from vicious cycle of poverty.

## **6. Research Schedule**

Term of Research work:

Research work shall be conducted from June 15, 2013 to February 28, 2014.

## **7. Reports**

### (1) Interim Report

Interim Report which contains the following items shall be submitted by December 26, 2013;

- Raw Data of Baseline Survey for 800 households (Excel format)

Interim report and the data mentioned above shall be submitted to IDE by email.

### (2) Final Report

Final Report which contains the following items shall be submitted by January 31, 2014;

-Description Paper (Word format) at minimum volume of A4 1 page

-Scanned Data of IDE-selected Questionnaire Sheet (PDF format)

- Raw Data of Baseline Survey for 800 households (Excel format)

- Raw Data of Follow-up Survey for 800 households (Excel format)

-Statement of Account, 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 4,000,000 JPY.

(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.

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.

Enclosed: PROPOSAL FORM