



Embassy of the United States of America

Tokyo, Japan

September 8, 2021

First Set of Questions and Answers

Request for Quotations No. 19JA80-21-Q-1044

Carrying out Focus Group Study with Japanese University Students

Question 1:

While discussing 1.2.3. Focus Group Composition and Locations, Waseda University, Ritsumeikan University and Kansai Gaidai University were mentioned as the possible Group A universities, that are on the JASSO list. Should we consider this focus group interviews to take place in other locations than Tokyo?

Answer 1:

Please include all necessary costs for hosting Tokyo, Kansai, and another location for the focus group study.

Question 2:

Should a Group B university be geographically comparable (in the same region) to the Group A university?

Answer 2:

It can be, but it is not required. We would rather place importance on the comparability in academic competence, university size (the number of schools/departments and students), and the number of study abroad partners. The two universities compared can be in a different region.

Question 3:

Some of the requirements have a tight schedule (e.g. preparing complete English transcript, stated in 1.2.8 DELIVERABLES). What if it is not possible to meet the requirement?

Answer 3:

If any of the stated requirement is not met, please make a note with an alternative plan in the proposal.

Question 4:

With the current COVID situation, does the focus group study need to be in-person facilitation or online fieldwork is allowed?

Answer 4:

It is possible that some parts of the fieldwork for this focus groups may be moved to an online platform. We request that the proposals include the online alternative plan, specifications, and detailed budget. The decision to be moved to online will be made by the Client in consultation with the Contractor.

Question 5:

Does the background of students matter (e.g. humanities major vs. science major, gender)?

Answer 5:

Quality of the sampling design is one of the evaluation factors. Please indicate in the proposal how you select participants. You can research gender ratio of students at a university. More students in the Humanities than in the Sciences, or more female students than male students, may have studied abroad or are interested in studying abroad. We would like to get the representative sample of the target population.

Question 6:

Is there a minimum length for the final analytical report?

Answer 6:

No, there is no minimum length, but it is required to cover the specifications stated on the p.8 of the RFQ, 1.2.7 DATA MANAGEMENT, 7. A final analytical report in English.

Question 7:

Is there any specification for student's nationality? Can second-generation foreigners living in Japanese be in the study?

Answer 7:

This project is to measure Japanese student perceptions, so foreign students who are studying in Japan are not the target population of this study. All focus groups will be conducted in Japanese. We expect that participants are degree-seeking students at the specified Japanese university, who fluently speak Japanese. We understand that asking nationality can be sensitive; however, we welcome a creative recruiting method to achieve measuring the "Japanese" student perception.

-End of First Set of Questions and Answers-