

**Application Guideline for  
Contract Research on “Tracing survey of job seekers in Addis  
Ababa” Commissioned by IDE-JETRO**

16 November 2017  
Yasushi Akahoshi  
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 clauses below by the deadline shown below by e-mail or mail/courier service.

[proposal@ide.go.jp](mailto:proposal@ide.go.jp)

3-2-2 Wakaba, Mihama-ku, Chiba-shi Chiba, Japan 261-8545  
Institute of Developing Economies, JETRO  
TEL: +81-43-299-9500 FAX: +81-43-299-9731

**Application DEADLINE: 18:00, 07 December 2017 (JST=GMT+9)**

**2. Evaluation Schedule**

Accepting Proposal:	16 November 2017 – 07 December 2017
Evaluation Process:	08 December 2017 – 11 December 2017
Notification:	by 11 December 2017
Contract:	28 December 2017

# **SPECIFICATION**

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

## **1. Evaluation Criteria**

- 1) Qualifications and competence, including local language ability, of the principal researcher/analyst
- 2) Adequacy of work plan to complete the survey in the required timeframe
- 3) Soundness of research methodology to meet the purposes of the survey
- 4) Experience with household surveys on the related subjects
- 5) Facilitation to raise response rate
- 6) Credibility in institutional management experience on the related research/survey projects

## **2. Title of the Research**

Tracing survey of job seekers in Addis Ababa

## **3. Background and Objectives of the Research**

Vocational education has been developed in Ethiopia to reduce youth unemployment. The government introduced certification system, called occupational assessment, for graduates of vocational education of their vocational skills. In this research project, effect of the certification system on employment status of young graduates will be investigated using the administrative data. This is the first attempt to systematically trace job seekers and evaluate impacts of official certificates in Ethiopia and sub-Saharan Africa.

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

Geographical Area: Addis Ababa city, Ethiopia

Sample: The research will trace minimum 300 job seekers, who are randomly sampled from the assessment database of the city government of Addis Ababa, which the project are allowed to access.

Instrument: The survey will be conducted using the questionnaire prepared by Institute of Developing Economies (IDE), which contains questions about basic personal characteristics, employment status and conditions, and records of job search written in English.

Interviews: Interviews should be made personally, and in a local language that an interviewee can understand and answer easily. Personal information should be kept confidentially within a contractor and should not be share with external persons and organizations.

Output: Consistency of interview results are to be checked by a supervisor. The results are to be keyed in a spreadsheet, specifically MS-EXCEL or STATA with cvs, xlsx or dta format.

## **5. Expected Outcome**

The survey is expected to complete by collecting minimum 300 samples with sufficient and consistent answers to the prepared questionnaire.

## **6. Research Schedule**

Term of Research work:

Research work shall be conducted from 01 January 2018 to 28 February 2018 (Western calendar).

January-Mid February: Interviews

28 February: submission of data and a report to IDE

## **7. Reports**

Final Report, which contains the following items in English, shall be submitted by 28 February 2018;

-Description Paper (Word format) explaining summery result of interviews, specifically number of jobseekers contacted, number of those who accepted an interview and rejected it, number of interviewees that complete information is collected.

-Survey Raw Data (MS-EXCEL or STATA with cvs, xlsx or dta format)

Items mentioned above shall be submitted to IDE by email.

## **8. Budget Estimation Guideline**

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

## **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. 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 and translation on the Research 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