

**Application Guideline for
A Contract Research on “Ultra Poverty Reduction 3”
Commissioned by IDE-JETRO**

August 10, 2015
Satoshi Miyamoto
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 mail/courier service.

proposal@ide.go.jp

3-2-2 Wakaba, Mihama-ku, Chiba-shi Chiba, Japan 261-8545
Institute of Developing Economies, JETRO
TEL: +81-43-299-9500 FAX: +81-43-299-9731

Application DEADLINE: 18:00, September 24, 2015 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal: August 10, 2015 – September 24, 2015
Evaluation Process: September 25, 2015 – October 2, 2015
Notification: by October 2, 2015
Contract: October 16, 2015

SPECIFICATION

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

1. Evaluation Criteria

- (1) Qualifications and competence of the principal researcher/analyst
- (2) Credibility on institutional management experience on the survey projects. Some experiences in conducting questionnaire surveys with foreign clients (e.g., UN agencies), especially with Japanese clients are required.
- (3) Soundness of research methodology to meet the purposes of the survey
- (4) Experience with household surveys on the related subjects
- (5) Adequacy of work plan to complete the survey in the required timeframe
- (6) Familiarity with the conditions of the study area.

2. Title of the Research

Ultra Poverty Reduction 3

3. Background and Objectives of the Research

People living in the river islands in Bangladesh, which is locally known as “Char”, is extremely vulnerable with periodic floods as well as with river erosions; as these low-lying temporary sand islands built through silt deposition are only a few inches above normal river water level. Consequences of repeated devastation of natural disasters, most of Char dwellers have hardly any productive assets or land which they can survive on. Access to micro-credit is also extremely limited for the Char dwellers as there is hardly any Micro-finance Institute (MFI) in Char areas and MFIs typically do not offer micro-credit to the poorest of the poor (“ultra” poor). In an attempt to reduce the ultra poverty, this study aims to understand the impacts of “packaged” micro-credit on the ultra poor as an alternative to typical micro-credit by bundling asset and input purchase contract with the typical micro-credit contract.

4. Scope of Work on the Research

The household surveys will be conducted once in this fiscal year.

The contractor will do the following:

1. Survey on the specified 1600 households (Second follow-up surveys).
2. Training of survey interviewers.
3. Management of survey interviewers and processes.
4. Data verification and double entry.
5. Submission of data in STATA format

5. Expected Outcome

It is expected that submitted survey data allow IDE researchers to rigorously analyze the packaged microcredit impacts on various household welfare. Policy makers will be able to understand more about Char dwellers' livelihood, and possible interventions that can help them escaping from vicious cycle of poverty.

6. Research Schedule

Term of Research work:

Research work shall be conducted from October 16, 2015 to February 25, 2016.

7. Reports

Final Report: The contractor submits Final Report which contains the following items by February 25, 2016*;

- Description Paper (Word format) at minimum volume of A4 1 page
 - Complete Data of 1600 households (STATA format)
 - Statement of Account, receipts and vouchers on expenditure (as specified in Article 5)
- Items mentioned above which contain the data shall be submitted to IDE by email.

*Scanned questionnaire of the all 1600 survey forms will be kept in a DVD by the contractor which will be collected by the IDE-JETRO researchers (PDF format).

8. Budget Estimation Guideline

- (1) Maximum Total Budget: Maximum Total amount of (2) and (3) is 2,800,000 JPY.
- (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.

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.

Enclosed: PROPOSAL FORM