

Application Guideline for
Contract Research on “Recruitment process of sending workers to
Japan from Asian countries- The case of Vietnam” Commissioned by
IDE-JETRO

8 August, 2025
Susumu Kataoka
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, September 1, 2025 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal:	August 8, 2025 ~September 1, 2025
Evaluation Process:	September 2, 2025 ~September 11, 2025
Notification:	by 15 October, 2025
Contract:	by the end of October, 2025

SPECIFICATION

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

1. Title of the Research

Recruitment process of sending workers to Japan from Asian countries- The case of Vietnam

2. Evaluation Criteria

- 1) Feasibility of technical approach and methodology for the research
- 2) Adequacy of work plan
- 3) Organizational experience with and capability of the research
- 4) Familiarity with the conditions of the research area
- 5) Qualifications of staff

3. Background and Objectives of the Research

Against the backdrop of labor shortages, foreign workers including Technical Intern Trainees have become indispensable to Japan's domestic industry in recent years. Business and Human Rights (BHR) have become international priorities, and Japanese companies are increasingly emphasizing consideration for the human rights and working conditions of migrant workers. One significant issue is the substantial recruitment fees borne by workers themselves during the recruitment process leading up to their dispatch to Japan, which reduces workers' bargaining power in employment relationships and severely violates their human rights. Workers who come to Japan with large debts in order to pay high recruitment fees have higher incentive to disappear in search of higher-paying jobs, which is detrimental to Japanese companies and society. Understanding the recruitment mechanisms that create this situation is essential to improving the human rights situation of workers.

This study focuses on Vietnam, one of the major senders of workers to Japan, and aims to conduct research on the country's immigration policy, the function of immigration intermediary organizations, and the mechanism of recruitment fees borne by the workers by intensive interview with relevant governmental organizations and sending organizations. Sending organizations play a significant role in the dispatch process, recruiting workers in their home countries and matching them with Japanese companies, as well as providing pre-departure training. Regarding the design of the survey, the main industrial sectors will be agriculture, construction and nursing care/caregiving, which have a large potential labor demand in Japan.

4. Scope of Work on the Research

A CONTRACTOR will conduct the following research:

- (1) Summarizing the historical change of migrant policies and relevant legal framework in Vietnam
- (2) Analyzing current statistics on Vietnamese migrant workers by destination country and intermediate organizations by province and sectors.
- (3) Conducting intensive interview survey with organizations that send/train workers to Japan, focusing on agriculture, construction and nursing care/caregiving sectors (at least 20 organizations in total).
- (4) Implications for Japanese companies and policy, in preparation for the newly planned program of “Employment for Skill Development”

5. Expected Outcome

50 (at minimum) to 80 (at maximum) pages report (A4, Microsoft Word format) and statistical data file (Microsoft Excel format) in English according to the items described above 4. (1)-(4)

6. Research Schedule

Term of Research work:

Research work shall be conducted from the end of October 2025 to February 6, 2026

Making a contract: by the end of October 2025

Interview survey in Vietnam: November to December, 2025

Submission of the final report (as specified in Clause 8): February 6, 2026

7. Payment method

IDE-JETRO shall remit the amount of contract in two (2) installments as follows after receiving an invoice from a CONTRACTOR for each payment.

- (1) First payment (50% of total amount): upon the signing of the Agreement
- (2) Second and final payment: upon submission of the Report (as specified in Clause 8)

8. Reports

A CONTRACTOR shall submit to IDE-JETRO the following items by February 6, 2026.

- (1) Final Report
- (2) Statement of accounts and time sheets

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

9. Budget Estimation Guideline

- (1) Total Budget: Maximum budget is JPY1,500,000 which consists of Direct Expenses and Administrative Overhead including tax.
- (2) Direct Expenses: See Clause 10 for details.
- (3) Administrative Overhead: Administrative expenses on the Research activities, such as the

cost on facility management and maintenance. 10 % of direct expenses is maximum..

(4) Amount: Payment is conditional on the completion of submission specified in Clause 8.

In the case the requirement in Clause 8 is not satisfied, the amount of payment specified in Clause 9 shall be reduced. The amount to be reduced shall be negotiated between the two parties.

10. General Condition of Expenditure and Account Management on the Research

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 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.

11. 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 final report within the contract period.