

Application Guideline for
Contract Research on “Survey on the Relationship between Social
Norms and Female Labor Force Participation in Pakistan”
Commissioned by IDE-JETRO

May 25, 2018
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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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Application DEADLINE: 18 : 00 June 15, 2018 (JST=GMT+9)

2. Evaluation Schedule

| | |
|---------------------|-------------------------------|
| Accepting Proposal: | May 25, 2018 ~ June 15, 2018 |
| Evaluation Process: | June 18, 2018 ~ June 20, 2018 |
| Notification: | by June 20, 2018 |
| Contract: | June 27, 2018 |

SPECIFICATION

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

1. Title of the Research

Survey on the Relationship between Social Norms and Female Labor Force Participation in Pakistan

2. Evaluation Criteria

- 1) Soundness and feasibility of sampling strategy to collect the required data.
- 2) Systematic arrangement for the survey to submit final results by the deadline without delay.
- 3) Credibility on institutional management experience to establish the team for conducting the questionnaire survey, especially by appropriate and sufficient allocation of its personnel. Some experiences in conducting questionnaire surveys with foreign clients (e.g. UN agencies).
- 4) Experience with household surveys with questionnaires on the related subjects.
- 5) Familiarity with the conditions of the study area such as previous survey experiences, possession of networks/resources.
- 6) Qualifications and competence of the principal researcher. Proficiency in speaking/writing/reading Punjabi, Urdu and English required.

3. Background and Objectives of the Research

South Asian countries is known for its low rate of female labor force participation (FLFP). Recent studies argue that enhancing FLFP is a key to achieving development and poverty reduction (World Bank 2011; Duflo 2012). And thus, how to enhance FLFP attracts academic and political interest in these countries.

Social norms, in particular, the practice of purdah (literally “curtain” in Urdu, the practice of gender segregation and the seclusion of women in public) has been ascribed as the cause of the low FLFP rate in South Asian countries. Conducting field surveys since 2013 in Pakistan, we have realized that the strength and content of purdah is not uniform across the region. Some women self-impose the level and content of purdah, but others follow their husband’s decision about the practice. Some women only cover their head when going outside the home, but others entirely hide themselves under the burqa. Some women can freely go outside, but others have to ask their husband’s permission to visit even their friends and relatives in the village.

The objective of this research is to empirically explore why these variations appear in the region, and by doing so, to lead to policy implications how to enhance FLFP in Pakistan. In particular, we focus on the social network that mainly depends on male kins. The previous surveys concerning gender relationship, including those conducted by World Bank and USAID, have been focusing on the female respondents. By conducting the field surveys on the related topics since 2013, however, we have realized what were relatively overlooked by the previous surveys, that is, the perception of male members of the household about gender norms. The focus of this survey is to focus on the male side concerning how the gender norms have been developed, whether there are rooms to change them, and if so, what can be a trigger to do so.

References

- Duflo, Esther. 2012. "Women Empowerment and Economic Development," *Journal of Economic Literature* 50(4): 1051–1079.
- World Bank. 2011. *World Development Report 2012: Gender Equality and Development*. Washington, DC: World Bank.

4. Scope of Work on the Research

1) Pretesting of survey instruments

A CONTRACTOR will pretest the questionnaire for at least 20 households in order to improve questionnaire and let staffs familiarize interview. A CONTRACTOR will discuss with IDE about any necessary changes in the questionnaire.

2) Selection of samples

It is expected that the survey incorporates 500 households within the commuting distance to export oriented factories that provide working opportunities for women. The eligible households are those with the economically active couple (i.e., the household head and his wife) who has at least one unmarried son aged 15 and above. A CONTRACTOR will construct a list of whole eligible households in each primary sampling unit (PSU) (e.g. ward). The number of PSUs covered should be discussed with IDE.

3) Data collection

Using the questionnaire, household data will be collected through interview by visit. Interview must be conducted with household's head as well as his wife by trained CONTRACTOR's staff. Interview without attendance of a CONTRACTOR's staff shall not be included in the household data submitted to IDE. Telephone interview may be used only to supplement or confirm data taken by visit.

A CONTRACTOR needs to make the most effort to increase household's response. In collaboration with IDE, a CONTRACTOR will request related authorities and organizations, such as District Commissioner's Office, for corporation to the survey. When collection of data for the planned number of households is at risk, a CONTRACTOR needs to report to IDE, and will discuss how to cope with the problem.

An interviewer will double check some key figures using the questionnaire's design allowing detection of inconsistency.

IDE staffs will join a CONTRACTOR project team for the first month of survey period to give on-the-job training and to check the appropriateness of questionnaire.

4) Delivery of data and the related documents

Data collected in the original questionnaires with household information shall be delivered to IDE via internationally reliable courier service (e.g. DHL, OCS, TCS, etc.). Also complete description of sample selection procedure including replacement process needs to be submitted.

5. Expected Outcome

The project is expected to produce household data with 500 households randomly selected from the compiled household lists.

6. Research Schedule

Term of Research work:

Research work shall be conducted from June 27, 2018 to March 29, 2019.

- 1) June 2018
Making a contract
- 2) June 2018 to July 2018
Define survey area (i.e., commuting distance to export-oriented factories hiring female workers)
Pretest and sample selection
- 3) July 2018 to December 2018
Data collection and cleaning
- 4) January 11, 2019
Submission of the household data in the original questionnaire and related documents

7. Payment method

IDE shall remit the amount of contract in two (2) installments as follows after receiving an invoice from a CONTRACTOR for each payment.

- (1) First payment (50% of total amount) : upon the signing of the Agreement
- (2) Second and final payment: upon submission of the Report (as specified in clause 8)

8. Reports

(1) Report

Report which contains the following items shall be submitted to IDE by mail/courier service by January 11, 2019;

- Data collected in the original questionnaire with the information of the minimum 500 households.

- Complete description of sample selection at minimum volume of A4 one page (Word format)

(2) Statement of Accounts and Time sheets shall be submitted immediately after submission of Report (as specified in clause 10) within the contract period.

9. Budget Estimation Guideline

- (1) Maximum Total Budget: Maximum Total amount of (2) and (3) is 2,700,000 JPY.
- (2) Direct Expenses: See clause 10 for details.
- (3) Administrative Overhead: Administrative expenses on the Research activities, in maximum 10 % of total direct expenses would be on budget proposing.
- (4) Amount: Payment is conditional on the completion of submission specified in **8. Reports**.
If the data collected is less than 500, the amount should be reduced.
Methods to reduce the amount shall be negotiated between both parties.

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 Time Sheets 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 Time Sheets specifying the name of the employee and content of service, to confirm the status of work.

c. Point 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 an appropriate and adequate recess (e.g. noon recess) in accordance with the labor law or the employment practice of your country.

A CONTRACTOR shall be required to exclude the rest period from the working hours of the day when a CONTRACTOR calculates 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.