

**SURVEY ON SOCIAL NEEDS FOR ACADEMIC PROGRAM OF VIETNAM JAPAN UNIVERSITY  
AMENDMENT AND CLARIFICATION ON THE TOR**

30-Nov-20

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I	EXTENDED TIMELINE FOR PROPOSAL SUBMISSION		
1	16:00 PM, December 8 , 2020 Tuesday		
II	NEWLY ADDED REQUEST AND WORDING REVISIONS IN TOR (Highlighted in green in TOR)		
		Previous TOR	Revised TOR
1	TOR / page 2 : 2. Survey Purpose	Proposing the development plan of VJU's training industry to meet the development needs of Vietnamese, Japanese and Asian society and Japan's training strengths	Analyzing desirable academic areas to be established at VJU to meet the development needs of Vietnamese, Japanese and Asian society and Japan's training strengths
2	TOR / page 2: 3. Expected outcome	N/a	Information of other model universities in Vietnam related to administration such as tuition, salary and ratio of student and lecturer.
3	TOR / page 2: 3. expected outcomes	Proposals on the future educational directions of VJU.	Analysis on the future educational directions of VJU.
4	TOR/ page 3: 4.1 Questionnaires Preparations	3. Public Universities such as HUS, HUST, USSH, TDTU...	3. Public Universities such as HUS, HUST, USSH, TDTU, USTH (Vietnam-France University), Vietnamese-German University...
5	TOR/ page 3: 4.1 Questionnaires Preparations	4. Private Universities such as FPT, Vin University, Phenikaa	4. Private Universities such as FPT, Vin University, Phenikaa, Fulbright University Vietnam
6		N/a	8. Students and alumni of VJU and graduates with experience of studying in Japanese university
7	TOR/ page 5: 4.5 Implementation	The Consultant has to follow strictly the approved plan.	The Consultant has to follow strictly the approved plan. The Consultant is required to submit interim report by the 1st week of March 2021 and hold an interim report presentation meeting with JICA, VJU and invited participants in the course of the implementation.
8	TOR/ page 5:4.6 Analysis of the completed survey and Submit draft final report	The Consultant shall submit to VJU and JICA Vietnam Office the draft Final report in English (soft copy) within 20 days after the completion of all interviews.	The Consultant shall submit to VJU and JICA Vietnam Office the draft Final report in English (soft copy) within 20 days after the completion of all interviews no later than 1st week of May 2021. After the submission of the draft Final report, the Consultant is required to hold a final report presentation meeting with JICA, VJU and invited participants.

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9	TOR/ page 6 4.7 Final Report submission	The Consultant shall submit, upon approval of VJU, to JICA Vietnam Office the final report in English (03 hard copies and 02 soft copy in USB/CDs) at the middle of February, 2021 with the whole final data set (soft copy in USB/CDs).	The Consultant shall submit, upon approval of VJU, to JICA Vietnam Office the final report in English (03 hard copies and 03 soft copy in USB/CDs) by the 1st week of June 2021 with the whole final data set (soft copy in USB/CDs).
10	4.9 Schedule of the Consultancy Service	The survey will start from Middle of September to Middle of February, 2021.	The survey will be tentatively conducted from January to June, 2021.
<b>II CLARIFICATIONS ON SOME POINTS IN TOR</b>			
<b>No</b>	<b>RFP Reference</b>	<b>Inquiry from interested consulting company</b>	<b>JICA' s answers</b>
1	Section 6 : TOR Page 26 / Article 4.1	27 programs of VJU (05 Undergraduate Programs, 17 Master Programs and 05 Doctoral Programs) that need to be covered as target items for analysis via qualitative & quantitative research activities, however, in current public website of VJU ( <a href="http://vju.ac.vn/graduate-program-gp0.html">http://vju.ac.vn/graduate-program-gp0.html</a> ) and as in this TOR document, we only know about 8 Master programs & 2 Undergraduate programs (total 10 programs). Having background understanding about the overall 27 programs is important for designing research methods & activities framework (e.g. identify who are target interviewees), thus we would like to ask if: o Whether JICA or VJU can share the list of these 27 programs in proposal phase? Is it possible that we request to know the name list of 27 programs with commitment of privacy protection? Or o If the information can not be shared at this proposal phase, will they be clarified only to the selected consultants in planning phase? => In this case, for proposal we as applicant consultants could not have full access to information, please kindly noted that the design of methodology & activities framework will be mostly based on hypothesis yielded from understanding of existing 10 programs, which has limitation in some aspects	the list of 27 programs will focus in 5 fields: (1) Advance Technology and Engineering; (2) Sustainability Sciences with advance technology; (3) Interdisciplinary Social Sciences; (4) Fused Field and (5) Interdisciplinary Bio-science. The detail list of all programs will be shared only to the selected consultants with commitment of privacy protection.
2	Section 6 : TOR Page 27 / Article 4.3.1	mass survey mentioned about expected number of surveys include 770 mass surveys with employers and 2700 surveys with potential students, which means 3470 in total; => are we right assuming that the total expected number of mass survey is 3470 not 3800 as stated in the same paragraph?	expected number of surveys include 1.100 mass surveys with employers and 2700 surveys with potential students, then the total number is 3.800

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3	Section 6 : TOR Page 27 / Article 4.3.1	Pilot interviews: are we right understanding that all pilot interviews will be taken as official outputs of the research? (counted as official interviews)?	Pilot interviews are conducted before the official interview and will be used to finalized data collection instruments. They will be taken as official outputs of the research, but not counted as official interviews.
4	Page 29 / Article 4.3.1	<p>3. About scope of activities : We understand that the TOR is to provide expectation and guidelines from JICA and VJU about the research design &amp; scope of activities</p> <ul style="list-style-type: none"> <li>• However, are we right understanding that: by understanding overall objectives, applicant organizations will have some flexibility to propose our approach, research design and specific plan, scope of target groups &amp; sample size of each group (of IDIs and mass surveys) that is best fit with evaluation of feasibility to ensure quality of outputs within the time allowed?</li> </ul> <p>In practice, there might be many challenges to get feedback of respondents (for e.g. for their concerns of confidentiality/privacy issues depends on different sectors, competitiveness evaluation from private companies/ private universities etc) such issues will influence the feasible results to be expected within allowed timeline. =&gt; We will try to provide the most feasible scope and plan that can meet with the objectives and within initial feasibility evaluation</p> <p>(For example, In Article 4.3.1 on issues of pilot interviews: Does this statement mean that at least 3 pilot interviews of each program of 27 programs need to be piloted in 1 week? If this is the request (81 in-depth interviews within a week) from our experience, in practice is very low feasibility to meet the request, regardless the size of the research team =&gt; we should propose a more feasible plan for pilot phase).</p>	yes, your understanding is correct
5	Article 14.1 – item III (RFP)	<p>4. About Evaluation of proposal</p> <ul style="list-style-type: none"> <li>• Is the structure of the research team fixed as describe in article 14.1 – item III (RFP-7) ? For e.g: We expect to have more researcher working as data analysis than only data input, can we replace some positions of data input by data analysis? Or should we remain the position name but specify the role of that position (e.g. Data input 1: senior qualitative/quantitative data analysis) Please kindly advice</li> <li>• Is it possible for us to ask for further explanation of criteria to evaluate the item III (experience and records of the staff members to be assigned to the work)? Kindly advice if JICA can explain further/ more specific on this, it will be much appreciated</li> </ul>	<p>Evaluation of technical proposal” cannot be deviated.</p> <p>The members, stated on the evaluation framework on Page no. 7, are mandate. However, other members can be changed.</p>