

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

November 8, 2022
NOBUTANI Kazushige
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 29, 2022(JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal:	November 8, 2022 ~ November 29, 2022
Evaluation Process:	November 30, 2022 ~ December 2, 2022
Notification:	By the Middle of December 2022
Contract:	early January 2023

SPECIFICATION

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

1. Evaluation Criteria

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

2. Title of the Research

Farm Household Survey on Contract Farming among Pepper Farmers in Cambodia

3. Background and Objectives of the Research

IDE-JETRO conducts a household survey to assess the impact of contract farming on the welfare of pepper farmers in Cambodia. 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 pepper in Cambodia, which is rapidly increasing these days due to geographical indication. For this purpose, we conduct a household survey of pepper farmers in Kampot and Kep provinces, where many farmers engage in pepper farming with and without specific contracts.

4. Scope of Work on the Research

A CONTRACTOR will do the following activities:

- (1) Conduct a household survey of 150 households engaging in pepper farming with and without contracts in the Kampot and Kep provinces based on 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 engaged in pepper farming with and without contracts

6. Research Schedule

Term of Research work:

Research work shall be conducted from January XX, 2023 to March 1, 2023.

7. Reports

(1) Final Report

Final Report which contains the following items shall be submitted with email by February 14, 2023.

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

8. Budget Estimation Guideline

- (1) Total Budget: Total amount of (2) and (3) is JPY 3,700,000
- (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 “clause 7” is not satisfied, the amount of payment specified in “clause 8” shall be reduced. The amount to be reduced will be determined upon mutual consultation.

1) First payment

50 % of total amount (An invoice shall be submitted upon signing of the Agreement)

2) Second and final payment

50% of total amount

-An invoice shall be submitted upon IDE-JETRO’s acceptance of the final reports.

-The amount of the final payment shall be determined based on the contents of the statement of accounts for settlement and working record, and the result of account audit which is stipulated in the Agreement.

Enclosed: PROPOSAL FORM