

**Application Guideline for**  
**Contract Research on “Farm Household Survey on Contract**  
**Farming among Jasmine Rice Farmers in Thailand” Commissioned**  
**by IDE-JETRO**

7 November, 2022  
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 courier service.

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**Application DEADLINE: 18:00, November 24, 2022(JST=GMT+9)**

**2. Evaluation Schedule**

Accepting Proposal:	November 7, 2022 ~, November 24, 2022
Evaluation Process:	November 25, 2022 ~November 30, 2022
Notification:	by December 9, 2022
Contract:	by December 15, 2022

# **SPECIFICATION**

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

## **1. Evaluation Criteria**

- 1) Qualifications and competence (including local language ability) 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 household surveys on the related subjects
- 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**

Farm Household Survey on Contract Farming among Jasmine Rice Farmers in Thailand

## **3. Background and Objectives of the Research**

IDE-JETRO conducts a household survey to assess the impact of contract farming on the welfare of jasmine rice farmers in Thailand. Contract farming between firms in developed countries and farmers in developing countries is becoming common in the modern world. However, there is no clear consensus on its impact on the welfare of farmers. We aim to provide new evidence for the case of the contract farming of jasmine rice in Thailand, which is rapidly increasing these days. For this purpose, we conduct a farm household survey in the northeast provinces, where many farmers engage in rice farming with and without specific contracts.

## **4. Scope of Work on the Research**

A CONTRACTOR will do the following activities:

- (1) Conduct household survey of 150 households engaging in rice farming with and without contracts in the northeast provinces based the agreed sampling and the questionnaire.
- (2) Data entry of above mentioned 150 households.
- (3) Submission of the data (computer-based format).

## **5. Expected Outcome**

Data of 150 households engaging in rice farming with and without contracts in the northeast provinces

## **6. Research Schedule**

Term of Project: Mid of December to February 14

Mid of December to beginning of February: Survey works on the households.  
Beginning of February: Survey data entry and preparation for the Final Report.  
By February 14, submission of final report specified in clause 7.

## **7. Reports**

### (1) Final Report

Final Report which contains the following items shall be submitted by 14 February, 2023;

- Description Paper (Word format) at minimum volume of A4 3 pages
- Survey Raw Data (Excel format)

Items mentioned above which contain the data in the form of online storage/E-mail shall be submitted to IDE by mail/courier service.

## **8. Budget Estimation Guideline**

- (1) Total Budget: Maximum Total amount of (2) and (3) is JYP 2,500,000
- (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.

d. Expense for the field survey

Obtain receipts and vouchers for travel expenses for field surveys, such as car rental, fuel, air tickets, and train tickets. *As for Per Diem, honoraria and accommodation fees, any receipts and vouchers shall not be obtained and kept as long as these are paid as daily subsistence allowance (DSA).*

e. Miscellaneous Expenses

Obtain receipts and vouchers for miscellaneous expenses necessary for the research.

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