

Application Guideline for
Contract Research on “Survey on Migration of Kerala Nurses”
Commissioned by IDE-JETRO

October 22, 2015
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

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Institute of Developing Economies, JETRO
TEL: +81-43-299-9500 FAX: +81-43-299-9731

Application DEADLINE: 18:00, November 11, 2015 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal:	October 22, 2015 ~ November 11, 2015
Evaluation Process:	November 12, 2015 ~ November 26, 2015
Notification:	by November 26, 2015
Contract:	December 28, 2015

SPECIFICATION

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

1. Evaluation Criteria

- 1) Qualifications and competence (including local language ability) of the principal researcher/analyst
- 2) Adequacy of work plan to complete the survey in the required timeframe
- 3) Soundness of research methodology to meet the purposes of the survey
- 4) Experience with socio-economic surveys on the related subjects
- 5) Familiarity with the conditions of the study area
- 6) Credibility on institutional management experience on the related research/survey projects with foreign clients (e.g. U.N. agencies) are required.

2. Title of the Research

Survey on Migration of Kerala Nurses

3. Background and Objectives of the Research

This objective of this research project is to explore the factors, processes and consequences of Kerala 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 2015-16.

The contractor will do the followings.

1. Survey on the specified 200 nurses.
2. Training of survey interviewers.
3. Management of survey interviewers and processes.
4. Regular reporting of the progress.
5. Data verification and entry.
6. Submission of data.

5. Expected Outcome

It is expected that submitted data enables IDE researches to illustrate 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 December 28, 2015 to February 29, 2016.

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|--|--|
| (1) December 28, 2015 | Sign a contract |
| (2) December 28, 2015 to February 2016 | Training of survey interviewers, pretest the questionnaire, data collection and data entry |
| (3) February 29, 2016 | Submission of computer-based data and a statement of account, receipts and vouchers on expenditure |

7. Reports

(1) Final Report

Final Report which contains the following items shall be submitted by February 29, 2016;

- Description Paper (Word format) at minimum volume of A4 1 page
- Survey Raw Data (Computer-based format)
- Statement of Account and Receipts and Vouchers on Expenditure (as specified in clause 9)

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

8. Budget Estimation Guideline

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|------------------------------|--|
| (1) Total Budget: | Maximum total amount of (2) and (3) is 1,958,651yen. |
| (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 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) Administration 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