

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

August 17, 2020
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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 or mail/courier service.

proposal@ide.go.jp

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Institute of Developing Economies, JETRO
TEL: +81-43-299-9500 FAX: +81-43-299-9731

Application DEADLINE: 18:00 September 7, 2020 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal:	August 17, 2020 ~ September 7, 2020
Evaluation Process:	September 8, 2020 ~ September 11, 2020
Notification:	by the middle of September, 2020
Contract:	October 1, 2020

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: Third 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-JETRO, 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 third 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 700 job seekers, who responded in the second round survey in 2019. The list of sample will be 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, specifically MS-EXCEL or STATA with cvs, xlsx or dta format.

5. Expected Outcome

The survey is expected to complete by collecting minimum 700 samples with sufficient and consistent answers to the prepared questionnaire.

6. Research Schedule

Term of Research work:

Research work shall be conducted from October 2020 to December 2020 (Western calendar).

October -Mid November: interviews including check of consistency

Mid-late November: creation of a report

15 December: submission of data and a report to IDE-JETRO

7. Reports

Final Report which contains the following items shall be submitted by 15 December 2020;

-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 3,500,000JPY.

(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. 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.

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 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