



OPEN INVITATION TO TENDER
AO/DLE/LSALVA-EVGAR/VET_Survey/003/15
Opinion survey on VET in Europe
Request for Clarification (2) – Questions & Answers

Question No 1

- a) *In section 2.3.1 of the ITT, a questionnaire length of 20-25 minutes is specified. Table 10 asks for a unit cost for a 20 minute interview. Do you also require costs for a 25 minute interview?*
- b) *Section 2.3.1 suggests the tenderer should provide a draft questionnaire in the technical proposal. It is our understanding that this will be a list of the question areas to be included rather than full questions with pre-codes and filters which is for the successful contractor to deliver. Please can you confirm.*
- c) *For Task 3.4 (organising an international event), can you provide more information on the contractor's role. For example: Is the event to be held in Greece? Will Cedefop be responsible for inviting the participants? Will Cedefop provide the venue or is the venue to be included in the contract costs for Work Assignment 3? Are travel and subsistence costs to the event excluded from the contract costs for Work Assignment 3?*
- d) *Task 1.2 indicates cognitive interviews in the native language of the pilot survey. Task 1.3 indicates (a) pre-tests of at least 30 structured interviews and (b) a full scale pilot survey in the UK. Task 2.2 also suggests pre-testing in each country with at least 30 structured interviews.*
 - i) *Please can you clarify if the cognitive interviews in Task 1.2 should be conducted in the UK and if there is a minimum number of interviews you require.*
 - ii) *Please can you clarify the difference between the pre-test of 30 pilot interviews and full scale pilot in the UK (Task 1.3) in terms of objectives and scope?*

Cedefop's answer to question No 1

- a) No, costs for 20 minutes interview is sufficient.

b) The questionnaire structure and design is part of the evaluation of the tender proposals (table 6 point 2 of the section 5.2 Technical evaluation), hence tenderers are expected to present a draft questionnaire in their tender proposal. This draft questionnaire should include a draft list of questions reflecting the areas and research question described in table 1 (section 2.3.1). While pre-codes, filters and routings are not necessary at this stage, the quality and level of details of the proposed draft questionnaire will be reflected in the evaluation (section 2.3.1 and table 6 point 2 of the section 5.2 Technical evaluation).

c) Organisational and travel expenses related to Task 3.4 (a) will be covered by Cedefop. The tenderer is expected to propose a methodology for the policy learning event which will ensure active involvement of participants and mutual learning as stated in Task 3.4 (a). Cedefop will be responsible for the organisation of the event.

d) i) Yes the cognitive test task 1.2 (b) shall be conducted in the UK and we require at least 30 interviews.

ii) Pre-tests task 1.3 (a) will function as a trial of the method of contacting respondents, routings, interviewers' instruction as well as general survey administration. Following the results of the pre-tests the master questionnaire, the guidelines, methods of contacting respondents, routings will be revised. The full scale pilot survey for the UK task 1.3(b) will instead be a full scale survey which will only be piloted for the UK and as such is intended to pilot the full scale survey before it is extended to the rest of the Member States.

Question No 2

The query is on the pre-testing/ piloting stage which appears both as part of WA1 and WA2. Based on the allocation of the anticipated budget between WA1 and WA2, the provisional timetable and given that the translation of the questionnaire will be part of WA2, can you please confirm whether all of these different components of piloting need to be kept separate as there seems to be some overlap between the extensive piloting foreseen for WA1 (Task 1.3) and the pretesting foreseen for WA2 (Task 2.2). As mentioned in Section 1.5 of the ITT, is it permissible (for example) to structure the timetable/ project in such a way that the cognitive test is retained as part of WA1 but other aspects of the pilot/ pretest are moved to WA2 to avoid this overlap?

Cedefop's answer to question No 2

All of the different components of piloting need to be kept separate. Therefore Task 1.3 (Pilot survey) and task 2.2 (Pre-testing) are not intended to be concurrent. Task 1.3 aims at piloting the method of conducting respondents, routings, guidelines, general survey administration as well as the master questionnaire in English for the pilot survey. Following results of the piloting (Task 1.3) the master questionnaire will be revised and finalised (deliverable in work assignment 1). Task 2.2 (Pre-testing) aims at piloting the national questionnaires as well as the guidelines, routings, and

methods of administration of the surveys in the different national languages. National questionnaires can be pre-tested only after the master questionnaire is finalised (deliverable in work assignment 1), translated and fine-tuned in the national languages (task 2.1 national questionnaires).

Question No 3

The requirements for the technical proposal are that it be no longer than 50-60 pages – can we assume that we are allowed to include additional supporting information as an appendix to the proposal.

Cedefop's answer to question No 3

Yes

Question No 4

In your pricing template (Annex H), please can you clarify where the large survey costs (e.g. carrying out fieldwork, translation of survey materials) should be included? Should they be included as a series of rows under point 2b or point 2c of Annex H?

Cedefop's answer to question No 4

Point 2b should include all costs related to the actual implementation of the survey. Point 2c should only include costs related to the final reports for each work assignment.

Question No 5

Regarding the full scale pilot survey (Work Assignment 1, Task 1.3b), are you able to give an indication on the number of interviews required? For example, by 'full scale', do you mean that it should include the same number of interviews as the UK main stage – i.e. minimum 1000 interviews for the pilot as well as for the main stage?

Cedefop's answer to question No 5

Both the UK full scale pilot survey and the main stage UK full survey require a minimum of 1000 interviews each.