

**Application Guideline for
Contract Research on “A Quantitative Survey on Household
Decisions in Suba South Subcounty, Homa Bay, Kenya”
Commissioned by IDE-JETRO**

20 August, 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.

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Application DEADLINE: 18:00, 6 September 2024 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal:	August 20, 2024 ~September 6, 2024
Evaluation Process:	September 9, 2024 ~September 13, 2024
Notification:	by the middle of October, 2024
Contract:	October 15, 2024 (the date shall be finalized upon completion of the administrative procedures)

SPECIFICATION

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

1. Title of the Research

A Quantitative Survey on Household Decisions in Suba South Subcounty, Homa Bay, Kenya

2. Evaluation Criteria

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

3. Background and Objectives of the Research

IDE-JETRO conducts a household survey with an aim to explore malaria risks including household decisions and family formation in Suba South Subcounty, Homa Bay, Kenya. The study site has long been affected by the endemicity of malaria, a vector-borne disease transmitted by Anopheles mosquitoes. The disease is a serious health issue for young children and pregnant women. Malaria is considered to be strongly related to poverty, which is a central issue in development economics research. In particular, the recent literature has made methodological advances to identify intrahousehold consumption inequality at the individual level even for households with complex family structure such as polygyny.

There shall be conducted a household interview survey to collect data on consumption expenditure and family formation among households for which past data were collected about malaria prevalence. In the study site, several rounds of malaria surveys have been conducted since 2021. The newly collected data will be combined to the malaria data and analysed to uncover the relationship between polygyny and malaria.

4. Scope of Work on the Research

The CONTRACTOR will do the following:

- (1) Visit 200 households in Suba South Subcounty, Homa Bay County, Kenya.*
- (2) Administer an interview questionnaire at the 200 households.*
- (3) Submit the collected data.*

5. Expected Outcome

Data of 200 households.

6. Research Schedule

Term of Research work:

Research work shall be conducted from October 15, 2024 to March 14, 2025.

Making a contract: October 15, 2024 (the date shall be finalized upon completion of the administrative procedures)

Submission of the reports (as specified in Clause 8): February 28, 2025

7. Payment method

IDE-JERRO 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 shall submit to IDE-JETRO the following items by February 28, 2025;

- Survey Raw Data (computer-based format)
- Statement of accounts and time sheets

9. Budget Estimation Guideline

- (1) Total Budget: Maximum budget is JPY 2,089,406, 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.