

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

15 November, 2022
Kazushige Nobutani
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 Specification by the deadline shown below by e-mail or courier service.

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Application DEADLINE: 18:00, December 5, 2022(JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal:	November 15, 2022 ~, December 5, 2022
Evaluation Process:	December 6, 2022 ~December 8, 2022
Notification:	by the Middle of December, 2022
Contract:	By December 20, 2022

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: the fourth 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 institutes of their vocational skills. In the background research project at IDE, effect of the restructured vocational education on employment status of young graduates will be investigated using the survey data. This contracted research is to conduct the fourth round survey tracing job seekers in Addis Ababa, in order to update status of job seekers approached in the second round survey in 2019.

4. Scope of Work on the Research

The research will trace the minimum 650 people, who responded in the second round survey in 2019 through the following two works.

Work 1:

Geographical Area: Addis Ababa city and suburbs, Ethiopia

Sample: The research will trace those who are working as self-employed, unemployed or inactive among the samples that will be provided by IDE. It is estimated that 35% of the samples are self-employed, unemployed or inactive.

Instrument: The questionnaire will be prepared by Institute of Developing Economies (IDE), which contains approximately 200 questions in total about basic personal characteristics, employment status and conditions, and preparation of establishing own business. 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. To protect privacy of respondents, interviews must be based on their consent, and collected information should be kept confidentially within a contractor. After completion of the contract, personal information should be deleted. A contractor must follow the procedures to prevent infection of COVID-19 set by IDE.

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

Work 2:

Geographical Area: Addis Ababa city and suburbs, Ethiopia

Sample: The research will trace those who are working as wage-employed among the samples that will be provided by IDE. It is estimated that 65% of the samples are wage-employed workers.

Instrument: The questionnaire will be prepared by Institute of Developing Economies (IDE), which contains approximately 200 questions in total about basic personal characteristics, employment status and conditions, and 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. To protect privacy of respondents, interviews must be based on their consent, and collected information should be kept confidentially within a contractor. After completion of the contract, personal information should be deleted. A contractor must follow the procedures to prevent infection of COVID-19 set by IDE.

Output: Consistency of interview results are to be checked by supervisors assigned by a contractor. They are to be translated in English and 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 650 samples with sufficient and consistent answers to the prepared questionnaire.

6. Research Schedule

Term of Research work:

Research work shall be conducted from December 2022 to February 2023 (Western calendar).

December 2022-January 2023: interviews including check of consistency

February 2023: creation of a report

10 February: submission of data and a report to IDE

7. Reports

Final Report which contains the following items shall be submitted by 10 February 2023;

-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 by email.

8. Budget Estimation Guideline

- (1) Total Budget: Total amount of (2) and (3) is 2,900,000 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 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