

**Application Guideline for  
Contract Research on “Survey on Business and Human Rights Issues  
along the Supply Chain in Indonesia” Commissioned by IDE-JETRO**

5, July, 2024  
Susumu Kataoka  
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.

[R\\_promo2@ide.go.jp](mailto:R_promo2@ide.go.jp)

3-2-2 Wakaba, Mihama-ku, Chiba-shi Chiba, Japan 261-8545  
Institute of Developing Economies, JETRO  
TEL: +81-43-299-9667 FAX: +81-43-299-9731

**Application DEADLINE: 18:00, July 24, 2024 (JST=GMT+9)**

**2. Evaluation Schedule**

Accepting Proposal:	July 5, 2024 ~July 24, 2024
Evaluation Process:	July 25, 2024 ~ August 2, 2024
Notification:	by August 21, 2024
Contract:	by September 2, 2024

# **SPECIFICATION**

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

## **1. Title of the Research**

*Survey on Business and Human Rights Issues along the Supply Chain in Indonesia*

## **2. Evaluation Criteria**

- 1) Feasibility of technical approach and methodology for the survey
- 2) Adequacy of work plan to complete the survey in the required timeframe
- 3) Organizational experience and capability of survey
4. Familiarity with the conditions of the survey area
5. Qualifications of staff

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

Business and Human Rights (BHR) have become global priorities, with companies increasingly striving to establish responsible business conduct regarding human rights, workers' rights, and the rights of surrounding communities. These efforts extend both within and around value chains. However, understanding the human rights situation in sourcing countries along supply chains remains a significant challenge. Recognizing that the workers' and human rights situation is diverse depending on sectors, segments of supply chains, and types of stakeholders, understanding the whole picture is essential to protect workers' and people's rights along supply chains.

This study specifically focuses on Indonesia, a critical country where Japanese companies source raw materials such as agricultural products and mineral resources and where they locate production sites. Additionally, Japanese companies employ Indonesian workers in various sectors within Japan. Understanding the challenges to protect the rights of people and workers from local perspectives is inevitable for companies that have business with Indonesia to develop policies and to improve their practices to prevent harm to people and workers if risks exist.

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

The study conducts surveys for the categories below. One survey consists of a question section and an interview section, which count as one sample.

The first category is sectors. The target sectors include agriculture, industry, and natural resources. The study chooses at least one target subsector from each sector. For example, the subsectors can be palm oil, fishery for the agriculture sector, automobiles, textiles for the industry sector, and timber, coal, and nickel for the natural resource sector. For each target subsector, the study chooses at least two representative companies, preferably belonging to different segments of supply chains.

For example, one company could be an exporting company that directly obtains orders from Europe, the US, Japan, and the other countries that are keen on the BHR issues. The other company could be a mid-stream or upstream company that does not export directly but sells to other companies. Companies supplying to the domestic market could be a choice, as well.

The second category is the types of stakeholders. Different stakeholders along the supply chains are targets for the survey for each or some of the chosen sectors. These include companies, labor unions, workers within Indonesia, those expected to work/have worked in Japan, affected communities, NGOs, and others, if any.

This survey consists of predetermined question sections and an interview section. The predetermined questions are developed jointly with the IDE researchers and the contractor for each type of stakeholder.

The total number of samples is minimum 150. The number of samples is optimized across different categories on the condition of the following (see Table: sample distribution):

- (1) At least two companies belonging to different segments of the supply chains shall be chosen from each subsector; industry, agriculture, and natural resources.
- (2) At least one sample for each category of stakeholders, besides companies, shall be included: a labor union, a worker in Indonesia, a worker who is expected to work in Japan or has experience working in Japan, an affected community, and NGOs.
- (3) The requirements above will give a total of 11 samples. The remaining samples shall satisfy the types of sectors/stakeholders of the Table.

Table: Sample distribution

	<b>Sectors</b>	<b>Example of subsectors</b>
<b>Required Sample Type : Sectors</b>	Agricultural company (at least 2)	palm oil, fishery
	Industrial company (at least 2)	automobiles, textiles
	Natural Resources company (at least 2)	nickel, coal
<b>Required Sample Type : Stakeholders</b>	Labor Union	
	Worker in Indonesia	
	Worker expected to work in Japan / worked in Japan	
	Affected Community	
	NGO	

## **5. Expected Outcome**

Minimum 150 samples meeting the requirements described above.

## **6. Research Schedule**

Term of Research work:

Research work shall be conducted from September 2, 2024 to January 9, 2025.

Making a contract: August, 30, 2024

Questionnaire and interview on the targeted sectors and stakeholders: September to mid.

December.

Summarizing survey results and preparation of survey files: Mid. of December to January 8.

Submission of the final output (as specified in Clause 8): January 9, 2025

## **7. Payment Method**

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

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

## **8. Output for Submission**

A CONTRACTOR shall submit to IDE the following items by 9, January, 2025;

- Survey data of minimum 150 samples collected from the surveys (both questions and interview sections) in Word/PDF format. The interview section should be more than 1 page A4 paper in English or Japanese.
- A data file(s) containing the data for the question section and the corresponding survey file identification numbers in Excel format.
- Statement of accounts and working record (timesheets)

Items mentioned above that contain the data shall be submitted to IDE-JETRO by email or mail/courier service.

## **9. Budget Estimation Guideline**

- (1) Total Budget: The maximum budget is JPY 1,560,000, which consists of Direct Expenses and Administrative Overhead.
- (2) Direct Expenses: See Clause 10 for details.
- (3) Administrative Overhead: Administrative expenses for the research activities, such as facility management and maintenance costs. 10 % of direct expenses is maximum.
- (4) Amount: Payment is conditional on the completion of submission specified in Clause 7.  
If the requirement in Clause 8 is not satisfied, the amount of payment specified in Clause 9 shall be reduced. The amount to be reduced shall be negotiated between the two parties.

## **10. General Condition of Expenditure and Account Management on the Research**

Expenditure items in the Research should be confined to the following items:

### (1) Direct Expenses

#### a. Honoraria for researchers

Keep daily work logs on the report sheet provided by IDE-JETRO to confirm the status of the Research work.

b. Wages and salaries for research assistants

Upon hiring research assistants, keep daily work record specifying the employee's name and service content to confirm the work status.

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 its country.

A CONTRACTOR shall be required to exclude the recess time from the working hours of the day when a CONTRACTOR calculates the honoraria for joint researchers or wages for research assistants.

(2) Administration Overhead

Expenditures such as telecommunication and translation on the Research shall be borne within the amount of administration overhead.

**11. Statement of Accounts for Settlement and Working Record**

The Statement of Accounts for Settlement and Working Record (hereinafter "Time Sheet") for which IDE-JETRO provides a form shall be submitted immediately after the final Report is submitted within the contract period.