

Application Guideline for
“Tracing survey of TVET graduates in Addis Ababa” Commissioned
by IDE-JETRO

November 10, 2023
Susumu Kataoka
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.

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Application DEADLINE: 17:00 November 27, 2023 (JST)

2. Evaluation Schedule

Accepting Proposal: November 10, 2023 ~ November 27, 2023
Evaluation Process: November 28, 2023 ~ December 6, 2023
Notification: By December 27, 2023
Contract: December 27, 2023

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 a work plan to complete the survey in the required timeframe
- 3) Security of private information of respondents
- 4) Experience with household surveys on the related subjects
- 5) Facilitation to raise a response rate
- 6) Credibility in institutional management experiences on the related research/survey projects

2. Title of the Research

Tracing survey of TVET graduates 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 competency assessment, for graduates of vocational institutes of their vocational skills. In the background research project at Institute of Developing Economies (IDE), effect of the certification system on employment status of young graduates will be investigated using the survey data.

4. Scope of Work on the Research

The research will trace the minimum 800 people, who are sampled from a list provided by the IDE research team.

Geographical Area: Addis Ababa city and suburbs, Ethiopia

Sample: The survey will trace those who took a CoC assessment between 2018-2021, based on a list that contains name, gender and phone number.

Instrument: The questionnaire will be prepared by IDE, which contains approximately 100 questions in English about basic personal characteristics, educational background, employment status and conditions including past employment. The questionnaire is built in a mobile application software.

Interviews: Interviews should be based on respondent's consent, made in-person and personally, and by a local language that an interviewee can understand and answer easily. A contractor needs to prepare a space for interviews where privacy of respondents is secured. Interviews through a phone will be accepted when a respondent has difficulty in moving to an interview place. To protect privacy, collected information should be kept confidentially within a contractor. 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 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 800 samples with sufficient and consistent answers to the prepared questionnaire.

6. Research Schedule

Term of Research work:

Research work shall be conducted from December 27, 2023 to March 29, 2024 (Western calendar).

December 2023-January 2024: interviews including check of consistency

February 2024: creation of a report

February 9, 2024: submission of data and a report to IDE

7. Payment Method

IDE shall remit the amount of contract in two (2) installments as follows after receiving an invoice from a *CONTRACTOR* for each payment.

(1) First payment (50% of total amount): upon the signing of the Agreement

(2) Second and final payment: upon submission of the Report (as specified in clause 8).

8. Reports

Final Report which contains the following items shall be submitted by February 9, 2024;

-Description Paper (Word format) explaining summary result of interviews, specifically number of people 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 10)

Items mentioned above shall be submitted to IDE by email.

9. Budget Estimation Guideline

(1) Total Budget: Maximum budget is JPY 3,124,233 which consists of Direct Expenses and Administrative Overhead.

(2) Direct Expenses: See clause 10 for details.

(3) Administrative Overhead: Administrative expenses on the Research activities, in maximum 10 % of total direct expenses would be on budget proposing.

10. 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 “Clause 8” is not satisfied, the amount of payment specified in “Clause 9” shall be reduced. The amount to be reduced will be determined upon mutual consultation.

Enclosed: PROPOSAL FORM