

Application Guideline for Contract Research on “Survey on Indian Nurses Returned from Gulf Countries” Commissioned by IDE-JETRO

August 17, 2020
Kazushige Nobutani
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, September 7, 2020 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal:	August 17, 2020 ~September 7, 2020
Evaluation Process:	September 8, 2020 ~September 11, 2020
Notification:	by the Middle of October, 2020
Contract:	By October 26, 2020

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

2. Title of the Research

Survey on Indian Nurses returned from Gulf Countries

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 interviews with the survey participants.

A *Contractor* will do the followings.

1. Survey on 200 Indian nurses who have worked in the Gulf countries as a nurse and returned to work in India as a nurse.
2. Obtaining approval from the relevant institutional review board(s), if necessary.
3. Finalizing the questionnaire with IDE-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

Term of Research work:

Research work shall be conducted from mid-October 2020 (at the latest 26 October) to 28 February 2022.

Mid-October 2020 (at the latest by 26 October), 2020: Signing a contract

March 1, 2021: Submission of a mid-term report (as specified in clause 7)

December 20, 2021: Submission of a final report (as specified in clause 7)

IDE-JETRO may terminate this Agreement by giving written notice to the contractor with immediate effect on March 31, 2021, if budget of IDE-JETRO could not allow payment for the third and final payment in fiscal year 2021 under unavoidable circumstance.

7. Reports

(1) Mid-term Report

Mid-term Report which contains the following item shall be submitted by March 1, 2021;

-Survey Raw Data (Excel format) containing 40 samples

(2) Final Report

Final Report which contains the following item shall be submitted by December 20, 2021;

-Survey Raw Data (Excel format) containing 200 samples (including 40 samples submitted with mid-term report)

Items mentioned above shall be submitted to IDE-JETRO by email or mail/courier service.

8. Budget Estimation Guideline

- (1) Total Budget: Maximum total amount of (2) and (3) is JPY 2,510,000.
- (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 its 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.

(2) Payment Terms

In the case the requirement specified in “Clause 7” is not satisfied, the amount of payment specified in “Article 9” shall be reduced. The amount to be reduced will be determined upon mutual consultation.

10. Statement of Accounts for Settlement and Working Record

Statement of Accounts for Settlement and Working Record (hereinafter “Time Sheet”) of which form is provided by IDE-JETRO shall be submitted immediately after submission of mid-term report, and of final report within the contract period.

11. Conditions of Payments

The total amount of up to amount of the contract will be paid in three installments as follows after receiving an invoice from the Contractor for each payment.

(1) First payment

40% of total amount (An invoice shall be submitted upon signing of the Agreement)

(2) Second payment

10% of total amount

-An invoice shall be submitted upon IDE-JETRO's acceptance of the mid-term Reports.

-The Amount of the mid-term payment shall be determined based on the contents of the Statement of Accounts for Settlement and Time Sheet as specified in clause 10 and the result of Account Audit which is stipulated in the Agreement.

(3) The third and final payment

-An invoice shall be submitted upon IDE- JETRO's acceptance of the final Reports.

-The Amount of the final payment shall be determined based on the contents of the Statement of Accounts for Settlement and Time Sheet as specified in clause 10 and the result of Account Audit which is stipulated in the Agreement.

Enclosed: PROPOSAL FORM