

Application Guideline for Contract Research on
“Phone-based Household Survey on the impact of COVID-19 and
lockdown in Gaibandha District in Bangladesh”
Commissioned by IDE-JETRO

July 15, 2020
Kazushige Nobutani
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 August 7, 2020 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal: July 15, 2020 ~ August 7, 2020
Evaluation Process: August 11, 2020 ~ August 12, 2020
Notification: by the middle of August, 2020
Contract: August 31, 2020

SPECIFICATION

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

1. Title of the Research

Phone-based Household Survey on the impact of COVID-19 and lockdown in Gaibandha District in Bangladesh

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. universities).
- 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 Bengali and English required.

3. Background and Objectives of the Research

IDE-JETRO conducts a phone-based household survey with an aim to explore the impact of COVID-19 in Bangladesh.

As the COVID-19 pandemic spreads across the globe, its impact on the poor in developing countries is increasingly becoming a matter of concern. The direct impact includes the health outcomes, such as the vulnerability to the COVID-19 infection given a crowded and unhygienic environment, and its insufficient treatment in a poor medical system. The indirect negative impacts will be generated by the lockdown measure, including job loss especially in urban area, return migration and suspension of remittances, and school closure. The temporary closure of school affected around 91% of enrolled children according to UNICEFF (<https://en.unesco.org/covid19/educationresponse>). The suspension of learning opportunities may affect poor children more severely, as they not only stop learning temporarily, but may also drop out of school permanently. Due to school closure, girls in poor households may spend more time on household chores as compared with their brothers. Moreover, girls may be forced to earlier marriage.

Bangladesh is potentially one of the developing countries that may be worst affected by the COVID-19 pandemic and the consequent lockdown. It is characterized by high population density, high dependence on remittances from cities and abroad, and prevalence of child marriage. The Bangladeshi government imposed the lockdown from March 26 to May 30. The impacts of two-month lockdown measure is still unknown. Thus, it is very meaningful to conduct a survey to explore the impact of the COVID-19 and the subsequent lockdown in rural Bangladesh. Given the difficulty to conduct the face-to-face survey, we will conduct the phone-based household survey.

We utilize the completed baseline survey and place this phone-based survey to be included as a midline survey in the originally planned panel dataset.

4. Scope of Work on the Research

A CONTRACTOR will do the following activities:

- (1) List up 1,000 households that completed the baseline survey in Gaibandha district, Bangladesh.
- (2) Conduct phone-based household survey with 1000 households using the agreed questionnaire in Gaibandha district, Bangladesh.
- (3) Double data entry of 1000 households.
- (4) Submission of the data (computer-based format).

5. Expected Outcome

Data of 1000 households

6. Research Schedule

Term of Research work:

Research work shall be conducted from August 31, 2020 to March 31, 2021.

Making a contract: August 31, 2020

Submission of the reports (specified in clause 8): February 5, 2021

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

A CONTRACTOR submits to IDE the following by February 5, 2021.

- Data of 1000 households (computer-based format, preferably in STATA).
- Summary Report minimum of 1 page in A4 paper.
- Statement of accounts and time sheets.

9. Budget Estimation Guideline

- (1) Total Budget: Maximum budget is JPY 2,938,584, which consists of Direct Expenses and Administrative Overhead.
- (2) Direct Expenses: See clause 10 for details.
- (3) Administrative Overhead: Administrative expenses on the Research activities, such as the cost on facility management and maintenance. 10 % of direct expenses is maximum.
- (4) Amount: Payment is conditional on the completion of submission specified in clause 8. If the data collected is less than 1000, 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.

a. Honoraria for researchers

Keep daily reports describing the contents of your research to confirm the status of the 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 calculates the honoraria for joint researchers or wages for research assistants.

(2) Expenditure such as telecommunication and translation on the Research shall be borne within the amount of Administration Overhead.