

**Application Guideline for Contract Research on
“Survey on politicians’ demographic information in Malawi”
Commissioned by IDE-JETRO**

May 29, 2018
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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Application DEADLINE: 18:00, June 19, 2018 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal: May 29, 2018 – June 19, 2018
Evaluation Process: June 20, 2018 – June 26, 2018
Notification: by June 27, 2018
Contract: by July 25, 2018

SPECIFICATION

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

1. Evaluation Criteria

- 1) Feasibility of technical approach and methodology for the survey to meet the research purposes
- 2) Adequacy of work plan to complete the survey in the required timeframe
- 3) Organizational experience with and capability of academic surveys on the related subjects
- 4) Familiarity with the local context where the survey is conducted
- 5) Qualifications of staff

2. Title of the Research

“Survey on politicians’ demographic information in Malawi”

3. Background and Objectives of the Research

Regarding the provision of public goods in Africa, it is widely held that traditional leaders, i.e., chiefs, to whom strong political power has been given during colonial periods, have long played an important role. While the citizens today select local politicians (e.g., village chairperson) by democratic election, apparently, traditional leaders are still influential in this regard. This poses a puzzle because most chiefs no longer hold authorized political power and particularly if their influence is inimical to the locals (e.g., elite capture). Why can chiefs maintain political power? This research would attempt to elucidate mechanisms making chiefs’ strong political influence possible.

4. Scope of Work on the Research

This research will collect demographic information of politicians elected in 2009 Parliamentary Elections (170 constituencies), 2014 Parliamentary Elections (170 constituencies), and 2014 Local Government Elections (400 wards).

Accordingly, the contractor will do the following:

- 1) *Obtain a research permit from the National Commission for Science and Technology.*
- 2) *Collect the demographic information.*
- 3) *Manage the relevant survey.*
- 4) *Regularly report the progress.*
- 5) *Verify an appropriateness of the collected information and make the data entry.*
- 6) *Submit an electronic data.*

5. Expected Outcome

Expectedly, the submitted data, along with other secondary household survey data, allow IDE researchers to investigate possible sources of chiefs’ political power.

6. Research Schedule

Term of Research work:

Research work shall be conducted from July 25, 2018 to February 28, 2019

7. Reports

Final Report which contains the following items shall be submitted by February 28, 2019;

- Description paper (Word format) at minimum volume of A4 1 page
- Raw survey data of the politicians (Computer-based format).
 - a) 2009 Parliamentary Elections: 170 politicians.
 - b) 2014 Parliamentary Elections: 170 politicians.
 - c) 2014 Local Government Elections: 400 politicians.
- 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 1,860,000 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.

c. Points to Notice on Calculation of Honoraria for Researchers or Wages and Salaries for Research Assistants

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

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

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.

(3) Payment Terms

In the case the requirement specified in "Article 7" is not satisfied, the amount of payment specified in "Article 8" shall be reduced. The amount to be reduced will be determined upon mutual consultation.

Enclosed: PROPOSAL FORM