

**Application Guideline for  
“Household survey on levirate marriage in rural Tanzania”  
Commissioned by IDE-JETRO**

April 24, 2015  
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](mailto: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, May 14, 2015 (JST=GMT+9)**

**2. Evaluation Schedule**

Accepting Proposal: April 24, 2015 – May 14, 2015  
Evaluation Process: May 15, 2015 – May 21, 2015  
Notification: by May 21 2015  
Contract: June 15, 2015

# **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) 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**

“Household survey on levirate marriage in rural Tanzania”

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

The object of this research project is to explore how recent changes in socio-economic environments (e.g., female empowerment, HIV/AIDS) affect people’s perception on the practice of levirate marriage in rural Tanzania, which has anecdotally been viewed as an informal safety net provided for widows that have limited rights to property. By accomplishing the research aim, this study attempts to shed light on “widows” as an important policy subject.

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

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

*The contractor will do the following:*

1. Survey on the specified 400 couples (400 husbands and 400 wives).
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 investigate how the practice of levirate marriage has responded to changes in socio-economic environments (e.g., female empowerment, HIV/AIDS) in rural Tanzania.

## **6. Research Schedule**

Term of Research work:

Research work shall be conducted from June 15, 2015 to February 29, 2016

## **7. Reports**

Final Report which contains the following items shall be submitted by February 19, 2016;

- Description paper (Word format) at minimum volume of A4 1 page
- Raw survey data of 400 couples (400 husbands and 400 wives) (Computer-based 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 6,600,000 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