

**Application Guideline for
“Poverty Alleviation of Women and Children with Disabilities
in Cebu Province, the Philippines”
Commissioned by IDE-JETRO**

November 11, 2015
Yasushi Akahoshi
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
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Application DEADLINE: 18:00, December 1, 2015 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal: November 11, 2015 – December 1, 2015
Evaluation Process: December 2, 2015 – December 4, 2015
Notification: by December 7, 2015
Contract: December 14, 2015

SPECIFICATION

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

1. Evaluation Criteria

- 1) Qualifications of staff
- 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 and feasibility of sampling strategy
- 4) Experience with household surveys
- 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

“Poverty Alleviation of Women and Children with Disabilities in Cebu Province, the Philippines”

3. Background and Objectives of the Research

This study is to be conducted to collect statistical data of women and children with disabilities and to analyze effects of impairments on their life. In the past, without quantitative data, researchers argued that women and children with disability were suffering from acute poverty and disadvantages against those without disabilities. This study will shed light on both difficulties and prospects of women and children with disabilities in livelihood and empowerment, investigating the original data collected through this project.

Another highlight is the roles of societies around persons with disabilities (PWDs). PWDs live in multi-layers of societies such as family, local community, and Disabled People’s Organizations (DPOs). This viewpoint is in line with Social Model of Disability which has been rarely advocated with empirical studies but a companion study of this project which is incorporated in Mori, Reyes and Yamagata (2015).

4. Scope of Work on the Research

The household surveys will be conducted once in the first half of fiscal year 2016.

The contractor will do the following:

1. Survey on around 200 households of PWDs in two cities, Cebu Province, the Philippines.
2. Training of survey interviewers.
3. Management of survey interviewers and processes.
4. Regular reporting of the progress.
5. Data verification and entry.

5. Expected Outcome

It is expected that submitted survey data allow IDE researchers to investigate how the poverty situations of people with disabilities, especially women and children with

disabilities has managed to their lives and their poverty situations in two urban (Cebu City and Mandaue City) areas in the Philippines.

6. Research Schedule

Term of Research work:

Research work shall be conducted from December 14, 2015 to August 31, 2016

IDE-JETRO may terminate this Agreement by giving written notice to the contractor with immediate effect on March 31, 2016, if budget of IDE-JETRO could not allow payment for the third and last payment in fiscal year 2016 under unavoidable circumstance.

7. Reports

- (1) First Product: Progress report concerning features of survey areas in Cebu Province and which contains the following items shall be submitted by February 19, 2016.
 - Overview of the two survey areas situations including the general geographical and economic situations and the situations on PWDs in the areas.
 - 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-JETRO by email.

- (2) Second Product: Progress report on sample design shall be submitted by April 15, 2016.

- (3) Final Product: A computer readable data-file (at least 200 samples) and the final report which contains the following items shall be submitted by August 19, 2016.
 - Raw survey data of 200 households at two cities (Computer-based format).
 - Summary Report based on the survey results on the poverty situations on PWD households in the two areas minimum of 1 page in A4 paper.
 - 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-JETRO by email.

8. Budget Estimation Guideline

- (1) Maximum Total Budget: Maximum Total amount of (2) and (3) is 43,120.00 US dollars.
- (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. Payment

IDE-JETRO shall remit the amount in four (4) installments as follows after receiving invoices from the contractor for each payment.

- (1) First payment: upon the signing of the Agreement (25% of total amount)

- (2) Second payment: upon submission of the first product
- (3) Third payment: upon the April of 2016
- (4) The final payment: upon submission of the final product

The Amount of second and final payment shall be determined by the contents of the Statement of Accounts for Settlement.

10. 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.

3) Point to Notice on Calculation of Honoraria for Researchers or Wages and Salaries for Research Assistants

The contractor shall be required to instruct joint researchers or research assistants to take an appropriate and adequate recess (e.g. noon recess) in accordance with the labor law or the employment practice of your country.

The contractor shall be required to exclude the rest period from the working hours of the day when the contractor calculate the honoraria for joint researchers or wages for research assistants.

(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-JETRO. In case that receipts and vouchers are written in language other than English or Japanese, it shall be translated into English.