

**Application Guideline for  
Contract Research on “Survey on Human Resource Development  
and Employment of Nurses: The Case of the Philippines”  
Commissioned by IDE-JETRO**

May 9, 2018  
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](mailto: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, May 31, 2018 (JST=GMT+9)**

**2. Evaluation Schedule**

Accepting Proposal:	May 9, 2018 ~May 31, 2018
Evaluation Process:	June 1, 2018 ~June 8, 2018
Notification:	by June 8, 2018
Contract:	August 1, 2018

# **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 surveys on health and medical-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 Human Resource Development and Employment of Nurses: The Case of the Philippines

## **3. Background and Objectives of the Research**

The global mobility of nurses significantly increased recently. The Philippines is reported to be the largest nurse-sending country to OECD countries. The objective of this research project is to investigate nurses' career development in and outside the Philippines. In particular, this research is (1) to examine career development of nurses and the role of overseas employment in their career development, (2) to analyze the determinants and processes of international migration, and (3) to investigate the impact of international migration on nursing students.

## **4. Scope of Work on the Research**

The survey will be conducted in the year 2018.

The contractor will do the followings.

1. Survey on 200 nursing students in various nursing colleges and 110 nurses graduated from nursing college(s) in the Philippines.
2. Obtaining approval from the relevant institutional review board(s), if necessary.
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 the factors, processes, and impact of nurse international migration. This gives insightful information on education, training and employment of nurses for health care policy makers.

## **6. Research Schedule**

Term of Research work:

Research work shall be conducted from August 1, 2018 to December 28, 2018

- |   |   |
|---|---|
| (1) August 1, 2018                      | Sign a contract   |
| (2) August 2, 2018 to November 30, 2018 | Training of survey interviewers, pretest the questionnaire, data collection, data entry and data cleaning |
| (3) November 30, 2018                   | Submission of computer-based data   |

## **7. Reports**

Final Report

Final Report which contains the following item shall be submitted by 30 November 2018;

-Survey Raw Data (Excel format)

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

## **8. Budget Estimation Guideline**

- |                              |  |
|------------------------------|--|
| (1) Total Budget:            | Total amount of (2) and (3) is JPY 1,137,000.  |
| (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. 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