

**Application Guideline for
Contract Research on “Survival Strategies and Dietary Changes for
Ethiopian Urban Residents” Commissioned by IDE-JETRO**

26 August, 2024
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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 courier service.

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Application DEADLINE: 18:00, 12 September 2024 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal:	August 26, 2024 - September 12, 2024
Evaluation Process:	September 13, 2024 – September 19, 2024
Notification:	by the middle of October, 2024
Contract:	October 15, 2024 (the date shall be finalized upon completion of the administrative procedures)

SPECIFICATION

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

1. Title of the Research

Survival Strategies and Dietary Changes for Ethiopian Urban Residents

2. Evaluation Criteria

- 1) Feasibility of technical approach and methodology for the survey
- 2) Adequacy of a work plan
- 3) Organizational experience with and capability of questionnaire surveys
- 4) Familiarity with the conditions of the survey area
- 5) Qualifications of staff

3. Background and Objectives of the Research

Ethiopia has been experiencing high inflation for years, but personal incomes have not risen accordingly. On the other hand, imports of cereals such as rice, which had not been traditionally produced in Ethiopia, are increasing year by year. This situation suggests that people change their diet as a survival strategy. Therefore, we aim to elucidate Ethiopia's food security, focusing on ongoing changes.

4. Scope of Work on the Research

The research will conduct face-to-face survey interviews with the minimum 200 people, who are sampled from a list provided by the IDE-JETRO research team.

- 1) Geographical Area: Addis Ababa city, Ethiopia
- 2) Sample: The samples will be randomly selected among the residents in Addis Ababa
- 3) Instrument: The questionnaire will be prepared by IDE-JETRO, which contains approximately 100 questions in English about basic personal characteristics, educational background, daily food consumption, and food strategies. The questionnaire is built in a mobile application software.
- 4) Survey: The survey should be based on respondent's consent, made in-person and personally, and by a local language that the respondents can understand and answer easily. A contractor needs to prepare a space for the survey where privacy of respondents is secured. To protect privacy, collected information should be kept confidentially within a contractor. After completion of the contract, personal information should be deleted.
- 5) Output: Consistency of the survey results are to be checked by supervisors assigned by a contractor. The parts of description rather than selections, such as 'other' parts, are to be translated

in English and typed in a spread sheet, specifically MS-EXCEL or STATA with cvs, xlsx or dta format.

5. Expected Outcome

Data of minimum 200 samples of the survey.

6. Research Schedule

Term of Research work:

Research work shall be conducted from October 15, 2024 to January 31, 2025 (Western calendar)

Making a contract: October 15, 2024 (the date shall be finalized upon completion of the administrative procedures)

Submission of the final report (as specified in Clause 8): December 27, 2024

1) October 2024-November 2024: Interviews

2) November 2024-December 2024: Data cleaning and a creation of a dataset

7. Payment method

IDE-JETRO 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

A CONTRACTOR shall submit to IDE-JETRO the following items by December 27, 2024;

-Description Paper (Word format) explaining summary result of the survey, specifically number of people contacted, number of those who accepted a survey 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 time sheets

9. Budget Estimation Guideline

(1) Total Budget: Maximum budget is JPY 2,255,149 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, such as the cost on facility management and maintenance. 10 % of direct expenses is maximum.

(4) Amount: Payment is conditional on the completion of submission specified in Clause 8.

In the case the requirement in Clause 8 is not satisfied, the amount of payment specified in Clause 9 shall be reduced. The amount to be reduced shall be negotiated between the two parties.

10. General Condition of Expenditure and Account Management on the Research

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 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 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.

(2) Administration Overhead

Expenditure such as telecommunication and translation on the Research shall be borne within the amount of Administration Overhead.

11. Statement of Accounts for Settlement and Working Record

Statement of Accounts for Settlement and Working Record (hereinafter "Time Sheet") of which form is provided by IDE-JETRO shall be submitted immediately after submission of final report within the contract period.