

Application Guideline for
Contract Research on “Supply Chain Due Diligence and Conflict
Affected Areas- The case of Myanmar” Commissioned by IDE-JETRO

6 Aug, 2024
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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 above clauses by the deadline shown below by e-mail or courier service.

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Application DEADLINE: 18:00, August 30, 2024 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal:	August 6, 2024 ~August 30, 2024
Evaluation Process:	September 2, 2024 ~September 10, 2024
Notification:	by the end of September, 2024
Contract:	by October 1, 2024

SPECIFICATION

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

1. Title of the Research

‘Supply Chain Due Diligence and Conflict Affected Areas- The case of Myanmar’

2. Evaluation Criteria

- 1) Feasibility of technical approach and methodology for the research
- 2) Adequacy of work plan
- 3) Organizational experience and capability of research
- 4) Familiarity with the conditions of the research 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 Myanmar, a geopolitically critical country, where Japanese companies source apparels and agricultural products and where they locate production sites including Thilawa Special Economic Zone. The current situation in Myanmar requires business to conduct heightened human rights due diligence necessary in a conflict-affected area. At the same time such situation generates increasing number of workers from Myanmar to Japan, Japanese companies employ Myanmar 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 within Myanmar to develop policies and to improve their practices to prevent adverse impacts on people and workers if risks exist.

4. Scope of Work on the Research

A CONTRACTOR will conduct the following research:

- (1) Clarifying human rights due diligence in conflict-affected areas

- (2) Analyzing Current Situation for Business and Human Rights in Myanmar
- (3) Rights-holder specific research focusing migrant workers
- (4) Sector specific research focusing export sectors
- (5) Sector specific research focusing in-country economic activity
- (6) Implication to Japanese companies and policy

5. Expected Outcome

Minimum 80 pages (A4) report according to the items described above 4. (1)-(6).

6. Research Schedule

Term of Research work:

Research work shall be conducted from October 1, 2024 to January 31, 2025.

Making a contract: by the end of September 2024

Submission of the final report (as specified in Clause 8): January 31, 2025

7. Payment method

IDE-JETRO 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) Final payment: upon submission of the Report (as specified in clause 8)

8. Reports

A CONTRACTOR shall submit to IDE-JETRO the following items by January 31, 2025.

- Report
- Statement of accounts and time sheets

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

9. Budget Estimation Guideline

- (1) Total Budget: Maximum budget is JPY 2,030,000 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.
In the case 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 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 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 its 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.

11. Statement of Accounts for Settlement and Working Record

Statement of Accounts for Settlement and Working Record (hereinafter "Time Sheet") of which form is provided by IDE-JETRO shall be submitted immediately after submission of final report within the contract period.