

ESS ERIC Responses to Queries received - Tender Slovakia Round 10 (REF 20/002)

Deadline for receipt of clarifications: 16 November 2020

1. What does the published "List of sample units" look like?

a. Does it also contain concrete names (first name and family name)?

RESPONSE:

It is a dwelling level sample frame so names of individuals will not be supplied. Interviewers will need to visit sampled dwellings and complete a contact form, which includes a random person selection in dwellings with 2 or more adults aged 15+.

b. In case of a block of flats does the list of sample units contain information about concrete and specific dwelling (flat or apartment)?

RESPONSE:

The sample list will include the address of sampled dwellings and in multiflat houses with the name of dwelling (e.g. number of the dwelling or the name of the dwelling).

c. Are all the listed dwellings inhabited?

RESPONSE:

The sample will include dwellings that are not inhabited. In these cases, there will outcome codes for interviewers to use as appropriate. As specified in the Sample Design Summary, the sample design assumes an overall ineligibility rate of 4.7%.

d. What is the number of settlements (villages, towns) where all the listed dwellings are located?

e. How many selection points will be used to choose all 3801 dwellings?

f. How big is the cluster of chosen dwellings for a selection point?

RESPONSE:

Please refer to the Sample Design Summary for information on queries d, e and f.

2. What is estimation of:

a. Length of the contact form for recording contact attempts?

b. Length of the questionnaire for the selection of the respondent?

c. Length of the "description of the neighbourhood"?

RESPONSE:

These three parts together should take no more than 5-10 minutes per dwelling.

d. Length of the main interview?

e. Length of the interviewer questionnaires?

RESPONSE:

The interviewer questionnaire is included at the end of the main questionnaire and can be completed in around 2 minutes. The total main interview is expected to be around 60 minutes (though may vary somewhat between countries/languages).

3. Pre-test

a. What should be tested? Only the main questionnaire? Or also contact forms, selection of respondents in the households etc.?

- b. Who shall be respondents for the pre-test? Are interviewers allowed to find any respondents for the pre-test without any restrictions?

RESPONSE:

Please refer to the Round 10 specification for details on pre-test requirements. We require that the approach reflects as closely as possible the main stage design – so should include completing the contact form and random selection of respondents within sampled households. There is some flexibility on the pre-test sample design but as a minimum you should ensure different parts of the country/area types are represented. The main objectives of the pre-test for Round 10 are to assess the feasibility of fieldwork (e.g. whether there is greater than usual reluctance to take part due to the pandemic) and to provide a technical test of the survey instruments.

4. Please confirm that all questionnaires (main questionnaire, contact form, neighbourhood questionnaire, respondent selection...) work on an Android tablet. It means no Windows PC is necessary for actual interviewing.

RESPONSE:

This is correct – but please refer to the technical requirements listed in the ITT.

5. Apart from unconditional incentive (€5) shall respondents receive any other incentive? Are we requested (or to be advised) to provide additional incentive for conducting the actual main interview?

RESPONSE:

We do not propose any additional incentives. However, you are welcome to include any proposals for further incentivisation that you feel would be beneficial (including how this can be covered within the budget).

6. Could you provide an example of "Post-coding of open questions about education and occupation" so that the workload of the coding can be estimated?

RESPONSE:

Industry and occupation are coded to standard code frames based on responses to open questions in the interview. Industry is coded to NACE rev 2 and occupation is coded to ISCO08.

7. What will the "continual field progress report" look like? What concrete tasks are requested from the fieldwork agency?

RESPONSE:

Since Slovakia will be using the integrated survey tool suite for Round 10 fieldwork, fieldwork progress information will be automatically uploaded daily. The fieldwork agency will be expected to add a commentary to fieldwork progress, explain any issues/delays, and project progress over the remaining fieldwork.

8. Could you please describe in more detail what you mean by the following tasks (all from page 5) :

- a. back checks

RESPONSE:

The work of interviewers needs to be back-checked on an ongoing basis during fieldwork. Please refer to the Round 10 specification for further details on this.

- b. monitoring interviewers' and fieldwork progress, and providing case level fieldwork progress

RESPONSE:

See response to Q8.

- c. coding and classifying data

RESPONSE:

Please refer to the Round 10 specification for details of this requirement (and answer to Q7 above).

- d. (helping) prepare data files and documents

RESPONSE:

You will need to prepare the data files based on a central data protocol that will be provided, alongside providing further technical information on your fieldwork delivery.

9. Payment terms

- a. What are the payment terms?

RESPONSE: *ESS ERIC reserves the right to make payments 60 days after receipt of invoice.*

- b. Is there any invoice payment plan or a schedule of instalments – for example, after signing the agreement or completing certain specific phases of the project?

RESPONSE: *ESS ERIC will agree a schedule of instalments with the selected contractor.*

- c. What shall be the due date of an issued invoice?

RESPONSE: *As per (a), unless alternative arrangements are agreed with the selected contractor.*

10. Are we as a bidder allowed to have several subcontractors in order to cover the whole fieldwork?

RESPONSE:

This is not prohibited but coordination would have to be clearly demonstrated.

12. If for some reason we cannot cover some of the primary sampling units (e.g. neighbourhoods deemed unsafe by our interviewers, distant settlements uncovered by interviewer network), is it possible to change them prior to the fieldwork?

RESPONSE:

Substitution of addresses is not required as any areas deemed unsafe are already excluded by the Slovakian NC team before the sample is issued to the fieldwork agency.

13. In what form will the list of 3801 sampling units/dwellings provided? In order to be able to send the advance letter we would need it to include the names of the residents of households, however, we believe that such list of personal data would be in conflict with GDPR – what would be the legal basis of gathering and processing such personal data?

RESPONSE:

It will be a list of dwellings and not include the names of residents (which are not known up-front). In most cases where a dwelling sample is used, advance letters are addressed to 'The

*residents' or similar.**

The legal basis is GDPR Art 6. 1.e. Provisions in Arts 13 and 14 are adhered to.

**Follow up: QUERY: This however means we won't be able to send any advance letters to inhabitants of apartment buildings/blocks of flats, where there are several households at same address, which will be a large proportion of the sample.*

***RESPONSE:** The ESS National Coordination Team will provide the selected survey agency with the compiled list of doorbell names/names of households.*

Follow up to this response:

General query about the data protection arrangements in this arrangement

RESPONSE:

In ESS Round 10, ESS ERIC is the controller and will enter into a data processing agreement with the National Coordinator. It will also enter into a data processing agreement with the selected agency, as set out in the tender documentation. Personal data will not be processed unless and until Data Processing Agreements are in place. All activities undertaken will be in accordance with the GDPR and applicable national laws.

14. Will it be possible to provide an option to opt out of the survey in the advance letter and close such households without actually visiting them if they let the fieldwork agency know they do not intend to participate and do not wish to be contacted by the fieldwork agency?

RESPONSE:

Yes, an opt-out phone number should be provided in the advance letter. Sample members can call this to opt-out of the survey before an interviewer visits.

15. What will be the selected agency's access to the Central Survey Tool? Will it be able to monitor the progress of the fieldwork? Will it be able to access the data and correct some of the data from interviews in case an interviewer contacts it?

RESPONSE:

You will have full access to the Fieldwork Management System (FMS), which is part of the tool suite and allows for monitoring of fieldwork progress on a daily basis. You will be able to correct information in the FMS but the reasons for this should always be clearly explained.

16. It is impossible to have the slightest idea of what the COVID situation will look like in March 2021 [...] will you insist on a strict date of data delivery, possibly even with contractual penalties for not keeping it?

RESPONSE:

We will work with the contractor in the event of restrictions being imposed that impact on any delivery schedule.