

Application Guidelines for “The Second Round Survey for Prospect of Garment Industry in Madagascar”

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I. Application Summary

1. Background and Objectives

In light of significant role for economic development in low-income countries, IDE conducted firm surveys for garment industries in Asian and African countries since 2003. To investigate potential of garment industry in Africa, IDE collected firm level data in Madagascar since 2009. Malagasy garment industry is one of few case for good prosperity in African manufacturing industry, yet involvement of local firms is much smaller than one seen in Asian low-income countries. In Asia, development of garment industry was started when large scale FDI was made, and soon after growth of local garment firms further boosted growth of production and employment. In contrast, development of local firms is much smaller in Malagasy garment industry despite its 15-year history of export by multinational companies (MNCs).

To analyze background of the stagnation of local firms, IDE has started three-year firm survey in 2009. In 2009, the first survey was carried out covering 118 exporting and non-exporting firms, and in 2010, a survey targeting on local firms was conducted with smaller sample size. The survey in 2011 is to target all garment firms like the one in 2009. Significance of the survey has increased drastically in 2011 as political instability originated in 2009 has been affecting the garment exports through cancellation of the preferential access to the US market since 2010. The survey will uncover impact of political instability on firm performance and worker's welfare.

2. Duties and Responsibilities

1) Translation and Pretesting of survey instruments

A CONTRACTOR will translate the questionnaire written in English by IDE to French. A CONTRACTOR will pretest the questionnaire for at least five firms in order to improve questionnaire and familiarize staffs with interview. A CONTRACTOR will discuss with IDE

about any necessary changes in the questionnaire.

2) Selection of samples

It is expected that the survey incorporate 150 firms including MNCs and local firms with more than ten employees. A CONTRACTOR will construct a firm list using registered firm lists by the related authorities and industrial associations, and will select 150 firms randomly from the updated list. The sample must cover firms in Antananarivo and Antsirabe.

3) Data Collection

Using the questionnaire, firm data will be collected through interview by visit. Interview must be conducted with a firm's decision maker by trained CONTRACTOR's staffs. Interview without attendance of a CONTRACTOR's staff shall not be included in the firm 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 firm's response. In collaboration with IDE, a CONTRACTOR will request related authorities and organizations, such as Ministry of Economy, Trade and Industry, Institut National de la Statistique, and Groupement Entreprises Franches et Partenaires, for cooperation to the survey. When response is so low that collection of data for the planned number of firms 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 questionnaires design allowing detection of inconsistency.

IDE staffs may join a CONTRACTOR project team at the beginning of the survey period to give on-the-job training and to check the validity of questionnaire.

4) Data entry and cleaning

Firm information will be keyed into MS-Excel files supplied by IDE. Qualitative response is coded based on the code list supplied by IDE and supplemented by a CONTRACTOR if necessary. During this work, firm information with error should be checked and corrected. Firms with too many blanks and erroneous information will not be counted as a valid sample. For such case, a CONTRACTOR will conduct supplemental interview including telephone interview.

Keyed firm data should be strictly confidential and stored in a secured place, where none except the limited project team members can access.

5) Delivery of data and the related documents

Keyed data saved in an electric file and the original questionnaires with firm information shall be delivered to IDE. Also complete description of sample selection procedure including

replacement process needs to be submitted. Keyed data can be sent by electric mail with protection against data access. A CONTRACTOR needs to retain copy of data and questionnaire for reference by IDE.

During the contacted period, a midterm report should be submitted to IDE. It should contain sampling procedure, a firm list with information of interview progress, contractor's evaluation on progress of the Research, and proposal of any amendments if they are necessary to complete the Research within the contracted period.

3. Contract Period

From August 1, 2011 to December 28, 2011

4. Budget

- (1) Total Budget: Maximum budget is JPY 1,250,000, which consists of Direct Expenses, Overhead Expenses and Value Added Tax (VAT)(If imposed).
- (2) Direct Expenses: Wages and salaries for survey interviewers as well as survey managers, travel expenses, and expenses for data input and management.
- (3) Overhead Expenses: Administrative Overhead (Administrative expenses needed to conduct related research and facility management and maintenance fees). Maximum is 10 % of direct expenses.

5. Requirements

The Applicant must comply with all of the following requirements.

- (1) The applicant has experience of a survey of formal sector private firm in Madagascar.
- (2) The applicant has a close relationship with the related organizations, i.e. Ministry of Economy, Trade and Industry, Institut National de la Statistique, and Groupement Entreprises Franches et Partenaires, and is able to arrange cooperation of them to this survey.
- (3) The applicant shall allocate a staff with PhD degree in economics or related fields to a position that directly leads a working team.
- (4) The applicant shall keep private information collected through the survey strictly confidential.

II. Application Procedure

1. Application Period

From June 30, 2011 to July 20, 2011

2. Application Deadline

July 20, 2011 18:00 (JST/Japan Standard Time)

3. Necessary Items to Complete the Application

(1) Proposal Form

(2) Budget Form

4. Ways to Submit the Application

Submit the forms in PDF format to the following e-mail address.

proposal@ide.go.jp Research Management Division, Institute of Developing
Economies, Japan External Trade Organization

5. Evaluation Criteria

- Qualifications and competence (including local language ability) of key staff
- Adequacy of work plan to complete the survey in the required timeframe
- Soundness of research methodology to meet the purposes of the survey
- Experience with firm surveys on the related subjects
- Familiarity with the conditions of the study area
- Experience with collaborative works with Japanese organizations
- Academic and technical background and qualifications of the principal investigator

6. Schedule

June 30, 2011 Application Available

July 20, 2011 Application Deadline

After July 21, 2011

Notification of the Application Result

Drafting of the Contract

August 1, 2011 Conclusion of the Contract

From August 2011 to November 2011

Contractor conducts following activities.

- Survey
- Data capture, checking captured data, error correction of questionnaire
- Submission of periodical progress reports

November 30, 2011

Submission of scanned questionnaire, and entered data in Excel format, to the IDE-JETRO

III. Other Important Remarks

- All questions regarding this work shall be directed to Research Management Division. Applicants are kindly requested to understand that any inquires about the evaluation process shall not be accepted.

- A sample of the contract draft is available upon request. Contact to Research Management Division for a copy.

- Applicants' information will be kept confidential and will only be used for purpose of the research management at IDE-JETRO.

IV. Application Form

1. Proposal Form

See the attached Proposal Form

2. Budget Form

See the attached Budget Form

-END OF FILE-

Proposal Form

Contents:

1. Description of Consultant's Organization
2. Team Composition and Task Assignments
3. Work Schedule
4. Technical Approach and Methodology
5. Experience of the Organization
 - Experience with Household Survey
 - Experience with Other Relevant Projects
6. CV and Experience of Principal Investigator
7. Comments

****Evaluation Criteria****

Qualifications and competence (including local language ability) of key staff

Adequacy of work plan to complete the survey in the required timeframe

Soundness of research methodology to meet the purposes of the survey

Experience with firm surveys on the related subjects

Familiarity with the conditions of the study area

Experience with collaborative works with Japanese organizations

Academic and technical background and qualifications of the principal investigator

I. Description of Consultant's Organization

(Briefly describe the background, the name of the principal investigator, and the address, the contact number and main activities of the organization: not more than one page)

II. Team Composition and Task Assignments

(List all team members involved in this project, including the principal investigator. Describe briefly how tasks (interview, data entry, and supervision of activities) are allocated to each member. If you need more than one page, copy and paste the format below and fill it in the next page.)

Name	Employment Status (full time or other)	Education/Degree	Language skills (list all, including local and foreign languages, such as Bahasa Indonesia, Bahasa Makassar, English and Japanese)	Task Assigned	Years of Household Survey Experience
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

III. Work Schedule

(Describe work schedule/timeline, separately for (1) Data collection/Field work, (2) Data input, (3) Data cleaning/correction, and (4) Submission of the final results. If preferred, duration of each activity shall be indicated in an Excel sheet.)

IV. Technical Approach and Methodology

(Explain how to implement the assigned activities in details. Points: How do you implement the survey [transportation, staff accommodation in the field, etc]? How do you identify target households? What are your plans to obtain high-quality data in the field and to ensure data quality at the stage of data entry? What are your plans to implement the survey and data entry in a timely manner? If your actual activities are behind schedule, how do you overcome it?)

V. Experience of the Organization

1. Experience with Firm Surveys

(List all household surveys the organization has ever conducted. Include the following information for each survey: 1.Name and County of Orderer, 2. Location, 3. Duration, 4. Number of households surveyed, 5.Very brief description of the questionnaire).

2. Experience with Other Relevant Projects

(List all other relevant experience the organization has ever had. Relevant experience includes any activities in the study area, firm and other surveys, and collaboration with Japanese organizations. Include the following information for each experience: 1.Name and Country of Orderer, if appropriate, 2. Place, 3. Duration, 4. Very brief description of the project).

VI. Curriculum Vitae and Experience of the Principal Investigator

(CV of the principal investigator can be in any form and attach it as an Appendix. In addition, list professional services, such as lectures/ workshops/ technical supports/ publication / project reports, the principal investigator has ever provided).

VII. Comment

(Present the strength of the organization to carry out the assigned survey and raise any appealing points the organization wants to emphasize in the proposal: not more than one page.)

Budget Form

Details of Disbursement Plan of Allowance for the Joint Research on : “The Second Round Survey for Prospect of Garment Industry in Madagascar”

Expense Items Amount(JPY)

I. Direct Expenses _____

1.Honoraria for Joint Researchers

Chief Senior Researcher

JPY/h x hours/day x days/month x months x persons=

Senior Researcher

JPY/h x hours/day x days/month x months x persons=

Associate Senior Researcher

JPY/h x hours/day x days/month x months x persons=

Researcher

JPY/h x hours/day x days/month x months x persons=

2.Wages and salaries for research assistants

JPY/h x hours/day x days/month x months x persons=

3.Expenses for field survey

JPY _____

4.Expenses for purchasing materials

JPY _____

II. Overhead Expenses

5.General administrative expenses(under 10% of “Direct Expenses” listed above)

III. TAX

6. Value Added Tax (VAT)

Addition of I and II listed above x %(VAT) =

Total (addition of I, II and III listed above) _____

*Attach Curriculum Vitae for Honoraria for Joint Researchers

Date: _____

(Signature) _____

(Name of the representative) _____

(Title) _____

(Name of Institution) _____