

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

January 30, 2019  
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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 above clauses by the deadline shown below by e-mail and mail/courier service.  
[proposal@ide.go.jp](mailto:proposal@ide.go.jp)  
3-2-2 Wakaba, Mihamaku, Chiba-shi Chiba, Japan 265-9545  
Institute of Developing Economies, JETRO  
TEL: +81-43-299-9669 FAX: +81-43-299-9731

**Submission DEADLINE: February 23 2019 (JST=GMT+9)**

**2. Evaluation Schedule**

Accepting Proposal: January 30, 2019~February 23, 2019  
Evaluation Process: February 25, 2019~March 1, 2019  
Notification: by April 19, 2019  
Contract: April 26, 2019

# **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: Second round

## **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 competency assessment, for graduates of vocational education of their vocational skills. In the background research project at IDE, effect of the certification system on employment status of young graduates will be investigated using the administrative data. This contracted research is to conduct the second round survey tracing job seekers in Addis Ababa, in order to update status of job seekers approached in the first round survey and enlarge sample size by adding new jobseekers.

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

Geographical Area: Addis Ababa city, Ethiopia

Sample: The research will trace minimum 750 job seekers randomly sampled from the assessment database of the Occupational Competency Assessment and Certification Center of the City Administration of Addis Ababa. The database is provided by IDE-JETRO.

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. The questionnaire is written in English.

Interviews: Interviews should be made by personally, and by 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 person and organizations. After completion of the contract, personal information should be deleted.

Output: Consistency of interview results are to be checked by supervisors assigned by a contractor. They are keyed in a spread sheet in English, specifically MS-EXCEL or STATA with cvs, xlsx or dta format.

## **5. Expected Outcome**

The survey is expected to complete by collecting minimum 750 samples with sufficient and consistent answers to the prepared questionnaire.

## **6. Research Schedule**

Term of Research work:

Research work shall be conducted from 26 April 2019 to 28 June 2019 (Western calendar).

May-Mid June: interviews including check of consistency

Mid-late June: creation of a report

28 June: submission of data and a report to IDE-JETRO

IDE- JETRO may terminate this Agreement by giving written notice to the contractor with immediate effect on March 31, 2019, if budget of IDE- JETRO could not allow payment in fiscal year 2019 under unavoidable circumstance.

## **7. Reports**

Final Report which contains the following items shall be submitted by 28 June 2019;

-Description Paper (Word format) explaining summary 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)

-Statement of Account and Receipts and Vouchers on Expenditure (as specified in clause 9)

Items mentioned above shall be submitted to IDE-JETRO by email.

## **8. Budget Estimation Guideline**

(1) Maximum Total Budget: Maximum Total amount of (2) and (3) is 4,600,000 JPY.

(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 appropriate and adequate recess (e.g. noon recess) in accordance with the labor law or the employment practice of its 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.

d. Expense for the field survey

Obtain receipts and vouchers for travel expenses for field surveys, such as car rental, fuel, air tickets, and train tickets. *As for Per Diem, honoraria and accommodation fees, any receipts and vouchers shall not be obtained and kept as long as these are paid as daily subsistence allowance (DSA).*

e. Miscellaneous Expenses

Obtain receipts and vouchers for miscellaneous expenses 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 copies of 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.

(3) Payment Terms

In the case the requirement specified in “Article 7” is not satisfied, the amount of payment specified in “Article 8” shall be reduced. The amount to be reduced will be determined upon

mutual consultation.

Enclosed: PROPOSAL FORM