

【Revised】 Application Guideline for
“Survey on Perception about School, Teachers, and Political
Participation in Rural Punjab, Pakistan” Commissioned by
IDE-JETRO

July 29, 2016
Yasushi Akahoshi
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 and CV of the principal Researcher/Analyst which contains their names, addresses, education, language and work experience, following the instruction stipulated above clauses by the deadline shown below by e-mail or mail/courier service.

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Application DEADLINE: August 8, 2016 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal:	July 19, 2016	~	August 8, 2016
Evaluation Process:	August 9, 2016	~	August 12, 2016
Notification:	by August 12, 2016		
Contract:	September 1, 2016		

SPECIFICATION

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

1. Title of the Research

“Survey on Perception about School, Teachers, and Political Participation in Rural Punjab, Pakistan”

2. Evaluation Criteria

- 1) Qualifications and competence of the principal researcher. Proficiency in speaking/writing/reading Punjabi, Urdu and English required.
- 2) Credibility on institutional management experience to establish the team for conducting the questionnaire survey, especially by appropriate and sufficient allocation of its personnel. Some experiences in conducting questionnaire surveys with foreign clients (e.g. UN agencies).
- 3) Soundness and feasibility of sampling strategy to collect the required data.
- 4) Systematic arrangement for the survey to submit final results by the deadline without delay.
- 5) Experience with household surveys with questionnaires on the related subjects.
- 6) Familiarity with the conditions of the study area such as previous survey experiences, possession of networks/resources.

3. Background and Objectives of the Research

Educational reform toward enhancing literacy and school quality is often considered “politically unacceptable” in developing countries. However, it is not clear what “political unacceptableness” means concretely. The objective of this research is to investigate the nature of “political unacceptableness” of education reform and the factors behind little progress of educational reform in developing countries. By doing so, this research aims at leading to policy implications for educational reform, which is indispensable for them to move into emerging and developed countries. The focus of research is Pakistan, which has many illiterate populations and aspires to achieving a high rate of economic growth like India.

Primary school enrollment for all children was one of the Millennium Development Goals. South Asian countries have achieved primary school enrollment rate of 94% in 2012 from 75% in 1999. In South Asian countries, however, one out of three children who enrolled in primary school drops out of school, and enrollment and learning are different matters. For example, in Pakistan, children who drop out of school before completing the third grade are found to be functionally illiterate (Andrabi et al. 2008). That means three years of enrollment at primary school are not enough to make literacy. Policies aiming at reducing the drop-out rate and enhancing quality of education are indispensable.

To achieve this objective, the unique teacher-household surveys will be conducted in Pakistan. Teacher questionnaire tries to capture the level of political influence concerning teachers’ hiring and redeployment both for public and private schools. Household questionnaire tries to

capture the level of teachers' influence over people's voting behavior.

References

Andrabi, Tahir, Jishunu Das, Asim Ijaz Khwaja, Tara Vishwanath, and Tristan Zajonc. 2008. *Pakistan: Learning and Educational Achievements in Punjab Schools (LEAPS)*. Washington D.C.: World Bank.

4. Scope of Work on the Research

1) Pretesting of survey instruments

A CONTRACTOR will pretest the questionnaire for at least 10 households and 10 teachers in order to improve questionnaire and let staffs familiarize interview. A CONTRACTOR will discuss with IDE about any necessary changes in the questionnaire.

2) Selection of samples

The survey consists of two questionnaires: (1) School/Teacher Questionnaire, (2) Household Questionnaire. The district should be jointly selected by CONTRACTOR and IDE. It is expected that the survey incorporates 400 questionnaires. A CONTRACTOR will construct a list of whole schools and households in each primary sampling unit (PSU) (e.g. ward). The number of PSUs covered should be discussed with IDE.

3) Data collection

Using the questionnaire, household and school/teacher data will be collected through interview by visit. Interview must be conducted by trained CONTRACTOR's staff. Interview without attendance of a CONTRACTOR's staff shall not be included in the household and school/teacher data submitted to IDE. Telephone interview may be used only to supplement or confirm data taken by visit.

A CONTRACTOR needs to make the most effort to increase household's and school/teacher's response. In collaboration with IDE, a CONTRACTOR will request related authorities and organizations, such as District Commissioner's Office, for corporation to the survey. When collection of data for the planned number of households is at risk, a CONTRACTOR needs to report to IDE, and will discuss how to cope with the problem.

An interviewer will double check some key figures using the questionnaire's design allowing detection of inconsistency.

IDE staffs will join a CONTRACTOR project team for the first month of survey period to give on-the-job training and to check the appropriateness of questionnaire.

4) Delivery of data and the related documents

Data collected in the original questionnaires with household information shall be delivered to IDE via internationally reliable courier service (e.g. DHL, OCS, TCS, etc.). Also complete description of sample selection procedure including replacement process needs to be submitted.

5. Expected Outcome

The project is expected to produce 400 questionnaires. The villages, schools/teachers, and households will be randomly selected from the district census, compiled school lists, and compiled

household lists, respectively.

6. Research Schedule

Term of Research work:

Research work shall be conducted from September 1, 2016 to March 31, 2017.

- 1) September 2016
 - Making a contract
 - Pretest and sample selection
- 2) October 2016 to January 2017
 - Data collection
 - Data cleaning
- 3) March 6, 2017
 - Submission of the household data in the original questionnaire and related documents

7. Payment method

IDE 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

Report which contains the following items shall be submitted to IDE by mail/courier service by March 6, 2017;

- Data collected in the original questionnaire with household and school/teacher information
- Complete description of sample selection procedure including replacement process at minimum volume of A4 three pages (Word format)

9. Statement of Accounts and Time sheets

Statement of Accounts and Time sheets (as specified in clause 11) shall be submitted immediately after submission of Report within the contract period.

10. Budget Estimation Guideline

- 1) Maximum Total Budget: Maximum Total amount of (2) and (3) is 2,400,000 JPY.
- 2) Direct Expenses: See clause 11 for details.
- 3) Administrative Overhead: Administrative expenses on the Research activities, in maximum 10 % of total direct expenses would be on budget proposing.

11. 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 Time Sheets 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 Time Sheets 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 your country.

A CONTRACTOR shall be required to exclude the rest period from the working hours of the day when a CONTRACTOR calculates 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.