

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

June 9 2021
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, June 30, 2021(JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal:	June 9, 2021 ~, June 30, 2021
Evaluation Process:	July 1, 2021 ~July 7, 2021
Notification:	By the Middle of August, 2021
Contract:	By August 20, 2021

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 and other research members
- 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 International Migration of Indian Nurses

3. Background and Objectives of the Research

This research aims to investigate career development of Indian nurses who were born in, studied nursing, have a nursing license in India. In particular, this research focuses on (1) describing socio-economic characteristics of Indian nurses who choose to work abroad vis-à-vis those who work in India, (2) analyzing the factors and processes of international migration from India, (3) examining Indian nurses' career development processes including overseas experiences, (4) investigating what Indian nurses perceive advantages and disadvantages of developing nursing careers abroad, and (5) illustrating the characteristics of recruiting foreign-trained nurses from India vis-à-vis 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 50 Indian nurses who have graduated from nursing schools/colleges
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 researchers to examine career development of nurses, factors of international migration, and the characteristics of Indian-nurses' recruitment. 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.

6. Research Schedule

Term of Research work:

Research work shall be conducted from mid-August 2021 (at the latest 20 August) to 28 February 2022.

Mid-August 2021 (at the latest by 20 August, 2021): Signing a contract

January 14, 2022: Submission of a final report (as specified in clause 7)

7. Reports

(1) Final Report

Final Report which contains the following item shall be submitted by January 14, 2022;

-Survey Raw Data (Excel format) containing 50 samples

(2) Statement of Account and Receipts and Vouchers on Expenditure (as specified in clause 9)

Items mentioned above which contain the data in the form of excel shall be submitted to IDE by mail.

8. Budget Estimation Guideline

- (1) Total Budget: Maximum total amount of (2) and (3) is JPY 2,931,000.
- (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.

d. 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).*

e. 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.

(3) Payment Terms

In the case the requirement specified in "Article 7" is not satisfied, the amount of payment

specified in “Article 8” shall be reduced. The amount to be reduced will be determined upon mutual consultation.

(1) First payment

50 % of total amount (An invoice shall be submitted upon signing of the Agreement)

(2) Second and final payment

50% of total amount

-An invoice shall be submitted upon 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 Working Record as specified in clause 10. and the result of Account Audit which is stipulated in the Agreement.

Enclosed: PROPOSAL FORM