



March 28, 2019

**Personal & Confidential**

Dr Lijum Nochi  
Assistant Professor  
Rajiv Gandhi University  
Arunachal Pradesh

Dear Dr. Nochi,

ICRIER is happy to engage you as External Consultant under the research project titled "Asia Regional Trade and Connectivity Programme (ARTCP)- India-Myanmar Trade and Connectivity: Phase II" funded by Department for International Development ((DFID).

**1. Term**

This Agreement shall be for a period from March 2019 to May 2020.

**2. Scope of work**

The Consultant shall provide and perform the work set forth in Terms of Reference (TOR) at Annexure A attached hereto.

**3. Compensation**

In consideration for the work, ICRIER shall pay the Consultant as per the payment schedule annexed at Table 1 of TOR. The total contract value will be Rs 3,30,000/- which include reimbursement of survey expenses upto a maximum of Rs 1,30,000/- subject to submission of bills.

The payment towards Honorarium will be paid less TDS as applicable on receipt of the invoice from the consultant and on the deliverables and timeline as per Table 2 of TOR.

**4. Intellectual Property Rights in Work Product**

The Consultant and ICRIER acknowledge and agree that the ICRIER will hold all intellectual property rights in any work product resulting from the Consulting work including, but not limited to, copyright and trademark rights. The Consultant agrees not to claim any such ownership in such work product's intellectual property at any time prior to or after the completion and delivery of such work product to the ICRIER.

**5. Confidentiality**

*[Handwritten signature]*

Maintain full confidentiality of the research project and take prior permission of ICRIER for any dissemination or use of ICRIER name or for any research output which is not in public domain or which is related to on-going activities.

**6. No Modification Unless in Writing**

No modification of this arrangement shall be valid unless in writing and agreed upon by both Parties.

**7. Applicable Law**

This consulting arrangement is governed, in all respects, by applicable Indian law.

Please return this letter duly countersigned in token of your acceptance.

Sincerely,

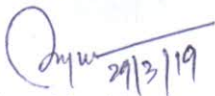


**Geetha Nair**

**Geetha Nair**  
Secretary

Indian Council for Research on  
International Economic Relations (ICRIER)  
Core 6A, 4th Floor, India Habitat Centre,  
Lodhi Road, New Delhi-110 003

Agreed & accepted,



(Lijum Nochi)

PAN No. ATKPN4399L

## Annexure A

### Concept Note and TOR for Survey Coordinator

ICRIER's research on India-Myanmar cross border trade and connectivity indicates that there has been a significant increase in informal trade even though the Indian Government has taken measures in 2015 to normalize cross border trade between India and Myanmar. In fact the officially permitted barter trade has rapidly converted to informal trade. Formal trade which was at low levels prior to 2015 has become negligible after the Government introduced measures to normalize trade.

The study project proposes to examine how impediments in the formal trade can be addressed to increase trade and how informal trade can be channelized to formal trade through corrective, adaptive and new measures. Including the gender dimension in studying informal trade has the potential to be a key driver for women's socio-economic empowerment and enhanced productivity.

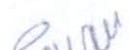
#### Specifically the study has the following objectives:

- Identifying major cross border trading points for informal trade and estimating the quantum of India's informal trade with Myanmar
- Understanding institutional arrangements supporting informal trade. This would include examining the transacting environment of informal trade in terms of sourcing of goods, nature of markets in informal trade, the types of mechanisms for the flow of information on trading opportunities as well as the governance of contractual relations in informal markets. It would also include understanding the risk mitigating mechanisms adopted by informal traders.
- Identifying inadequacies of the formal channel and examining the reasons for weak implementation of trade policies in the formal trading channels.
- Identifying the roles played by women in informal trade chain.
- Identifying ways to facilitate greater involvement of women in formal trade.
- Suggesting measure to improve the formal channels and make them more conducive for cross border trade.

#### TOR for Survey Coordinator

- As the Survey Coordinator for the state of Arunachal Pradesh you are expected to:
  - Identify the locations of major informal markets across the Arunachal Pradesh-Myanmar border through which informal trade is taking place.
  - Provide an estimate of the quantum of commodity-wise informal trade with Myanmar.
  - Map the institutional functioning and arrangements supporting informal trade.

 29/3/19





- Provide the modalities being used by informal traders to source goods that are exported and distribute goods that are imported.
  - Identify inadequacies of the formal channel that encourage traders to trade informally.
- ICRIER will design questionnaire for estimation of informal trade. The questionnaire will be designed to capture the volume, aggregate, item-wise and route-wise value of informal trade, characteristics of business, trade features, and custom process and transaction procedures involved in the trade.

Survey Coordinator will provide his inputs/feedback on the questionnaire and checklist design process.

- Survey Coordinator will conduct/supervise field survey of all identified informal markets across the Arunachal Pradesh-Myanmar border through which informal trade is taking place.
- The survey will be conducted twice using the questionnaire prepared by ICRIER.
- The survey respondents will cover:
  - Minimum of 50 informal traders carrying out trade through and around formal channels
  - Minimum of 25 respondents in each identified informal market
- The Survey Coordinator will interview concerned authorities/ governments departments in the capital city as well as locally. The consultant will also interview knowledgeable persons having knowledge about informal trade.
- Survey Coordinator will also be responsible for data entry, using the common template provided by ICRIER.
- Based on survey/ stakeholder consultations and other material, Survey Coordinator will prepare and submit state report on the extent of informal trade between Arunachal Pradesh and Myanmar. Specifically report should include
  - Identification of location of major informal markets across the Arunachal Pradesh-Myanmar border through which informal trade is taking place.
  - A detailed analysis of estimate the quantum of commodity-wise informal trade with Myanmar conducted through the state of Arunachal Pradesh
  - A framework of institutional arrangements supporting informal trade
  - Detailed modalities being used by informal traders to source goods that are exported and distribute goods that are imported.

29/13/19

Amaw

- Identification of inadequacies of the formal channel that encourage trade to trade informally.
- Measures required to channelize informal trade to formal channels
- ICRIER team will hold consultative meetings with different stakeholders in the state of Arunachal Pradesh. Survey Coordinator will assist the ICRIER team in organizing the stakeholder consultations.
- Consultant will participate in consultative meetings in the state review workshop, and project conference at New Delhi. ICRIER will cover the travel and stay expenses.
- Consultant will be paid Rs. 2,00,000/- (Rs Two lakhs only) less tax as applicable as honorarium for his/her services as Survey Coordinator.
- ICRIER will also reimburse all survey related expenses (travel and stay expenses etc.), based on submission of valid receipts with an upper limit of Rs.1,30,000/- (Rs One lakh and thirty thousand only).
- Payment schedule of consultant will be as per table 1.
- Deliverables and timeline is given in table 2

No information collected during the survey is allowed to be used or published. ICRIER shall have the copyright and other related rights over survey responses and all material/information collected during the course of the survey. All copies of information generated both in form of hard copies such as documents, data collected, results of analysis of such information etc upon completion or prior to termination of this contract and information stored in any electronic data storage and retrieval device remains the property of ICRIER and will be duly returned to ICRIER in due discharge of obligations of the undersigned under this agreement.

29/3/19

*[Handwritten signature]*

**Table 1: Payment Schedule of Survey Coordinator**

S. No.	Head and Breakup	Amount in INR
I	Honorarium	2,00,000
	March 2019: 50%	1,00,000
	May 2020: 50%	1,00,000
II	Survey Expenses Reimbursement Based on Receipt	
	December 2019: Up to	91,000
	May 2020: Up to	39,000
I+II	Total Contract Value	3,30,000

**Table 2: Deliverables and Timeline**

Timeline	Deliverables
April-Dec 2019	Commencement of Survey
	Report of 1 <sup>st</sup> Phase of Survey
	Report of 2 <sup>nd</sup> Phase of Survey
	Help organize consultative/stakeholder meetings in Arunachal Pradesh
	Participate in review workshop in Delhi
January-May2020	Submit all raw survey data in excel
	Tabulate the results of the survey
	Submit final list of respondents
	Submit survey reports
	Participate in ICRIER Conference in New Delhi

Amu  
29/3/19

Amu