



**INTERNATIONAL LABOUR ORGANIZATION
and
MINISTRY OF LABOUR-INVALIDS AND SOCIAL AFFAIRS**

**LABOUR RESEARCH CONTEST
CALL FOR APPLICATION**

**Research for exploring Industrial Relations practices and its reflections toward
better policies**

Call for Application title: Research for exploring Industrial Relations practices and its reflections toward better policies

Date of Issuance: 07h00 a.m. 24 April 2018

Objective: To promote national research interests and research activities on exploring IR practices and related areas on the ground by utilizing radically the evidence-based approach, whose findings contribute as accurate inputs to the process of policy-making. Research proposals should link to the Contest themes and be practical to influence the country's policy agenda.

Eligibility for Applicants: Research Contest welcomes research proposals from both **individual researchers** and legally operated Vietnamese organizations in form of **research team** with experience in conducting research on labour issues, especially in IR-related topics, including, but not limited to, post graduate students, independent researchers, think-tanks, State and non-State research institutions, public and private universities. As Ministry of Labour-Invalids (MoLISA) and Social Affairs and the ILO are an Organizer of this Award, to avoid conflict of interest issues, staff of its agencies and units affiliated are NOT eligible to apply; however, applicants from MoLISA affiliated universities and training institutions are eligible.

Value of Grants: Applicants have opportunities to receive grant funds up to VND 100,000,000. For further information, see details stipulated in the following parts of this Call for Application.

Language of Application: Proposal and all supporting documents shall be submitted in Vietnamese. Applicants are encouraged to submit application package in both English and Vietnamese. The research papers shall be in both English and Vietnamese.

Deadline of Submission: a Package of Application using provided templates shall be submitted via email to han_contest@ilo.org before 5h30 p.m. 25 June 2018.

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BACKGROUND OF RESEARCH CONTEST

Background

Research Contest – a joint initiative of International Labour Organization (ILO) in Vietnam and its key national partner Ministry of Labour-Invalids and Social Affairs (MoLISA) – is a prominent activity under the framework of the New Industrial Relations Framework Projects, aiming at improving development of a systematic and scientific IR database system in Vietnam, and promoting utilization of evidence-based approaching local labour study and policy making process. This activity is firstly to provide an opportunity for strengthening further local research capacity on labour issues, especially IR-related topics with stronger research skills using database and information for their analysis and conceptualization; and secondly, to establish a radical bridge connecting researchers who produce high-quality labour researches with useful and pragmatic findings, and policy-makers who might take advantages of these findings as a scientific texture for their way of policy and law development.

The relevance of this activity in particular and of general objective of the project is acknowledged as a solid basis for a boarder mission of Vietnam in revising its legislation in line with its committed obligations emerging from Vietnam’s integration, enshrined in a series of Free Trade Agreements and its membership of the ILO.

The MoLISA and ILO, together as the Organizers, manage the Research Contest and its grant awards from qualified researchers and organisations focusing on research for better understanding the real movement of IR issues and finding out its problems, and further for contributing toward better labour policies.

Objective of Research Contest

The purpose of Research Contest is (1) to promote attention and policy engagement of researchers on heated IR-related issues as well as other labour themes by supporting Vietnam’s research community, (2) to strengthen evidence-based approach and (3) to create legitimate influence the policy agenda on contents relating to industrial relations issues. This is also one of the efforts of the ILO and the Government of Viet Nam in facilitation the capacity of the labour researchers in general and IR researchers in particular.

SCOPE OF WORK

Themes of Research Contest

Research will be supported by funding grants of variable scope and by providing capacity building for researchers in methodological approaches. The contest welcomes both proposals

with usage of existing data-sets, as well as ones with surveys designed intentionally to explore a particular angle of issues. The qualitative and quantitative methods are both accepted. The research proposals shall concern, but not limited to, one (or more) of those following themes:

- (1) **Theme one** – The effect of collective bargaining on wages and working conditions
- (2) **Theme two** – Innovative mechanism to settle interest-based labour disputes through mediation
- (3) **Theme three** – Linkage between social dialogue and business performance
- (4) **Theme four** – Trade union rights in the context of Vietnam trade union reform
- (5) **Theme five** – Gender-based discrimination at workplace

Applicants are also encouraged to reflect labour related Sustainable Development Goals for Viet Nam¹ and identify clear and practical research questions/hypothesis in line with the themes selected.

The application process requires the submission of a research proposal and an estimated budget by the deadline indicated above, using template provided in the Application Form. The proposals will be reviewed by Board of Jurors against the Evaluation criteria (stipulated in the following Section of this document) and the highest scorers will be shortlisted. Shortlisted applicants will be invited to participate in one-on-one sessions with international/national experts to discuss their proposals and further improve research designed and quality assurance mechanism. Then, shortlisted applicants will be asked to submit a revised proposal, including a detailed work plan and budget.

Grant Awards

Research Contest classifies its grant funding into two different categories.

- Category 1 – **Grant awards for good research proposals**, which will be assessed objectively by the Board of Jurors. Around 10 proposals will be shortlisted and **up to 5** proposals will be awarded and supported with implementation costs. Each proposal will receive up to VND 40,000,000 to implement the research idea over 3-4-month period subject to the availability of funds. In case that research proposal includes a field survey, awardees will receive an additional subsidy up to VND 20,000,000 to cover travel costs, including Daily Subsistence Allowance. This amount will be given for actual expenses.
- Category 2 – **Grant awards for best papers**, which are subject to be given to **two research papers** regardless of fact that such papers are produced by awardees of

¹http://www.un.org.vn/en/publications/doc_details/543-the-national-action-plan-for-the-implementation-of-the-2030-sustainable-development-agenda.html

category 1 or other applicants who apply for this Research Contest but not awarded under category 1. All the applicants to the contest are automatically considered in category 2 if their research proposals and research papers are submitted on time and confirmed by the Organizers. This category of grant award is aiming to encourage the applicants, who do not receive grant awards in category 1, continue to implement the research proposal and still have chance to gain the awards under category 2. The awardees for this category will have opportunities to participate in training and networking activities of labour research network of ILO.

Those having the best research papers under category 2 will receive awards of VND 40,000,000 for each.

ELIGIBILITY REQUIREMENTS

The Research Contest targets to promote and support research proposals that are highly practical and relevant with current labour policy agenda. A number of grants will be awarded to winning proposals spanning a wide array of topics defined in the aforementioned research themes.

Applicants are requested to read and follow strictly these contents as instructed below.

Eligible candidature

- The contest accepts applications from individuals of Vietnamese nationality (post-graduate students and independent researchers are encouraged) or legally operated Vietnamese organisations in form of research teams (including, but not limited to, non-profit, for-profit and governmental and non-governmental entities).
- The exception is that the ILO and agencies and units affiliated with MoLISA at the Central level and the staffs of these agencies are not enabled to submit proposals to ensure transparency of the Contest. Applicants from MoLISA affiliated universities/training institutions are, however, eligible.
- Partnering with international organizations or international consultants is acceptable, yet the local ownership should be anticipated and clearly described in the proposal.
- Applicants must own proven experience in conducting research. No restriction in terms of academic disciplines is applied.
- Applications from female and male researchers and mixed-sex research teams are strongly encouraged and a focus will be placed during selection on ensuring that a balance of female and male researchers benefit from the support provided by these grants.

**Note that all eligibility criteria are strictly adhered to. No exceptions will be made under any circumstances. Eligibility criteria are not subject to change since the open Call for Application.*

Other Terms and Conditions

- All proposals submitted for application must be the author's original work and be produced after 1 January 2017.
- There is no limit to the number of application that may be submitted by one applicant.
- The Application shall be in Vietnamese. The applicants are encouraged to submit application package in both English and Vietnamese.
- Applications in the Contest are free-of-charge.
- Application must be submitted via e-mail to han_contest@ilo.org in PDF attachments.
- Research activities can only start after the signing of financial agreement between the selected grantees and Organizers. Costs incurred before the signing of the financial agreement will not be reimbursed. By signing the grant contracts, the winners shall commit to implement the research ideas according to the obligatory rules and regulations of the ILO on grants.
- Where required, awarded projects under Category 1 will be provided with technical advice and guidance throughout the duration of the assignment.
- Research papers submitted to Organizers, regardless of the fact that such papers are produced by awardees of Category 1 or applicants submitted Application packages, will be in both English and Vietnamese.

Eligible and ineligible activities

- Any proposals found to having been submitted and granted any form of financial support from another scheme/organization are still eligible. In this case, applicant must inform the Organizers about the scheme/organization to which the proposal was submitted to. If awarded at Category 1, the applicants must commit to avoid financial duplication among funds that they receive for implementing research proposal.
- The Organizers might reserve its right to reject budget lines which is considered as not relevant to accomplish grant purposes.
- Once the awards for research proposal are granted, all execution of grant-funded activities must occur in Vietnam, and all costs shall be reasonable, allocable and allowable.

- Reasonable costs are those costs that are generally recognised as ordinary and necessary, and would be incurred by a prudent person in the conduct of normal business.
- Allocable costs are those costs specifically link to the execution of the research activities, including costs for resource persons, information collection, in-country travel and other direct costs.
- Allowable costs are those costs that conform to the *UN-EU Guidelines for Financing of Local Costs of ODA Projects in Viet Nam* (see **Appendix**) and any limitations in the grant award.

APPLICATION PROCESS

Progress of Contest

With purpose of supporting national research activities with evidence-based approach and connecting lines between research and policy-making process, the Labour Research Contest is planned to be a semi-longitudinal activity with three phases:

- (1) Phase one – Selection of the most practical ideas will be conducted for granting awards under category 1 for good research proposal. The applications are equally assessed according to the criteria set out below. The funding from the project are to be awarded to the most practical research proposals which meet the requirements of the contest on content, criteria and format with a view to promote industrial relations policy framework;
- (2) Phase two – The awarded ideas shall be implemented with the technical and financial support from the ILO and MoLISA to draft and complete the research papers;
- (3) Phase three – Selection of research papers will be conducted for granting awards under category 2 for best papers, which are subject to give opportunity for not only the awardees of category 1 but also other applicants if their research proposal and research papers are submitted on time and confirmed by the Organizers. The qualified papers according to the assessment of the Contest’s Board of Jurors will be provided with technical advice for further completion and publications via possible channels of the MoLISA and ILO. Besides, the winning applicants are entitled to join various training opportunities and networking events for the researchers organised by the ILO (e.g. IR Summer School).

Application Timeline

- Labour Research Contest commences at 07:00 a.m., **24 April 2018**. The applied time zone is Hanoi time, GMT+7.
- All applications must be submitted via email to han_contest@ilo.org **no later than 5h30 p.m. of 25 June 2018**. Late submissions will not be considered. It is the responsibility of the applicant to ensure that emails containing their application are received by the due date and time.
- The Board of Jurors will work on submitted proposals of applicants and produce a shortlist of candidates based on the criteria prescribed in the Session of Evaluation Criteria.
- About 10 shortlisted candidates will be informed and invited to a one-on-one clinic (online or face-to-face meetings) with international and national experts to refine the proposals (methodology, quality-assurance, etc.), scheduled to start by **the second half of June 2018**. Shortlisted candidates will be required to submit a revised proposal, workplan and detailed budget accordingly for final approval (**by 15 July 2018**).
- The awards will be granted on **01 August 2018**.
- The grant owners will have about five months, **from 1 August to 31 December 2018**, to implement research projects. The research paper must be submitted to Organizers at han_contest@ilo.org **no later than 5h30 p.m. 31 December 2018**.
- The applicants shall send the research papers (which is elaborated on the basis of research proposal submitted for this Contest) to Organizers at han_contest@ilo.org **no later than 5h30 p.m. 31 December 2018** for the selection of papers for Category 2 of grant awards for best papers. Assessment criteria and time of announcement will be informed by Organizers after 3 December 2018.

**Note that the Organizers keep the rights to change these aforementioned milestones depending on the quality of the applications and the available funding. The Organizers and Board of Jurors shall provide further comments and advices towards papers which are under reviewing for Category 2 of grant awards for best papers.*

Application checklist

Application Checklist is provided for interested candidates to submit an application package including the following required documents:

- An **Application Form** where applicants must complete with template provided.
- A **budget proposal** including rough estimates of the cost needed for implementation. A template of budget proposal is presented in the **Annex**.

- A **curriculum vitae** demonstrating the applicants' interests and relevant experience (if any); *note that if applicants apply as a research team, it is required to submit curriculum vitae of all members of research team, who are named in the application form.*

EVALUATION CRITERIA

Evaluation on technical aspects of research proposals

The Board of Jurors, consisting of national experts and ILO specialists, uses the following process to review eligible applications with the aim of identifying research proposals of highest feasibility and significance to impact the development of policy consideration. With independent review, each application will be scored taking into account the following criteria:

1	Relevance – The research proposal is relevant to the Contest themes, the research topic fills important gaps in knowledge and is to the public concerns.
2	Rigour – The research proposal has clear question(s) and is adherent to the guidelines stated in this Call for Application. The conceptual framework is consistent with existing theories in the field. Appropriate project design and analytical methods proposed.
3	Feasibility – The proposal has feasible timeframe, indicates applicable and suitable methodology with prospectively obtainable data, and develops a good conceptual framework. The researcher/research team have the appropriate skills and knowledge on the topics, past performance and proven research/working experience in the areas.
4	Contributions – The study is innovative and fills the identified research gaps. The impacts of the study contribute to the policy agenda with significant expected result and a concrete and holistic dissemination plan.
5	Budget and cost-effectiveness – The proposed costs are reasonable and necessary, the requested budgets are within the budget availability, and cost norms in the <i>UN-EU Guidelines for financing of local costs in development co-operation with Viet Nam 2017</i> ² are applied.

The Board of Jurors will conduct a preliminary review and evaluation of qualifying applications. Up to 5 grants will be awarded to proposals of highest scores in ascending order. The decision of the Board of Jurors and Organizers on all matters relating to the Labour Research Contest is final, and no correspondence or appeal will be entered into at any stage.

² The document can be found at the following link
https://eeas.europa.eu/sites/eeas/files/un_eu_costnorms2017_2.pdf

Note on budget estimate of proposals

Although cost/price is not a factor for technical consideration, it is an important element in evaluation for grant. Cost/price must show demonstrated 'reasonableness' and be 'balanced' among the respective components of performance. The significance of price will increase depending on how close the technical rankings of each applicant become. Applicants are strongly encouraged to provide their best cost/price proposal together with their application.

DISCLAIMER

This Call for Application is issued as a public notice so that interested parties have a fair opportunity to submit applications. Issuance of this Call for Application does not constitute a grant commitment on the part of Organizers, nor does it commit Organizers to pay for costs incurred in the preparation and submission of applications. All preparation and submission costs are at the applicant's expenses. Organizers shall reserve the right to fund any or none of the applications received.

LIST OF ENCLOSED DOCUMENTS

1. Application Form
2. Budget Instruction and Budget Estimate Template



APPLICATION FORM LABOUR RESEARCH CONTEST

Research for exploring industrial relations practices and its reflections toward Better Policies

Applicants shall complete this Application Form in Vietnamese (Applicants are encouraged to submit applications in both English and Vietnamese) and sent via email to han_contest@ilo.org no later than **05:30 p.m. of 25 June 2018** as PDF attachment. Please kindly fill applicant's information below and tick boxes where applicable.

I. GENERAL INFORMATION OF APPLICANTS

Please indicate if you are applying as individual researcher or research team:

- As **individual researcher** ➤ **Go to Part A**
As legally operated Vietnamese ➤ **Go to Part B**
organizations in form of **research team**

PART A – INFORMATION OF INDIVIDUAL RESEARCHER

Full name of applicant: _____

Title: Mr Mrs Ms

Email address: _____

Organization: _____

Correspondent address: _____

Cellphone number: _____

PART B – INFORMATION OF RESEARCH TEAM

Organization: _____

Address of organization: _____

Name of the Team Leader: _____

Title/position of the Team Leader: _____

Team leader's email and cellphone number: _____

II. RESEARCH PROPOSAL

This part aims to explore technical approach of candidate's research proposal and its rationales. The main content of Research Proposal should **not exceed 5,000 words**, excluding the References.

Please present your research proposal with following structure.

Indicate title of research proposal
Indicate theme(s) which are covered under your research proposal
<input type="checkbox"/> Theme one - The effect of collective bargaining on wages and working conditions
<input type="checkbox"/> Theme two - Innovative mechanism to settle interest-based labour disputes through mediation
<input type="checkbox"/> Theme three - Linkage between social dialogue and business performance
<input type="checkbox"/> Theme four - Trade union rights in the context of Vietnam trade union reform
<input type="checkbox"/> Theme five - Gender-based discrimination at workplace

The main content of Research Proposal

1. Abstract – Indicate shortly (1) your research question(s); (2) the methodology that you will apply in doing this research; and (3) if you have intention to conduct field mission to serve for this research, then identify the province(s) (maximum 200 words).

2. Introduction - Summarize current background information about the chosen topic of research. Explain briefly the necessity of your proposed research and the methodological approach used to examine/explore the research problem. Highlight the potential outcomes that your research project can reveal, and outline the remaining structure and organization of the research proposal (maximum 300 words).

3. Problem statement and research questions - State the research problem(s) and provide a clear and concise description of the issues that need to be addressed. This section will highlight the relevance and needs for the proposed research (maximum 500 words).

4. Research objectives and scope - Provide the targets that would be achieved by the proposed research. What are the potential impacts/benefits and the importance of the major findings if the research questions are clearly answered. Specify the scope of work of the proposed research (maximum 500 words).

5. Literature review - Provide a preliminary overview of sources you have explored while researching a particular topic and to demonstrate to your readers how your research fits within a larger field of study. This section will provide information about the earlier researches by others to identify research gaps and reasons why your research is still necessary (maximum 1,000 words).

6. Methodology - Describe actions to be taken to investigate your research question(s) and the rationale for the application of specific procedures or techniques and why such chosen methodology is considered appropriate and effective in the research scope. Please be noted that this Contest is aiming at the evidence-based approach, it is preferable if applicants tend to utilize this method to exploring research question(s) with clear description of sample size, section criteria and explain why this will produce valid data (maximum 1,000 words).

7. Discussion – Describe your interpretations and opinions, explain potential implications of these anticipated findings into changes in correspondent policies and/or practices (maximum 1,000 words).

8. References – List the materials, papers cited and referred to in preparing this research proposal. Please use Harvard citation format where applicable.

IV. PROPOSED PERSONEL

For individual applicant

If you are applying as individual researcher, please explain your ways to conduct this research as well as prove your previous experience in doing research projects as individual researcher (maximum 300 words).

For research team applicant

Team structure - Describe the team that will implement your project, including their skills, responsibilities, and reporting relationships. You may present a staffing chart to supplement your narrative (maximum 250 words).

<i>Team members' name and title</i>	<i>Skills</i>	<i>Job description/Roles and responsibilities</i>

Add rows if needed		
<p>Team qualifications – This is a narrative part to describe the relevant prior experience and track record of proposed personnel on activities similar to this project as well as the internal arrangement in the research team (maximum 300 words).</p> <p>Attach CVs for all members.</p>		

V. TENTATIVE BUDGET ESTIMATE

The applicant is expected to summarize tentative budget, including research fees and expenses. A detailed budget should be presented thoroughly in the Appendix of Budget Estimation Template (Excel File enclosed).

Financial summary - Provide a brief summary of the expenses need for the research, and a total

amount proposed to be granted (maximum 200 words).

Total budget

/VND

VI. POLICY ORIENTATION AND DISSEMINATION PLAN

Describe how the research might contribute to correspondent policy adjustments and how the applicant will promote knowledge sharing after completed and submitted successfully the final report.

Policy orientation – Explain relevance of research expected results that will contribute to related policies (maximum 300 words).

Dissemination plan - Identify other relevant ways to disseminate the findings of research (maximum 300 words).

VII. DECLARATION AND COMMITMENT

The applicant is asked to declare and commit that:

I understand that entries into the Contest constitute a binding acceptance of the terms and conditions given by the Organiser.

I acknowledge that all the information in this form is legally accurate in every respect and may be considered for any subsequent contact.

Signature of candidate or contact person*

Date: _____

* In case applicants are research teams from organisation entities, please provide the scanned copy of the application with the authorized signatures and seals of organisations.



BUDGET INSTRUCTION AND BUDGET ESTIMATE TEMPLATE

LABOUR RESEARCH CONTEST

Research for exploring industrial relations practices and its reflections toward Better Policies

INSTRUCTION FOR BUDGET ESTIMATE

1. General principle

- Budget Estimate is an integral part of your application package, please attach the detailed budget estimate with your submission.
- The currency utilized for budget estimate must be Vietnam Dong (VND).
- The Organizers use EU-UN Guidelines for Financing of Local Costs for ODA Projects in Viet Nam (version 2017) as the benchmarked reference for rates estimate in this budget. If your proposed rates are over these benchmarks, the revision might be required.
- Any purchases or activities that are not relevant to accomplish grant purposes will be excluded.
- Specific cost items that are unallowable contain: profit; application preparation costs; international travel; payment of debts; elections; fees for public and elected government officials; fines and penalties; creation of endowments; military equipment; surveillance equipment; commodities and services for support of police and other law enforcement activities; luxury goods and gambling equipment; parties or “representation” expenses; and purchases of restricted goods without prior approval, such as agricultural commodities, motor vehicles, pharmaceuticals, pesticides, used equipment, and fertiliser.
- In case that your research proposal is financed by multiple funds (including the grant you expect from this Contest), please indicate explicitly in the Note column of Budget Estimate which lines will be covered by whom. This is to own your commitment for avoidance against financial duplication amongst granted resources.

2. Instruction for budget estimate

- Applicants shall find provided template in following sheet, named 'Budget Estimate Template'. This template can be considered as a standardized format used for this Contest.
- The template includes two parts:
 - Part 1 - Consultancy fee to implement research proposal
 - Part 2 - Cost for field trip, where the reimbursable amounts will be determined by actual expenditure

a. Part 1 - Consultancy fee

This part is to propose budget lines representing works of researchers with number of working days, rate (as unit price) for one working day, and total amount of money.

Some exemplary budget lines are provided in the template. Applicants shall utilize but not limit to these examples.

b. Part 2 - Cost for field trip

This part is to propose budget lines representing costs for field trips. These costs should be categorized in line with provinces/localities that applicants indicate in Application Form to conduct field mission to collect data and information for the research.

The allowable costs for travelling shall include (1) two-way transportation to proposed localities (such as air-ticket, train-ticket, bus-ticket, car rental); (2) Daily Subsistence Allowance (DSA) for days in proposed localities (in line with regulated rate in UN-Cost Norms). The cost for travelling inside territory of locality will not be covered.

The fee that applicants pay for information access (such as for their interviewees or dataset purchase) will not be reimbursed.



BUDGET ESTIMATE TEMPLATE

Note: This is the template provided by the Organizers. The applicant is expected to complete their budget estimate as an **excel file**.

No	Item	Quantity	Unit Price	Times/days	Amount (VND)	Note
PART 1	Consultancy fee to implement Research Proposal					
1.	Desk review for team leader					
2.	Desk review for team members (applicable for Research Team only)					
3.	Data collect					
4.	Data process and analysis					
5.	Report writing					
6.	Translation fee					
7.					
					Sub-total in VND	
PART 2	Cost for field trip in proposed localities					
1.	Field visit to Province A					Note that DSA for the field trip inside the residential township of the applicant is not allowed.
1.1	Lump-sum of DSA in Province A					

1.2	Car rental					
2.	Field visit to Province B					
2.1	Lump-sum of DSA in Province B					
2.2	Round Air-tickets from residential township (or nearby airport) to Province B					
2.3	Airport taxi in residential township					
2.3	Airport taxi in Province B					
3	Field visit to Province C					
3.1	Lump-sum of DSA in Province C					
3.2	Round Air-tickets from residential township to nearby airport of Province C					
3.3	Airport taxi in residential township					
3.4	Car rental to and from Province C					
					Sub-total in VND	
					GRANT TOTAL in VND	