



**Embassy of the United States of America  
Tokyo, Japan**

September 6, 2022

**First Set of Questions and Answers**

**Request for Quotations No. 19JA80-22-Q-0045**

**Carry out In-Depth Interview Study with Japanese Doctoral Students for the U.S. Embassy Tokyo**

**Question 1:**

The page 6 of the RFQ, it says:

(Group 3) Japanese doctoral candidates in STEM fields at foreign universities (preferably students at U.S. institutions). The Government will introduce NGO-foundations which assist Japanese students to pursue graduate programs at foreign universities

Could we assume that:

- 1) the introduced NGO or foundations will be able to help the recruitment of the group 3 for free of charge? Will there be any cost involved in assistance?
- 2) their assistance will include inviting Japanese students who are pursuing doctoral degrees at foreign universities to apply for the interviews by answering our screening online survey--they need to provide personal information with us so that we can directly contact them.
- 3) we should quote for the required sample sizes (N=6, 8, 10) for group 3, assuming there will be enough applicants from the NGOs-foundations (we are not able to commit to the final number of participants)

**Answer 1:**

Please create a line item in your budget proposal for recruiting participants for Group 3, in case the Government is unable to carry out the recruiting.

If the Government succeeds in recruiting Group 3, the Contractor does not need to pay the NGO-foundations, and the NGO-foundations will provide the Contractor a list of potential participants with contact information. The Contractor needs to pay the incentives to Groups 3 participants even if recruited via the Government's instruction.

Please quote for the required sample sizes (N=6, 8, 10) for Group 3 for recruiting as well as fieldwork and incentives to individual participants. It is important that Contractor separates the recruiting cost for Group 3 from other Groups and from the other costs of fieldwork. The Government will know whether it will be able to recruit participants for Group 3 before the technical evaluation concludes. The separated recruiting fee for Group 3 will then be considered included or excluded from the bid price.

Question 2:

Regarding Group 2, is it necessary to be Japanese if the interview can be conducted in Japanese?

Answer 2:

No, it is not necessary to be Japanese as long as s/he belongs to Japanese university and supervises Japanese students.

Question 3:

Regarding Group 3, is it possible to include those who are pursuing a PhD degree at a foreign university remotely online?

Answer 3:

Yes, we only thought about online interviews.

Question 4:

Regarding follow-up questionnaire, what is the content and volume? Is the time answering the questionnaire expected to be included in the 45 or 60 minute interview time?

Answer 4:

The follow-up questionnaire is to be used for questions that were not answered during the interview and it should be short and simple. It can be conducted at the end of the interview time or separately later.

Question 5:

Regarding STEM fields for this study, may we assume the MEXT's list of "Science" and "Engineering" below?

[https://www.mext.go.jp/b\\_menu/toukei/001/05122201/006/004/015.htm](https://www.mext.go.jp/b_menu/toukei/001/05122201/006/004/015.htm)

[https://www.mext.go.jp/b\\_menu/toukei/001/05122201/006/004/016.htm](https://www.mext.go.jp/b_menu/toukei/001/05122201/006/004/016.htm)

Answer 5:

Yes.

-End of First Set of Questions and Answers-