

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

June 2, 2017
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, June 23, 2017 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal:	June 2, 2017 - June 23, 2017
Evaluation Process:	June 26, 2017 - June 30, 2017
Notification:	by June 30, 2017
Contract:	August 1, 2017

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, and
- 6) Credibility on institutional management experience on the related research/survey projects

2. Title of the Research

Survey on Career Development of Indian Nurses

3. Background and Objectives of the Research

The global mobility of nurses significantly increased in recent years. The objective of this research project is to explore Indian nurses' career development, investigate the factors, processes and consequences of international migration, examine the impact of increasing overseas employment opportunities on nurses' occupational status and choice of career development, and analyze social and economic impact of nurses' migration on sending households.

4. Scope of Work on the Research

The nurse survey will be conducted in the year 2017 and 2018.

The contractor will do the followings.

1. Survey on the specified 400 nurses (400 valid responses) graduated from nursing college(s)/school(s) in the southern part of India which have been more than 50 years since they were established.
2. Obtaining approval from the relevant institutional review board(s).
3. Training of survey interviewers.
4. Management of survey interviewers and processes.
5. Regular reporting of the progress.
6. Data verification and entry.
7. Data cleaning.
8. 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 August 1, 2017 to March 30, 2018

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|--|---|
| (1) August 1, 2017 | Sign a contract |
| (2) August 2, 2017 to February 9, 2018 | Obtaining approval from the relevant institutional review board(s), and training of survey interviewers, pretest the questionnaire, data collection, data entry and data cleaning |
| (3) February 9, 2018 | Submission of computer-based data |

7. Reports

Final Report

Final Report which contains the following items shall be submitted by February 9, 2018;

- Scanned Data of All Collected Questionnaire Sheet (PDF format)
- Survey Raw Data (Excel format)

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: | Total amount of (2) and (3) is 1,978,000 Japanese 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 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.

c. Expense for the field survey

Obtain receipts and vouchers for travel expenses for field surveys, such as car rental, fuel, air tickets, and train tickets. As for Per Diem, honoraria and accommodation fees, any receipts and vouchers shall not be obtained and kept as long as these are paid as daily subsistence allowance (DSA).

d. Miscellaneous Expenses

Obtain receipts and vouchers for miscellaneous expenses necessary for the research.

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.

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