

**Application Guideline for
A Contract Research on “Survey on Public Work and Migration in
Rural Bihar and Jharkhand”
Commissioned by IDE-JETRO**

September 11, 2013
Satoshi Miyamoto
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

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Submission DEADLINE: 18:00 October 4 2013 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal: 13 September 2013~4 October 2013

Evaluation Process: 7 October 2013~15 October 2013

Notification: by 16 October 2013

Contract: 1 November 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 with proficiency in Hindi
- 2) Credibility on institutional management experience on the related research/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) Adequacy of work plan to complete the survey in the required timeframe
- 5) Experience with household surveys on the related subjects
- 6) Familiarity with the conditions of the study area.

2. Title of the Research

“Survey on Public Work and Migration in rural Bihar and Jharkhand”

3. Background and Objectives of the Research

The Mahatma Gandhi National Employment Guarantee Act (MGNREGA), enacted in 2005 (as NREGA) is the priority anti-poverty scheme of the Indian central government. This Act aims to improve the livelihoods of the adult rural population by providing unskilled manual work for 100 days a year. IDE-JETRO carried out the research on public work and migration in rural Bihar and Jharkhand aimed at understanding the impact of MGNREGA on the rural labour market, particularly out-migration, based on the surveyed data.

4. Scope of Work on the Research

The household survey will be conducted in the year in 2013-14.

The contractor will do the followings.

1. Survey on the specified 600 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 data enables IDE researches to find the coverage of public work scheme in rural areas and its association with out-migration. This gives insightful information on

rural livelihood and poverty in the most underdeveloped areas in India for policy makers.

6. Research Schedule

Term of Research work:

Research work shall be conducted from 1 November 2013 to 29 August, 2014.

7. Reports

(1) First Mid-term Report

Mid-term Report which contains the following item shall be submitted by 30 April 2014;

- Survey raw data for 200 households (Excel format)
- Survey raw data for lists of all households in selected villages (Excel format)
- Survey raw data for village level survey in selected villages (Excel format)

(2) Second Mid-term Report

Mid-term Report which contains the following item shall be submitted by 30 May 2014;

- Survey raw data for another 200 households (Excel format)
- Survey raw data for lists of all households in selected villages (Excel format)
- Survey raw data for village level survey in selected villages (Excel format)

(3) Final Report

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

- Description paper (Word format) at minimum volume of A4 1 page
- Original or scanned data of all collected questionnaire sheet (600 households and no. of selected villages)
- Survey raw data for the rest 200 households (Excel format)
- Survey raw data for lists of all households in selected villages (Excel format)
- Survey raw data for village level survey in selected villages (Excel 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 mail/courier service.

8. Budget Estimation Guideline

- (1) Total Budget: Total amount of (2) and (3) is 1,800,000 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