

**Application Guideline for
Contract Research on “Survey on Motorcycle Component Producers
in Indonesia” Commissioned by IDE-JETRO**

May 2, 2016
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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 in this Application Guideline and the Proposal Form, by the deadline shown below by e-mail or courier service.

proposal@ide.go.jp

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Application DEADLINE: 18:00, May 23, 2016 (JST=GMT+8)

2. Evaluation Schedule

Accepting Proposal: May 2, 2016 ~ May 23, 2016
Evaluation Process: May 24, 2016 ~ May 27, 2016
Notification: by May 27, 2016
Contract: June 10, 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 Motorcycle Component Producers in Indonesia

2. Evaluation Criteria

- 1) Feasibility and soundness of the technical approach and methodology for the survey
- 2) Adequacy of work plan to collect high-quality data within the required timeframe
- 3) Organizational experience and the capability of conducting questionnaire surveys
- 4) Familiarity with the sector where the survey is conducted
- 5) Qualification of the principal researcher and other staff

3. Background and Objectives of the Research

Indonesian motorcycle industry has experienced remarkable development since the 2000s. Introduction of low-priced models from China in the early 2000s invited entry of buyers of the lower-income class into the domestic market, which brought about market-driven expansion of production with high rates of growth. Under this situation, Japanese motorcycle manufacturers maintained their dominant position with putting competitive models by increasing the local content ratios to more than 90% to save import costs. These changes made local component producers rapidly developed in scale of production, the number of firms, as well as their skills in QCD. In addition, not a few Japanese component manufacturers entered into production in Indonesia in the investment boom from Japan after 2010.

This survey aims to grasp structure of motorcycle component supply base in Indonesia. Specifically it will focus on transaction relationships between motorcycle assemblers and component producers. It collects quantitative and qualitative data on component producers that enable us to understand: (1) the structure of motorcycle component industry in terms of brands, nationality of ownership, kinds of components, layers and so on, (2) transaction and negotiation between motorcycle assemblers and component producers, (3) component producers' performance in terms of productivity, capability, and management practices, (4) profit distribution between assemblers and component producers, and (5) component producers' development strategies; deepening of capabilities in the transaction with existing customers, or market diversification beyond existing customers in the motorcycle industry.

4. Scope of Work on the Research

- 1) Preparation of a comprehensive list

A CONTRACTOR shall develop a comprehensive list of motorcycle component producers in Indonesia, which will be used as the sampling frame for the survey. The list will cover only those producers directly and/or indirectly supplying components to motorcycle assemblers in Indonesia, excluding producers engaged only in replacement component production and in exports. The list

will be based on existing directories of the motorcycle industry in Indonesia. However, for the sake of ensuring comprehensiveness of the list, A CONTRACTOR may need to collect any available latest data and information not included in the existing directories.

From the comprehensive list, 100 component producers are selected randomly for the survey so as to represent distribution of motorcycle component producers currently operating in Indonesia.

2) Data collection

A CONTRACTOR will collect data on the selected component producers by visiting the companies, interviewing owner-managers, and filling a questionnaire by oneself. The questionnaire will cover general information about the companies, transactional relationships with customers, and acquisition of capabilities and management practices.

To ensure that all the companies are surveyed consistently and exactly in accordance with instructions, the team leader of A CONTRACTOR shall carefully select enumerators on the basis of their surveying capacity and monitor their performance. Enumerators shall conduct interviews in accordance with the questionnaire, record interviewees' responses accurately, and make detailed notes on any supplementary information about the companies obtained during the interviews. Enumerators shall check the accuracy of the data collected and ask for clarification and/or additional information from the companies whenever necessary.

A CONTRACTOR shall ensure that the data collection proceeds in accurate and consistent manner exactly in accordance with the requirements of IDE.

3) Data entry and report compilation

After the survey, A CONTRACTOR prepares an Excel database containing quantitative data (including numerical, multiple choice and yes-no questions), and a comprehensive report for each company visited containing qualitative data and supplementary information collected during the interviews.

5. Expected Outcome

The survey is expected to produce data on 100 motorcycle component producers in Indonesia, covering general information on the companies, transactional relationships with customers, and acquisition of capabilities and management practices.

6. Survey Schedule

Term of Research work:

Research work shall be conducted from June 10, 2016 to January 31, 2017.

June 10, 2016

Signing a contract

July 1, 2016 to December 31, 2016

Survey of motorcycle component producers

January 10, 2017

Submission of database and reports

7. Reports

Upon the completion of the survey, A CONTRACTOR shall deliver the following to the IDE:

- 1) an Excel file in which quantitative data are keyed in, using the format provided by IDE;
- 2) reports in Bahasa Indonesia and in English for each of the surveyed companies, containing all qualitative data and supplementary information collected during the survey, in Word format;

and

3) scanned original questionnaire sheets in PDF files.

All items shall be emailed to IDE with protection against data access.

8. Budget

(1) Total Budget: Total amount of (2) (3) and (4) is 1,700,000 yen.

(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.

(4) In case tax is imposed on the payment of expenses according to the provisions of prevailing laws and regulations of A CONTRACTOR's country, the tax shall be included in budget proposal within the total budget amount as stated in (1).

9. General Condition of Expenditure and Account Management on the Survey

Expenditure items on the survey should be confined to the following items.

1) Direct Expenses

a. Honoraria for researchers

Keep work logs on work sheets provided by IDE in order to confirm the status of the Research work.

b. Wages and salaries for research assistants/enumerators

Upon hiring research assistants/enumerators, keep work 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 calculate the honoraria for joint researchers or wages for research assistants.

2) Administration Overhead

Expenditure such as telecommunication on the survey shall be borne within the amount of Administration Overhead.

10. Statement of Accounts and Time sheets

Statement of Accounts and Time sheets shall be submitted immediately after submission of Report (as specified in clause 7) within the contract period.

Enclosed: PROPOSAL FORM