

**Application Guideline for**  
**Contract Research on “Survey on the manufacturing factory**  
**employees in Suzhou City of Jiangsu Province, China”**

**Commissioned by IDE-JETRO**

July 9, 2014  
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.

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**Application DEADLINE: 18:00, July 31, 2014 (JST=GMT+9)**

**2. Evaluation Schedule**

Accepting Proposal: July 9, 2014 ~ July 31, 2014  
Notification: by September 1, 2014  
Contract: September 1, 2014

## **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 the manufacturing factory employees in Suzhou City of Jiangsu Province, China.

### **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**

Cheap labor in the Chinese economy has been one of the most important factors for the rapid growth in the manufacturing industry, and a large number of workers who are engaged in the industry have migrated from poor rural areas to relatively developed coastal ones. However, the labor market in China has been facing a structural change since the mid-2000s. Since considerable amounts of public investments by central and provincial governments are starting to be directed to inland areas, and gradual transfer of labor-intensive industries to less developed inland provinces tends to prevent local workers from migrating to the coastal areas. Thus, the balance of labor supply and demand in the manufacturing and service sectors is worsening in coastal provinces. In addition, the appearance of 'the second generation of migrant workers' born in the 1980s-90s, who tend to seek for better working conditions and higher standard of living, is accelerating an employment mismatch, causing a rapid rise in the legal minimum wage as well as high turn-over rates.

The purpose of this manufacturing factory employee survey, conducted in Suzhou City of Jiangsu Province, is to evaluate the effects of personnel management provided by manufacturing enterprises on the commitment of the employees, comparing first and second generation migrant employees. Specifically, IDE is going to hypothesize that factories which adopt more employee-friendly and skill-oriented personnel management policies can create higher employee commitment and job satisfaction, restricting employees' opportunistic behaviors and turn-over intentions, even among the second generation of migrant workers.

This research project will contribute to future proposals promoting more suitable personnel management to mitigate the/an employment mismatch between employers and employees, and to better motivate skilled workers who will be necessary for industrial upgrading in the

manufacturing sector.

#### **4. Scope of Work on the Research**

##### 1) Preliminary survey and pretesting of survey instruments

A CONTRACTOR will specify industrial parks in Suzhou City of Jiangsu Province suitable for the questionnaire survey in consultation with IDE, and conduct preliminary survey in factories in the parks to collect information about basic profile of factories (e.g. the number of employee and wage level of employee in each job ranking, financial statement etc.) and policies on personnel management adopted by factories. The sample size of this preliminary survey will not be less than 60 factories, and the questionnaire will be prepared by IDE. A CONTRACTOR will submit the results to IDE by secure E-mail.

In addition, a CONTRACTOR will translate the questionnaire form of the employee survey prepared by IDE from Japanese into Chinese, and pretest the questionnaire to improve it and let enumerators familiarize themselves with the interview. A CONTRACTOR will discuss any necessary changes to the questionnaire with IDE.

##### 2) Selection of sample

Based on the results of the preliminary factory survey, a CONTRACTOR will select no less than six factories which consist of two types of factories: the first group operates their personnel management in more labor-friendly and skill-oriented ways, and the other does not. Each group will contain no less than three factories, and must include at least one foreign affiliated company and one Chinese-private company in each group.

A CONTRACTOR will select around 70-80 employees randomly from each factory based on the employee name list. The sample will be restricted to assembly line workers whose rank is not more than middle management. In addition, a CONTRACTOR will adjust the sampling weight to keep the balance of sampled employees to those in their twenties and thirties.

##### 3) Data collection

Using the questionnaire, employee data will be collected at the time of their interview. Interviews with employees must be conducted by a/the CONTRACTOR's staff. Interviews without the attendance of any of a/the CONTRACTOR's staff shall not be included in the employee data submitted to IDE. Telephone interview may be used only to supplement or confirm data taken during an interview/visit.

A CONTRACTOR needs to make efforts to encourage employee's responses. In collaboration with IDE, a CONTRACTOR will request related authorities and organizations, such as the Bureau of Industry and Commerce in Suzhou and the administrators of the industrial parks, to cooperate for the questionnaire survey. When collection of data for the planned number of factories and employees is at risk of incompleteness, a CONTRACTOR needs to report to IDE, and discuss how to cope with the problem.

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

##### 4) 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.

5) Delivery of data and the related documents

Inputted data can be sent to IDE by secure E-mail. A CONTRACTOR needs to preserve a 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 manufacturing factories' employee data with not less than 400 workers randomly selected from the compiled list of employees.

### **6. Research Schedule**

Term of Research work:

Research work shall be conducted from September 1, 2014 to March 10, 2015.

1) September 2014

Exchanging a contract

2) September to October 2014

Preliminary survey on factory

Pretest and sample selection

3) October 2014 to December 2014

Survey on Factory Employee

Follow-up survey and Input of surveyed data

4) February 27, 2015

Submission of the employee survey data file and final report

5) March 10, 2015

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

### **7. Reports**

Final Report compiled based on the survey data shall be submitted by February 27, 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 2,280,000JPY.

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.