

**Application Guideline for
A Contract Research on “Youth labour market outcomes in South
African townships 2”
Commissioned by IDE-JETRO**

July 30, 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 2, 2015 (JST=GMT+09:00)

2. Evaluation Schedule

Accepting Proposal: July 30, 2015 – September 2, 2015
Evaluation Process: September 3, 2015 – September 8, 2015
Notification: by September 8, 2015
Signing Contract: September 25, 2015

SPECIFICATION

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

1. Evaluation Criterion

- (1) Qualifications and competence of the principal researcher/analyst.
- (2) Credibility on 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 of research methodology to meet the purposes of the survey.
- (4) Experience with household surveys on the related subjects.
- (5) Adequacy of work plan to complete the survey in the required timeframe.
- (6) Familiarity with the conditions of the study area.

2. Title of the Research

Youth labour market outcomes in South African townships 2

3. Background and Objectives of the Research

The objective of this research project is to explore decision making process of participation in labor force and unemployment in South Africa. South Africa faces surprisingly high unemployment rate. In this research, we will collect the data from households that we surveyed in 2014, summarize the labor market characteristics, and record job related skills by setting up individual appointments. The questionnaire will be provided by the IDE research team. Contents of the questionnaire closely follow the *Quarterly Labour Force Surveys*, and include:

- Residency
- Job history
- Labour market status

These will serve as a follow up study for the research conducted in FY2014.

4. Scope of Work on the Research

The household survey will be conducted once in this fiscal year.

The contractor will do the following:

1. Survey on the specified 300 respondents.
2. Recruitment and training of survey interviewers.
3. Management of survey interviewers and processes.
4. Data verification and entry.
5. Submission of data in a spread-sheet compatible format.

5. Expected Outcomes

The expected outcomes of our survey are to answer the questions of puzzling labor market phenomena in respective countries.

- Characteristics of labor market institutions.
- Nature of job search, employment types.
- Perspectives of job searchers.
- Outcomes of job search.
- Relationship with labour market outcomes and job related skills.

6. Research Schedule

Term of Research work:

Research work shall be conducted from September 25, 2015 to February 5, 2016.

7. Reports

* Final Report : The contractor submits Final Report which contains the following items by March 3, 2016*;

- Description paper (Word format) at minimum volume of A4 1 page.
- Complete data of 300 respondents (spreadsheet format).
- Statement of Account, receipts and vouchers on expenditure (as specified in Article 5).

* Items mentioned above which contain the data shall be submitted to IDE by email.

8. Budget Estimation Guideline

- (1) Maximum Budget Size: Maximum total amount of (2) and (3) in below is USD 28,974
- (2) Direct Expenses: See clause 9 for details.
- (3) Administrative Overhead: Administrative overhead expenses on the Research activities, up to 10 % of total direct expenses, shall be included in the proposed budget.

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.

2) Administrative 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 English.

Enclosed: PROPOSAL FORM