

**Application Guideline for
Contract Research on “Retention and Turnover of Migrant Care
Workers in Long-term Care” Commissioned by IDE-JETRO**

June 1, 2022
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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.

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Application DEADLINE: 18:00, June 21, 2022(JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal:	June 1, 2022, ~ June 21, 2022
Evaluation Process:	June 22, 2022, ~June 28, 2022
Notification:	By the Middle of July 2022
Contract:	Late July 2022

SPECIFICATION

Enclosed Proposal Form shall be submitted following all requirements and conditions specified in the clauses below.

1. Evaluation Criteria

- 1) Soundness of research methodology to meet the purposes of the survey
- 2) Adequacy of work plan to complete the survey in the required timeframe
- 3) Experience with socio-economic surveys on the related subjects
- 4) Credibility on institutional management experience on the related research/survey projects
- 5) Academic and technical background and qualifications of the principal researcher/analyst

2. Title of the Research

Retention and Turnover of Migrant Care Workers in Long-term Care

3. Background and Objectives of the Research

As of 2020, Japan has the highest proportion of elderly people in the world, i.e. 28.4% of the population in Japan is 65 years of age and older. There is, however, a serious shortage of human resources as opposed to the increasing demand for nursing and care workers. Therefore, efforts to secure these human resources on a sustainable basis are an urgent issue in Japan.

The purpose of this study is to investigate the motivation, job satisfaction, and intention to continue working of foreign nurses and caregivers working in Japan. In particular, this study will examine whether, and if so, how nursing qualifications, work experience in the country of origin and difference of entry routes (Economic Partnership Agreement: EPA, "nursing care" status of residence, specified skills, and technical internship) affect their career development in Japan.

4. Scope of Work on the Research

A *Contractor* is expected to select survey participants and conduct s survey.

A *Contractor* will do the followings.

1. Survey on 300 Indonesian care workers who have worked in Japan, including those who returned to Indonesia
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

This study contributes to the study of international labor migration, but also has social significance in that it provides policy implications for the acceptance and retention of foreign nurses and caregivers in Japan's super-aging society, and for sending countries that are the brain drain of human resources with specialized education. The findings from this study are expected to provide important implications to policy makers on the human resource shortage of nursing and care workers in Japan.

6. Research Schedule

Term of Research work:

Research work shall be conducted from late July 2022 to March 1, 2023.

Late July 2022: Signing a contract

January 9, 2023: Submission of a final report (as specified in clause 7)

7. Reports

Final Report which contains the following items shall be submitted to IDE-JETRO with email by January 9, 2023.

-Survey Raw Data (Excel format)

8. Budget Estimation Guideline

- (1) Total Budget: Total amount of (2) and (3) is JPY 2,419,000.
- (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-JETRO. 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 “clause 7” is not satisfied, the amount of payment specified in “clause 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 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 working record, and the result of account audit which is stipulated in the Agreement.

Enclosed: PROPOSAL FORM