

**Application Guideline for  
A Contract Research on “Youth labour market outcomes in South  
African townships”  
Commissioned by IDE-JETRO**

December 16, 2014  
Satoshi Miyamoto  
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](mailto:proposal@ide.go.jp)

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**Application DEADLINE: 18:00, January 13, 2015 (JST=GMT+09:00)**

**2. Evaluation Schedule**

Accepting Proposal: December 16, 2014 – January 13, 2015  
Evaluation Process: January 14, 2015 – January 21, 2015  
Notification: by January 21, 2015  
Signing Contract: January 30, 2015

# **SPECIFICATION**

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

## **1. Evaluation Criterion**

- (1) Qualifications and competence of the principal researcher/analyst.
- (2) Credibility on institutional management experience on the survey projects. Some experiences in conducting questionnaire surveys with foreign clients (e.g., UN agencies), especially with Japanese clients are required.
- (3) Soundness of research methodology to meet the purposes of the survey.
- (4) Experience with household surveys on the related subjects.
- (5) Adequacy of work plan to complete the survey in the required timeframe.
- (6) Familiarity with the conditions of the study area.

## **2. Title of the Research**

Youth labour market outcomes in South African townships

## **3. Background and Objectives of the Research**

The objective of this research project is to explore decision making process of participation in labor force and unemployment in South Africa. South Africa faces surprisingly high unemployment rate. In this research, we will collect the data from the Western part of the country, employing the most appropriate sampling strategy that the research team has employed in numerous occasions in the past, and summarize the labor market characteristics. The questionnaire will be provided by the IDE research team. Contents of the questionnaire closely follow the *Quarterly Labour Force Surveys*, and include:

- Residency
- Household roster
- Job history
- Labour market status

These will be used as the baseline or a preparatory study for the prospective research which we plan to start from FY2015.

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

The household survey will be conducted once in this fiscal year.

*The contractor will do the following:*

1. Survey on the specified 400 respondents (serve as a baseline survey for the future).
2. Recruitment and training of survey interviewers.
3. Management of survey interviewers and processes.
4. Data verification and entry.

5. Submission of data in a spread-sheet compatible format.

### **5. Expected Outcomes**

The expected outcomes of our survey are to answer the questions of puzzling labor market phenomena in respective countries.

- Characteristics of labor market institutions.
- Nature of job search, employment types.
- Perspectives of job searchers.

### **6. Research Schedule**

Term of Research work:

Research work shall be conducted from February 1, 2015 to March 3, 2015.

### **7. Reports**

\* Final Report : The contractor submits Final Report which contains the following items by March 3, 2015\*;

- Description paper (Word format) at minimum volume of A4 1 page.
- Complete data of 400 respondents (spreadsheet format).
- Statement of Account, receipts and vouchers on expenditure (as specified in Article 5).

\* Items mentioned above which contain the data shall be submitted to IDE by email.

### **8. Budget Estimation Guideline**

- (1) Maximum Budget Size: Maximum total amount of (2) and (3) in below is USD 30,009.
- (2) Direct Expenses: See clause 9 for details.
- (3) Administrative Overhead: Administrative overhead expenses on the Research activities, up to 10 % of total direct expenses, shall be included in the proposed budget.

### **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.

2) Administrative 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.

Enclosed: PROPOSAL FORM