

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

Revised on 27 June, 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, July 1, 2022(JST=GMT+9)**

### **2. Evaluation Schedule**

Accepting Proposal:	June 1, 2022 ~July 1, 2022
Evaluation Process:	July 2, 2022 ~July 8, 2022
Notification:	by the end of July, 2022
Contract:	By August 1, 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**

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 in the United Kingdom vis-à-vis those who work in India, (2) analyzing the factors and processes of international migration from India to United Kingdom, (3) examining Indian nurses' career development processes including overseas experiences, (4) investigating what Indian nurses perceive advantages and disadvantages of developing nursing careers in the United Kingdom, 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 a survey.

A *Contractor* will do the followings.

1. Survey on 200 Indian nurses in the United Kingdom, returned from the United Kingdom, and going to the United Kingdom
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-July 2022 (at the latest 1 August) to March 1, 2023.

Mid-July 2022 (at the latest 1 August): Signing a contract

February 13, 2023: Submission of a final report (as specified in clause 7)

## **7. Reports**

### **(1) Final Report**

Final Report which contains the following items shall be submitted by February 13, 2023;

-Survey Raw Data (Excel format)

Items mentioned above which contain the data shall be submitted to IDE by email.

## **8. Budget Estimation Guideline**

- (1) Total Budget: Maximum total amount of (2) and (3) is JPY 4,879,000.
- (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