

**Application Guideline for
A Contract Research on “The impact of contract farming on rice
productivity in Cote d’Ivoire”
Commissioned by IDE-JETRO**

October 1, 2014
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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

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Institute of Developing Economies, JETRO
TEL: +81-43-299-9500 FAX: +81-43-299-9731

Application DEADLINE: 18:00, October 21, 2014 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal: October 1, 2014 – October 21, 2014
Evaluation Process: October 22, 2014 – October 28, 2014
Notification: by October 28, 2014
Contract: November 14, 2014

SPECIFICATION

Enclosed Proposal Form shall be submitted following all requirements and conditions specified in the clauses below. If proposal is written in French, an English-translated version shall be enclosed together.

1. Evaluation Criteria

- 1) Qualifications and competence of the principal researcher/analyst
- 2) Soundness of research methodology to meet the purposes of the survey
- 3) Experience with household surveys on the related subjects.
- 4) Adequacy of work plan to complete the survey in the required timeframe
- 5) Familiarity with the conditions of the study area.

2. Title of the Research

“The impact of contract farming on rice productivity in Cote d’Ivoire “

3. Background and Objectives of the Research

A foreign private company established a joint venture with the District of Yamoussoukro and provides farmers with input credit and other assistance for rice cultivation, including training on rice management practices and levelling the field. Farmers should repay the credit with harvest. Institute of Developing Economies (IDE) explores the impacts of this contract farming on rice productivity.

4. Scope of Work on the Research

4.1. Making the household list of non-beneficiaries in 9 perimeters specified by IDE.

Target areas of this study are 9 perimeters (i.e., Subriako, Subriako Coribksy, Nanan, Seman, Ndakonankro, Kpoussoussou, Koriakro, Djamalabo, and Zatta) in the Yamoussoukro department in the Belier region. In these perimeters, the majority of farmers receive supports from the joint venture. IDE provides the household list of those beneficiaries to Contractor. Before doing the household survey, Contractor should make the household list of farmers who do not receive the support from the joint venture, but cultivate the land in those perimeters, excluding seed producers.

4.2. Participate in a training session organized by the Japanese experts during the preparation period of the survey.

IDE prepares a household questionnaire with a computer-assisted-personal-interview software, called SurveyBe, and explain it in sufficiently detail in a training session, held around November, 2014 for about one week. Contractor should prepare good quality staff who have basic skills of PC operation as enumerators and a supervisor who have sufficient experiences of field study. During the training session, enumerators will pretest the questionnaire by mock interviews with households in the field in order to improve the quality of questionnaire and let staff familiarize

with interview. Enumerators will, then, discuss with IDE any recommended changes in the questionnaire.

4.3. Implementing the household survey to 120 farmers.

Contractor will conduct the data collection. In collaboration with IDE, Contractor will request related authorities and organizations for cooperation for the survey whenever necessary. Following the prepared household list, Contractor will conduct interviews by visiting 120 rice-growing households. Each household survey will take about 2 hours to complete. In case the replacement of the sample households or communities is necessary, Contractor makes replacement following instructions by IDE. IDE members will join Contractor for the first several weeks of the survey period to give on-the-job training and to check the appropriateness of data collection.

Contents of the questionnaire will be:

Demography

- Demographic information of all the household members

Access to land

- Land holdings and access to rented-in plots
- Characteristics of plots

Rice cultivation

- Method of planting
- Input and output in details, including the use of chemical and organic fertilizer, as well as insecticide and herbicide.
- Labor and machinery use

Financial and credit access

- Access to cash and in kind credit
- Asset holdings

Access to training and information

- Access to training and other information

Other income generation activities

- Production and income from other crops
- Livestock income
- Non-farm income

4.4. Submit the data as a digital database to IDE no later than January 31st.

Collected data will be submitted via both emails by January 31st.

5. Expected Outcome

It is expected that submitted survey data allow IDE researchers to rigorously analyze the impact of rice cultivation. Policy makers will be able to understand more about the potential and role of a

foreign company in boosting rice productivity.

6. Research Schedule

Term of Research work:

Research work shall be conducted from November 14, 2014 to February 28, 2015.

7. Reports

(1) Final Report

Final Report which contains the following items shall be submitted by February 15, 2015;

- Description Paper (Word format) at minimum volume of A4 1 page
- Raw Data for 120 households (Excel or Stata 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) Maximum Total Budget: Maximum Total amount of (2) and (3) is Euro 10,050.
- (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