

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

May 17, 2019
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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Application DEADLINE: 18:00, June 10, 2019 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal:	May 17, 2019 ~June 10, 2019
Evaluation Process:	June 11, 2019 ~June 17, 2019
Notification:	by June 17, 2019
Contract:	August 1, 2019

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

2. Title of the Research

International Migration of Indian Nurses

3. Background and Objectives of the Research

Gulf countries are main nurse-receiving region in the world. This research aims to investigate career development of Indian nurses who were born in, studied nursing, have a nursing license in India, have worked in the Gulf countries and returned from there. In particular, this research focuses on (1) describing socio-economic characteristics of Indian nurses who have worked in the Gulf countries, (2) analyzing the factors and processes of international migration to the Gulf countries and return migration to India, (3) examining Indian nurses' career development processes including experiences in the Gulf countries, (4) investigating what Indian nurses perceive advantages and disadvantages of developing nursing careers in Gulf countries, and (5) illustrating the characteristics of recruiting foreign-trained nurses in Gulf countries vis-à-vis those in other countries.

4. Scope of Work on the Research

A *Contractor* is expected to select survey participants and conduct the face-to-face interviews with the survey participants.

A *Contractor* will do the followings.

1. Survey on 150 Indian nurses who currently work in the Gulf countries and 150 Indian nurses and who have worked in the Gulf countries as a nurse and returned to India
2. Obtaining approval from the relevant institutional review board(s), if necessary.
3. Finalizing the questionnaire with JETRO researchers.
4. Training of survey enumerators.
5. Management of survey processes.

6. Regular reporting of the progress.
7. Data verification and entry.
8. Data cleaning.
9. Submission of data.

5. Expected Outcome

It is expected that submitted data enables IDE-JETRO researches to examine career development of nurses, factors of international migration and return migration, and the characteristics of foreign-nurses' recruitment in the Gulf countries. The knowledge obtained from this study will be great value in guiding professionals and policy makers to be more effective in improving nurse education, working conditions of nurses, and human resource development and management in the health sector in India and the Gulf countries.

6. Research Schedule

Research work shall be conducted from August 1, 2019 to March 27, 2020

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|----------------------------------------|---------------------------------------------------------------------------------------------------------------|
| (1) August 1, 2019 | Sign a contract |
| (2) August 2, 2019 to 3 February, 2020 | Training of survey interviewers, pretest the questionnaire, data collection, data entry and data cleaning |
| (3) 3 February, 2020 | Submission of computer-based data |
| (4) 17 February, 2020 | Submission of a statement of accounts for settlement and all of original receipts, vouchers and other records |
| (5) 27 March, 2020 | Research contract terminates |

7. Reports

Final Report

Final Report which contains the following items shall be submitted by February 3, 2020;

-Survey Raw Data (Excel format)

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

8. Budget Estimation Guideline

- (1) Total Budget: Total amount of (2) and (3) is JPY 2,500,000.
- (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. 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.

Enclosed: PROPOSAL FORM