

**Application Guideline for
Contract Research on “Agro-Industry Research on China: Survey on
Hog Industry in Jilin and Henan Province in 2015” Commissioned by
IDE-JETRO**

September 2, 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

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

2. Evaluation Schedule

Accepting Proposal: September 2, 2015~ September 24, 2015
Notification: by October 15, 2015
Contract: October 15, 2015

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 Hog Industry in Jilin and Henan Province in 2015

2. Evaluation Criteria

The CONTRACTOR of the research project will be selected based on:

- 1) Qualifications and competence of the principal researcher. Proficiency in speaking/writing/reading Chinese and Japanese required.
- 2) Credibility of 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 and feasibility of sampling strategy to meet the purposes of the survey.
- 4) Adequacy of work plan to complete the survey in the required timeframe.
- 5) Experience with household surveys and/or factory employee surveys on the related subjects.
- 6) Familiarity with the conditions of the study area.

3. Background and Objectives of the Research

“Industrialization of agriculture” is an important policy for alleviating poverty in the rural area and improving productivity and competitive edge of the agriculture as an industry in China. In this policy, Agro-business enterprises are playing important role in strengthening economic linkage with farmers through contract farming and increasing value added of farm products.

Through this research contract project, we aim to clarify the development process and the present situation of agro-industrialization in China from the viewpoints of hog processing firms in Jilin and Henan Provinces. In particular, we focus on the characteristics of management (financial statements, strategies of product marketing and procedures of pig procurement) and the developments of contract farming in hog industry.

4. Scope of Work on the Research

1) Selection of sample

Based on the surveys in 2007 and 2009 conducted by IDE, a CONTRACTOR will select panel data sample no less than 100 hog processing firms. The sample that disappeared in 2015 after 2009 survey will be replaced by the following methodology; Preparing the appropriate and representative list of hog processing industries in Jilin and Henan Provinces. Extract the sample that were contained in the 2009 survey and alive in 2015, then select randomly from the remained sample to fill the sample size no less than 100 firms.

2) Data collection

A CONTRACTOR will collect data using the questionnaire prepared by IDE. Interviews

with representatives of firms must be conducted by a/the CONTRACTOR's staff. Telephone interview may be used only to supplement or confirm data taken during an interview/visit.

An interviewer will double-check specific key figures using the questionnaire's design allowing detection of inconsistencies. IDE staff might join a CONTRACTOR project team at the beginning of survey.

3) Data entry and clearing

Data and employment information collected in the original questionnaires will be inputted into MS-Excel files supplied by IDE. The Qualitative response is coded based on the code list provided by IDE and supplemented by a CONTRACTOR if necessary. During this work, erroneous employee information should be checked and corrected.

4) Delivery of data and the related documents

Inputted data can be sent to IDE by secure E-mail. A CONTRACTOR needs to preserve a hard copy of all data and original questionnaires for reference by IDE. Related documents about industrial parks and firm information shall be delivered to IDE via internationally reliable courier service (e.g., EMS, DHL etc.) to provide IDE with tracking information. Also, complete descriptions of the sample selection procedure, including the replacement process, need to be submitted.

5. Expected Outcome

The project is expected to produce hog processing firm's data with not less than 100 for each provinces.

6. Research Schedule

Term of Research work:

Research work shall be conducted from October 15, 2015 to March 10, 2016.

1) October 2015

Exchanging a contract

2) October to November 2015

Survey on Firms

Follow-up survey and Input of surveyed data

4) December 25, 2015

Submission of the employee survey data file and final report

5) February 10, 2016

Submission of related documents and a statement of accounts for settlement and all of original receipts, vouchers and other records

7. Reports

The survey data shall be submitted by December 25, 2015. The Final Report shall be written in Chinese or English and include complete description of sample selection procedure.

8. Budget Estimation Guideline

- 1) Maximum Total Budget: Total amount of 2) and 3) is 2,241,404JPY.
- 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. Expenses for field survey

Obtain receipts and vouchers for travel expenses for field surveys, such as car rental, fuel, air tickets, and train tickets.

d. Miscellaneous expenses

Obtain receipts and vouchers for miscellaneous expenses (such as expenses for purchasing materials and copy fee) 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 Japanese or English.