

YOUTH STUDIES SOUTHEAST EUROPE 2018

Terms of Reference

- Polling Agencies -

Tasks & Responsibilities	
<p>1 Background</p>	<p>The Friedrich-Ebert-Stiftung (FES) is taking the initiative to carry out a region-wide empirical study on youth in Southeast Europe to gain analytical insights into the young generation’s perceptions, awareness, expectations, and approaches towards changing realities. The study will determine challenges and urgent tasks youth is facing within their societies.</p> <p>Model and point of orientation for the study will be the FES Youth Studies, which were carried out in the region of Southeast Europe from 2009 to 2015 and the resulting comparative regional studies. Similar surveys have been commissioned and implemented by the FES in Central and Eastern Europe and the Caucasus.</p> <p>The country reports will be based on independent state-of-the-art representative surveys, which will be conducted simultaneously in 10 countries of the region from January 22nd until March 2nd, 2018.</p> <p>The contracting entity is the Friedrich-Ebert-Stiftung Romania. Some elements of standardization and regional coordination will apply.</p> <p>The Friedrich-Ebert-Stiftung Romania calls on polling agencies to express their interest in becoming research partners in this endeavor.</p>
<p>2 Objectives</p>	<p>The study will aim at identifying the needs, attitudes, and perceptions of youth towards becoming agents of change. It is supposed to encourage public debates and provide an in-depth analysis of the conditions youth are facing in the region, their behavior, attitudes, and aspirations.</p> <p>Specifically, the FES is interested in</p> <ul style="list-style-type: none"> - the contribution of youth to the democratic development of the societies of Southeast Europe, as well as young peoples’ perception of and identification with Europe - potential contributions and recommendations for developing youth and social policies within the region, related to the topics of education, mobility/brain drain, employment, family and equal opportunity, anti-discrimination etc. - analyzing migration tendencies of Southeast European youth.

<p>3</p>	<p>Methodology</p>	<p>Survey period: January 22nd - March 2nd, 2018. Survey method: CAPI</p> <p>The study will be based on a national representative survey based on a standardized core questionnaire, covering the following themes:</p> <ul style="list-style-type: none"> - A. Leisure and lifestyle; - B. Values, religion, and trust; - C. Family and friends; - D. Mobility; - E. Education; - F. Employment; - G. Politics; - H. Demographic data; - I. Addendum: Confidential Questions - J. Country Specific Module (incl. some obligatory items) <p>The FES Romania may solicit advice from the selected polling institute in identifying up to 10 additional, country-specific, questions beyond those laid out in the core questionnaire (Section J). Pending the FES Romania preferences, focus groups and/or in-depth interviews may be conducted to identify additional, country-specific items and/or generate quotes by respondents for illustrative purposes.</p>
<p>4</p>	<p>Sample</p>	<ul style="list-style-type: none"> - Population: Youth between the ages of 14 and 29; - National representative (randomized) sample - Sample size: minimum required for representativeness +200, but no less than 1,000.
<p>5</p>	<p>Database</p>	<ul style="list-style-type: none"> - Data will be entered into a standardized database format provided by the FES. - All provided data must be checked and cleaned before delivery.

<p>6</p>	<p>Tasks</p>	<ul style="list-style-type: none"> a) Provide advice for the additional 10 country-specific items in the questionnaire, if so required by the FES; b) Participate in a regional kick-off & methodology conference on November 13th-15th, 2017, if so tasked by the FES; c) Provide double-blind translation of the complete questionnaire into the local language; d) Conduct field survey; e) Run post-survey reliability test on 5%-10% of the sample (CATI); f) Create clean database based on the standard database template provided by the FES; g) Create descriptive statistics report. <p>Regarding the double-blind translation, one translator should translate from the English into the local language – the other translator (without contact to the first translator) translates from the local language back into English. Then the translation is compared and reconciled among the two translators before the final questionnaire in the local language is approved.</p> <p>The FES Romania retains the right to reject reports and require updates as well as withhold payment on the grounds of sub-par quality of the delivered database and reports.</p> <p>The polling agency certifies in writing that it will ensure the protection of private data and safeguard personal information rights in accordance with national legislation. The agency further guarantees that all results are cited in anonymized form (only the name is changed) in accordance with all applicable legal requirements.</p>																				
<p>7</p>	<p>Timeline</p>	<table border="1"> <tr> <td>Natl. Tenders published</td> <td>September 18th, 2017</td> </tr> <tr> <td>Deadline for Application</td> <td>October 9th, 2017</td> </tr> <tr> <td>Award of Contract</td> <td>October 30th, 2017</td> </tr> <tr> <td>Formulation of Additional Items in Questionnaire</td> <td>October 31st - November 27th, 2017</td> </tr> <tr> <td>Regional Kick-Off Conference</td> <td>November 13th-15th, 2017</td> </tr> <tr> <td>Double-blind Translation of Questionnaire</td> <td>November 28th - December 11th, 2017</td> </tr> <tr> <td>Data collection (CAPI)</td> <td>January 22nd – March 2nd, 2018</td> </tr> <tr> <td>CATI reliability testing</td> <td>March 9th, 2018</td> </tr> <tr> <td>Payment 1st rate</td> <td>March 12th, 2018</td> </tr> <tr> <td>Descriptive statistics report</td> <td>March 26th, 2018</td> </tr> </table>	Natl. Tenders published	September 18 th , 2017	Deadline for Application	October 9 th , 2017	Award of Contract	October 30 th , 2017	Formulation of Additional Items in Questionnaire	October 31 st - November 27 th , 2017	Regional Kick-Off Conference	November 13 th -15 th , 2017	Double-blind Translation of Questionnaire	November 28 th - December 11 th , 2017	Data collection (CAPI)	January 22 nd – March 2 nd , 2018	CATI reliability testing	March 9 th , 2018	Payment 1 st rate	March 12 th , 2018	Descriptive statistics report	March 26 th , 2018
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		Delivery of the clean database	March 26 th , 2018
		Balance payment	March 29 th , 2018
8	Requirements	<ul style="list-style-type: none"> ➤ Documented experience in national-scale quantitative CAPI and CATI surveys. ➤ Documented proof of adequate institutional capacities. ➤ The application should contain the following: <ul style="list-style-type: none"> ▪ A list of references with full contacts; ▪ Background information on the institution, maximum 1 page; ▪ CV of the responsible person; ▪ Detailed proposal of the sample and sampling method; ▪ Signed statement referring to legal obligations; ▪ Budget proposal. 	
9	Submission	<ul style="list-style-type: none"> ➤ Applications must be submitted in the English language via e-mail to victoria.stoiciu@fes.ro ➤ The deadline is (October 9th, 2017, 9 am CEST). ➤ For any further questions, please contact victoria.stoiciu@fes.ro 	