

**Application Guideline for
Contract Research on “Survey on the Development of
Cassava Processing Industry in Thailand”
Commissioned by IDE-JETRO**

October 30, 2019
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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 in the clauses of Specification by the deadline shown below by e-mail or courier service.

proposal@ide.go.jp

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Application DEADLINE: 17:00, November 26, 2019 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal:	November 5, 2019 ~November 26, 2019
Evaluation Process:	November 27, 2019 ~November 29, 2019
Notification:	by November 29, 2019
Contract:	December 27, 2019

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) Adequacy of work plan to complete the survey in the required timeframe
- 3) Soundness of research methodology to meet the purposes of the survey
- 4) Experience with research on agricultural issues
- 5) Academic and technical background and qualifications of the principal researcher /analyst
- 6) Credibility on institutional management experience on the related research/survey projects

2. Title of the Research

Survey on the Development of Cassava Processing Industry in Thailand

3. Background and Objectives of the Research

IDE-JETRO is investigating how industrial clusters are formed in order to maintain and improve the quality of products by taking advantage of geographical proximity between contracting parties. For this purpose, we plan to conduct a questionnaire survey for the cassava processing firms belonging to the Thai Tapioca Starch Association. This survey collects the information of the basic socioeconomic variables, especially focusing on the contractual arrangement between these firms and cassava farmers.

4. Scope of Work on the Research

A CONTRACTOR will do the following activities:

- 1) Make a list of cassava processing firms belonging to the Thai Tapioca Starch Association.
- 2) Conduct survey for the listed firms using the agreed questionnaire.
- 3) Data entry
- 4) Submission of the data in computer-based format

5. Expected Outcome

Data of at least 60 firms belonging to the Thai Tapioca Starch Association

6. Research Schedule

Term of Research work:

Research work shall be conducted from 1st January 2020 to 28th February 2020.

7. Reports

Survey Raw Data (Excel format; by email)

8. Budget Estimation Guideline

- 1) Total Budget: Total amount of 2) and 3) is JPY1,550,000.
- 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. 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 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.

10. Statement of Accounts and Time sheets

Statement of Accounts and Time sheets shall be submitted immediately after submission of Report (as specified in clause 7) within the contract period.

Enclosed: PROPOSAL FORM