

**Application Guideline for
Contract Research on “Survey on Career Development and
Migration of Indian Nurses” Commissioned by IDE-JETRO**

April 27, 2016
Yasushi Akahoshi
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.

proposal@ide.go.jp

3-2-2 Wakaba, Mihama-ku, Chiba-shi Chiba, Japan 261-8545
Institute of Developing Economies, JETRO
TEL: +81-43-299-9500 FAX: +81-43-299-9731

Application DEADLINE: 18:00, May 17, 2016 (JST=GMT+8)

2. Evaluation Schedule

Accepting Proposal:	April 27, 2016 ~ May 17, 2016
Evaluation Process:	May 18, 2016 ~ May 27, 2016
Notification:	by May 27, 2016
Contract:	July 1, 2016

SPECIFICATION

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

1. Evaluation Criteria

- 1) Feasibility of technical approach and methodology for the survey
- 2) Adequacy of work plan to conduct the survey
- 3) Organizational experience with and capability of questionnaire-based socio-economic surveys
- 4) Familiarity with the conditions of the study area
- 5) Qualification of staff including principal investigator and other staff.

2. Title of the Research

Survey on Career Development and Migration of Indian Nurses

3. Background and Objectives of the Research

This objective of this research project is to explore nurses' career development and investigate the factors, processes and consequences of Indian nurses migration by paying attention to migration patterns, gender aspects of migration, and a wide range of other factors. Moreover, the socio-economic impact of migration on the household as well as on the economy will be investigated.

4. Scope of Work on the Research

The nurse survey will be conducted in the year 2016.

The contractor will do the followings.

1. Survey on the specified 400 nurses graduated from nursing college/school where the proportion of Christian population is not more than 10%.
2. Training of survey interviewers.
3. Management of survey interviewers and processes.
4. Regular reporting of the progress.
5. Data verification and entry.
6. Data cleaning
7. Submission of data.

5. Expected Outcome

It is expected that submitted data enables IDE researches to illustrate nurses' career development and the factors, processes, consequence, and socio-economic impacts of nurse migration. This gives insightful information on nurse migration from a developing country for policy makers.

6. Research Schedule

Term of Research work:

Research work shall be conducted from July 1, 2016 to December 31, 2016.

- | | |
|---------------------------------------|---|
| (1) July 1, 2016 | Sign a contract |
| (2) July 1, 2016 to December 12, 2016 | Training of survey interviewers, pretest the questionnaire, data collection, data entry and data cleaning |
| (3) December 12, 2016 | Submission of computer-based data |

7. Reports

Final Report

Final Report which contains the following items shall be submitted by December 12, 2016;

- Description Paper (Word format) at minimum volume of A4 1 page
- Survey Raw Data (Computer-based format)

Items mentioned above which contain the data shall be submitted to IDE by email or mail/courier service.

8. Budget Estimation Guideline

- | | |
|------------------------------|--|
| (1) Total Budget: | Maximum total amount of (2) and (3) is 2,700,000 yen. |
| (2) Direct Expenses: | See clause 9 for details. |
| (3) Administrative Overhead: | Administrative expenses on the Research activities, in maximum 10 % of total direct expenses would be on budget proposing. |

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 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 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 your 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.

10. Statement of Accounts and Time sheets

Statement of Accounts and Time sheets shall be submitted immediately after submission of Report (as specified in clause 7) within the contract period.

Enclosed: PROPOSAL FORM