



CEDEFOP

European Centre for the Development
of Vocational Training

Area Resources

Finance and Procurement, Procurement Service

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OPEN INVITATION TO TENDER

AO/RPA/NSOFRO-AZU/Full-Scale-European-Employer-Survey/023/12

‘Implementation of an employer survey on skill needs in Europe’

Clarification 1-Questions and answers

Question 1

Please can you clarify the preferred sampling approach? The summary report suggests you would favour a random probability approach however the pilot refers to ‘co-operation rates’ which usually refer to a quota approach.

Cedefop answer 1

As per point 5.1 – award criteria 2 of the Tender documents, the tenderers are expected to propose survey designs based on probability sampling, therefore quota sampling approaches are not acceptable.

Please refer also to point 5.2 where it is stated that “It is up to the tenderer to present in his Technical Proposal a detailed organisation and methodology such that they fulfil (comply in full with) all requirements outlined in the Terms of Reference”.

Question 2

Please can you provide an estimate of the average interview length?

Cedefop answer 2

The following information is provided in the Draft summary report on Phases 1, 2 and 3 (available from Cedefop upon request) regarding the average duration of the pre-test and pilot interviews together with a summary of the impressions of respondents:

- section 4.2, paragraph 1: "A first overall impression of both pre-test variants was that the interviews ran all in all surprisingly well. But the pre-test also showed that the questionnaire was still considerably too long: The conventional pre-test variant had an average duration of 22.1 minutes over the five countries. This is just about 2 minutes longer than the envisaged maximum average time of 20 minutes per interview. But the feed-back from the interviewers signalled that subjectively, the interview was perceived as far too long by a considerable share of respondents, with a quarter of the target persons having expressed that the length of the conventional pre-test interview has not been acceptable."

- section 5.2, paragraph 3: "The pilot interviews took slightly less than 20 minutes on average and were thus within the envisaged duration. The successful shortening of the questionnaire after the pre-test was also reflected in the subjective impression of respondents and interviewers: In contrast to the

pre-test, the interview duration and a monotony of the interviews were not an issue of major complaints in the pilot."

Therefore the target maximum interview duration is 20 minutes per interview, but it could be shorter depending on the final items used in the questionnaire instrument. The detailed occupation-specific task items of the Pre-test and Pilot will not be utilized in the full-scale questionnaire instrument, but some additional items on Green and ICT transversal skills will be added. The actual length of the survey instrument will also depend on the number of occupations asked about per employer respondent, should a repeated-measures design be chosen to increase the efficiency of the survey design.

Question 3

We appreciate that questions need to be fully translated, backtranslated and checked. In order to be cost-efficient, please can you confirm that the translated questionnaires from the pilot study will be made available to the survey contractor upon survey commission? If so, would I be right in assuming that these translations could already be used in the main study (i.e. we would only need to translate the changes to the questionnaire for the main stage of fieldwork for those countries), and that we could reduce our costs accordingly?

Cedefop answer 3

All nine language versions of the questionnaire from the pilot survey will be available to the contractor for use in the main study.

Question 4

Regarding sampling, task WP1 on page 13 appears to indicate that occupational group will be the basis for the sampling plan, and at least 400 respondents per occupational group would be required for each country. Assuming that the military is excluded as a group from the ISCO-08 1-digit list, we would therefore be required to conduct fieldwork in 9 occupational groups. This adds up to $400 \times 9 = 3600$ interviews per country. However, task WP5 on page 14 appears to indicate that 1700-2000 establishments need to be interviewed. Please can you clarify this further, to help us to create a detailed and appropriate sampling plan for our proposal, and thus adjust our prices accordingly?

As a further point to this, are we allowed to conduct a smaller number of interviews in smaller countries due to the smaller universe size (as appeared to be the case in Ireland in the Pilot Survey), or do we need to guarantee a set minimum number per country?

Cedefop answer 4

Please refer to section 2.2: "Modifications to the design should also allow implementation of the survey instrument for repeated measures of 2 to 3 occupations per local establishment."

Please refer to section 2.4, WP 1: "Develop a survey design which ensures that percentage measures in the ISCO 1-digit occupation groups, within countries, have standard errors of no larger than 2.5 for a point estimate of 50% across two categories, given sufficient available observations in the universe." and section 5.2, For award criterion 2: "including proposals for issues arising with small countries".

Question 5

In the pilot 12 NACE sectors included. In the main survey, do you expect this coverage to increase and if so, how many sectors would you like to cover? This is not specified in the ITT.

Cedefop answer 5

Please refer to section 2.3.1: “The principal aim is to deliver a dataset and initial results which will enable Cedefop and other stakeholders to carry out qualitative and quantitative analysis of emerging skill needs in organizations of different sizes covering the whole economy (including non-marketed services) in all EU Member States.”

Question 6

In the pilot, you spoke to establishments with 5 or more employees. In the main survey, would you like to include smaller establishments?

Cedefop answer 6

As per the information contained in the summary report sent as additional documentation upon request, local establishments with fewer than 5 employees are to be excluded from the survey.