

ANNEX A.1

TECHNICAL SPECIFICATIONS

D-SE-11-T04

“FRA violence against women survey”

1. Technical specifications

1.1. Objective

The objective of these Technical Specifications is to provide the tenderer(s) with all the necessary information that will allow them to implement the project.

1.2. Title of the contract

The title of the contract is “**FRA violence against women survey**”.

1.3. Contracting Authority

The contracting authority is the European Union Agency for Fundamental Rights (hereinafter referred to as the FRA or the Agency). The Agency was established by Council Regulation No 168/2007¹ on 15 February 2007. Its objective is to provide the relevant institutions, bodies, offices and agencies of the Community and its Member States when implementing Community law with assistance and expertise relating to fundamental rights. In order to achieve this objective the Agency is required to perform a number of tasks, including data collection and research, and comparative data collection in the form of survey research.

2. Background information

The Council conclusions on the Eradication of Violence Against Women in the European Union (Council of the European Union, 8 March 2010) state that, notwithstanding the progress made in recent years, there is still no detailed EU-level study on violence against women. The Council conclusions also recall the European Parliament resolution of 25 November 2009 on the Communication from the Commission to the European Parliament and the Council ‘An area of freedom, security and justice serving the citizen – Stockholm programme’², the Parliament ‘[c]alls for the collection and compilation by the FRA of reliable, comparable statistics on all grounds of discrimination, including discrimination against national minorities, and for the equal treatment of those different grounds, including comparative data on violence against women in the EU [...]’.

In the European Parliament resolution of 26 November 2009 on the elimination of violence against women the Parliament acknowledges that violence against women is an aspect of inequality between women and men. The resolution underlines that ‘equality between women and men is a core principle of the EU, recognised in the EC Treaty and in the Charter of Fundamental Rights of the European Union.’

Violence against women can also be linked to several other articles of the Charter, such as Human dignity (Art. 1), Right to life (Art. 2), Right to the integrity of the person (Art. 3), Prohibition of torture and inhuman or degrading treatment or punishment (Art. 4), Right to liberty and security (Art. 6), and Non-discrimination (Art. 21).

¹ Council Regulation (EC) No 168/2007 of 15 February 2007 establishing a European Union Agency for Fundamental Rights

²P7_TA(2009)0090, available at <http://www.europarl.europa.eu/sides/getDoc.do?pubRef=-//EP//TEXT+TA+P7-TA-2009-0090+0+DOC+XML+V0//EN&language=EN>

The FRA work programme 2011, adopted by the Agency's Management Board in its meeting on 27-28 May 2010 and amended at the meeting on 14-15 December 2011, assigns the Agency with the task of carrying out an EU-wide survey on violence against women. Earlier, in its meeting on 27-28 May 2010 the FRA Management Board had approved the study on 'Pilot/Pre-testing for a FRA survey on violence against women', which was the subject of a separate call for tender in autumn 2010.

2.1. United Nations activities

“Violence against women and girls continues unabated in every continent, country and culture. It takes a devastating toll on women’s lives, on their families, and on society as a whole. Most societies prohibit such violence — yet the reality is that too often, it is covered up or tacitly condoned.”

(UN Secretary-General Ban Ki-Moon, 8 March 2007)

Since the 1993 UN Declaration on Violence against Women and the 1995 Beijing Declaration and Platform for Action, violence against women has been a major point of concern for the UN, highlighting women's right to be free from violence.³ In the standard setting UN Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the General Recommendation no. 19, the UN defines violence against women as a form of discrimination which nullifies women's enjoyment of gender equality and fundamental rights and freedoms.

In its multitudinous adopted resolutions, the UN has called upon States to intensify the efforts to exercise due diligence to prevent all forms of violence against women and girls, to investigate the incidents and to punish the perpetrators of violence.⁴ As a follow-up on the General Assembly Resolution on the intensification of efforts to eliminate all forms of violence against women (A/RES/61/143), the UN Task Force on Violence against Women was established, providing enhanced and systematic support at national level.⁵ In addition, the UN created the Secretary-General's Database on violence against women which contains disaggregated information supplied by the UN member states on the extent, the nature, and the consequences of all forms of violence and on the impact of various policies and programmes.⁶

Furthermore, through its numerous bodies and agencies such as the UN Special Rapporteur on Violence against women, its causes and consequences⁷, the UN has carried out various projects, programmes and initiatives to combat violence against women and girls. Among the wealth of UN activities, in 2008 the UN launched a seven-year United Nations Secretary-General campaign to end violence against women (“UNiTE to end violence against women), aiming at the mobilization of public opinion, increasing awareness and political will. By 2015, one of the five main outcomes as benchmarks for the campaign to be achieved is to 'strengthen data collection on the prevalence of violence against women and girls' in all countries, including through dedicated population-based surveys.⁸

With regard to violence against women in the workplace, the International Labour Organization (ILO) has recognised the spill-over effect of gender-based violence into the

³ United Nations General Assembly, A/RES/48/104, 20 December 1993, Declaration on the Elimination of Violence against Women (available at <http://www.un.org/documents/ga/res/48/a48r104.htm>)

⁴ See for instance, United Nations General Assembly Resolution, A/RES/61/143, 30 January 2007, Intensification of efforts to eliminate all forms of violence against women (available at <http://daccess-dds.ny.un.org/doc/UNDOC/GEN/N06/503/01/PDF/N0650301.pdf?OpenElement>)

⁵ A/RES/61/143

⁶ A/RES/61/143, para 19

⁷ United Nations Commission on Human Rights, Resolution 1994/45, 4 March 1994

⁸ United Nations 2011, United Nations Secretary-General Ban Ki-moon's UNiTE to End Violence against Women campaign (available at <http://www.un.org/en/women/endviolence/about.shtml>)

workplace by promoting the eradication of sexual harassment⁹ and other forms of harassment. It thereby responds to the pervasiveness and the great social and economic costs of sexual and other forms of harassment for the individual, companies/organisations and communities. In a report from 2001 on the costs related to violence at the workplace, the ILO estimated losses from stress and violence at work to consume between 1 to 3.5 % of the gross domestic product on the basis of figures from a number of countries.¹⁰

Definitions of violence against women

The UN Secretary-General's In-depth study on all forms of violence against women (A/61/122/Add.1) presents the following definitions of violence against women, based on existing UN documents:

UN definitions:

Committee on the Elimination of Discrimination against Women, general recommendation No. 19 (1992)

Gender-based violence against women is "violence that is directed against a woman because she is a woman, or violence that affects women disproportionately. It includes acts that inflict physical, mental or sexual harm or suffering, threats of such acts, coercion and other deprivations of liberty."

"Gender-based violence, which impairs or nullifies the enjoyment by women of human rights and fundamental freedoms under general international law or under human rights conventions, is discrimination within the meaning of article 1 of the Convention."

General Assembly resolution 48/104: Declaration on the Elimination of Violence against Women, article 1 (1993)

Violence against women "means any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life."

General Assembly resolution 58/147 on the Elimination of Domestic Violence against Women (2003)

Recognizes that "domestic violence can include economic deprivation and isolation and that such conduct may cause imminent harm to the safety, health or well-being of women."

The UN Secretary-General's study, as above, examined violence against women using the following classification of various forms:

1. Violence against women in the family
 - (a) Intimate partner violence
 - (b) Harmful traditional practices
2. Violence against women in the community

⁹ The ILO broadly defines 'sexual harassment' as 'any unwelcome sexual advances or verbal or physical conduct of a sexual nature, acceptance of which is explicitly or implicitly made a condition for favourable decisions affecting one's employment, or which has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, abusive or offensive working environment' (International Labour Organization, ILO Office Geneva, 29 October 2007, 'ABC of women workers' rights and gender equality' (available at http://www.ilo.org/public/libdoc/ilo/2007/107B09_255_engl.pdf)

¹⁰ International Labour Organization (ILO) Geneva, Hoel, H. et al. (2001), The cost of violence/stress at work and the benefit of a violence/stress-free working environment, University of Manchester Institute of Science and Technology (available at http://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---safework/documents/publication/wcms_108532.pdf)

- (a) Femicide: the gender-based murder of a woman
 - (b) Sexual violence by non-partners
 - (c) Sexual harassment and violence in the workplace, educational institutions and in sport
 - (d) Trafficking in women
3. Violence against women perpetrated or condoned by the State
 - (a) Custodial violence against women
 - (b) Forced sterilization
 4. Violence against women in armed conflict
 5. Violence against women and multiple discrimination
 6. Areas requiring enhanced attention
 - Psychological and emotional abuse and violence
 - Incarceration of women in mental hospitals or prisons for not conforming with social or cultural expectations
 - Violence in institutional settings (schools, hospitals, prisons, detention facilities)
 - Economic abuse and exploitation
 - Abuse of older women
 - Use of technology such as computers and cell phones in developing and expanding forms of violence

An analysis of available secondary information (such as criminal justice statistics and NGO information) can attempt to cover one or more of the above-mentioned forms of violence, but these studies have severe limitations in terms of comparability of data across countries. A population-based survey on violence against women can collect comparable data through standardised interviews of randomly selected respondents, but to limit the respondent burden the survey must focus on selected forms of violence for which survey-based measures are possible. Therefore, for the purposes of the current study, a more restrictive definition of violence against women will be adopted, which includes acts of physical, sexual or psychological violence by intimate partners or non-partners, against women; but which also asks women to recall incidents during their lifetime, including childhood. Areas that are excluded from the scope of this study are – for example – harmful traditional practices, femicide, trafficking in women, and forced sterilisation. Excluding these particular forms of violence from the current study does not mean that they should not be considered violence against women, but studying them requires the development of specific research methods and research with particular groups.

2.2. Council of Europe activities

In the framework of various human rights treaties such as the Convention for the Protection of Human Rights and Fundamental Freedoms, the Council of Europe member states have recognised the obligation to protect women from gender-based violence.

The Parliamentary Assembly of the Council of Europe has prepared a number of recommendations and resolutions on different forms of violence against women and girls, including domestic violence¹¹, female genital mutilation¹², honour crimes¹³, rape of women (including marital rape)¹⁴, forced marriages¹⁵, the rights of today's girls¹⁶, sexual assaults¹⁷ and sexist stereotypes in the media¹⁸.

¹¹ See for instance, Council of Europe, Parliamentary Assembly, 27 September 2002, [Recommendation 1582 \(2002\)](#) on domestic violence against women; Parliamentary Assembly, 28 June 2006, [Resolution 1512 \(2006\)](#) "Parliaments united in combating domestic violence against women"

¹² See for instance, Council of Europe, Parliamentary Assembly, 22 May 2001, [Resolution 1247\(2001\)](#) on female genital mutilation

¹³ See for instance, Council of Europe, Parliamentary Assembly, 4 April 2003, [Resolution 1327 \(2003\)](#) on so-called "honour crimes; Parliamentary Assembly, 26 June 2009, [Resolution 1681 \(2009\)](#) on the urgent need to combat so-called "honour crimes"

¹⁴ See for instance, Council of Europe, Parliamentary Assembly, 2 October 2009, [Resolution 1691 \(2009\)](#) on rape of women, including marital rape

The Committee of Ministers of the Council of Europe, in Recommendation 2002(5) on the protection of women against violence, noted that research and data collection should be developed – both at national and international level – in particular in the following fields:

- a. the preparation of statistics sorted by gender, integrated statistics and common indicators in order to better evaluate the scale of violence against women;
- b. the medium- and long-term consequences of assaults on victims;
- c. the consequence of violence on those who are witness to it, inter alia, within the family;
- d. the health, social and economic costs of violence against women;
- e. the assessment of the efficiency of the judiciary and legal systems in combating violence against women;
- f. the causes of violence against women, i.e. the reasons which cause men to be violent and the reasons why society condones such violence;
- g. the elaboration of criteria for benchmarking in the field of violence.

Following on from this, the 2011 Council of Europe Convention on preventing and combating violence against women and domestic violence¹⁹ is the first international binding instrument that is specifically devoted to this issue, strongly condemning all forms of violence against women as a human rights violation in Europe. Member States are required to ensure robust action to prevent, protect, prosecute and eliminate all forms of violence against women on the basis of the 'right for everyone, particularly women, to live free from violence in both the public and the private sphere'.²⁰

The Convention defines and criminalises multiple forms of violence against women (including girls under the age of 18) that 'result in, or are likely to result in, physical, sexual, psychological violence or economic harm or suffering to women'; including, for instance, domestic violence, stalking and sexual harassment.²¹ The Convention also recognises the structural dimension of violence against women as gender-based violence which has its roots in unequal power relations between women and men in societies. It reinforces a harmonised approach in law, policy and practice on violence against women, containing a comprehensive and holistic catalogue of measures, such as the requirement to 'collect disaggregated relevant statistical data at regular intervals on cases of all forms of violence covered'.²² Furthermore, it establishes an international group of independent experts ('GREVIO') in order to monitor the implementation of the Convention at national level.

In addition to developing the legal framework on violence against women and girls, in 2005 the Council of Europe set up a Task Force to Combat Violence against Women, including Domestic Violence, in order to evaluate measures taken at national and international level. Moreover, from 2006 until 2008, the Council of Europe implemented a Campaign to Combat Violence against Women, including Domestic Violence, in order to raise public awareness, to provide support and protect victims, to encourage data collection and other legal and policy measures.

¹⁵ See for instance, Council of Europe, Parliamentary Assembly, 5 October 2005, [Recommendation 1723 \(2005\)](#) on forced marriages and child marriages

¹⁶ See for instance, Council of Europe, Parliamentary Assembly, 29 May 2009, [Resolution 1669 \(2009\)](#) on the rights of today's girls – the rights of tomorrow's women

¹⁷ See for instance, Council of Europe, Parliamentary Assembly, 22 January 2007, [Recommendation 1777 \(2007\)](#) on sexual assaults linked to "date-rape drugs"

¹⁸ See for instance, Council of Europe, Parliamentary Assembly, 25/06/2010, [Resolution 1751 \(2010\)](#) on Combating sexist stereotypes in the media

¹⁹ Committee of Ministers CM(2011)49 final, 7 April 2011, Council of Europe Convention on preventing and combating violence against women and domestic violence (available at <https://wcd.coe.int/wcd/ViewDoc.jsp?id=1772191&Site=COE&BackColorInternet=DBDCF2&BackColorIntranet=FDC864&BackColorLogged=FDC864>)

²⁰ CM(2011)49 final, Art. 4(1)

²¹ CM(2011)49 final, Art. 3(a)

²² CM(2011)49 final, Art. 11(1)(a)

The Council of Europe 2006 Stocktaking study on the measures and actions taken in Council of Europe member states points out the relatively few existing European-wide studies on both the prevalence as well costs of violence.²³ In particular, it highlights the direct and indirect consequences of gender-based violence for both the victim and society in a very broad range of areas and sectors, urging stakeholders to intensify their efforts in preventing violence against women.²⁴

The Council of Europe Convention on Action against Trafficking in Human Beings²⁵, in force since 1 February 2008, stipulates measures aimed for the prevention of trafficking, protecting the rights of the victims and prosecuting the perpetrators. The Convention has set up a group of independent experts (GRETA) to regularly assess the measures taken by the state parties based on reports from countries, civil society organisations, country visits and other relevant sources.

2.3. EU action

With the multi-annual Stockholm Programme, the European Council reaffirmed its priorities in the area of freedom, security and justice for the period 2010-2014, while devoting particular attention to the rights of victims and their protection. In the communication of the European Commission adopting an Action Plan to implement the Stockholm Programme in order to deliver on these priorities, the European Commission highlights its commitment to deploy all available policy instruments to 'provide a robust European response to violence against women and children, including domestic violence and female genital mutilation'.²⁶

A communication of the European Commission 'A roadmap for equality between women and men 2006-2010' included among its priority areas the eradication of gender-based violence, while identifying women as the main victims. Gender-based violence was described as 'a breach of the fundamental right to life, safety, freedom, dignity and physical and emotional integrity.' Annex I of the Roadmap includes a list of indicators which are used to monitor progress towards gender equality; however, no indicators for the eradication of gender-based violence have been defined and the document notes that further development is needed in this area.

In effect, the first report presented by the Commission on monitoring the Roadmap indicators (SEC(2006) 275) states, regarding gender-based violence, that 'it is difficult to establish the exact number of women affected due to the absence of reliable and comparable statistics.' An update on the monitoring process from 2009 (accompanying document to the Commission report 'Equality between women and men – 2010'; SEC(2009)1706) does not include any indicators on gender-based violence. The Commission Report itself makes reference to the information presented in the Council of Europe report *Stocktaking study on the measures and actions taken in Council of Europe Member States* (2006), which is based on an overview of national surveys carried out in the period 1995-2005. Building up on the experience of the Roadmap, the Strategy for equality between women and men 2010-2015 has incorporated the commitment to end gender-based violence as one of its thematic priorities.²⁷

²³ Council of Europe, prepared by Prof. Dr. Carol Hagemann-White et al., CDEG(2006)3, 2006, Combating Violence against women. Stocktaking study on the measures and actions taken in Council of Europe member States, University of Osnabrück, Germany CDEG

²⁴ CDEG(2006)3, p. 8-9

²⁵ See http://www.coe.int/t/dghl/monitoring/trafficking/docs/Convntn/CETS197_en.asp

²⁶ European Commission, COM (2010)0171 final, Communication from the Commission to the European Parliament, the Council of the European Union, the European Economic and Social Committee and the Committee of the Regions,, Action Plan Implementing the Stockholm Programme (available at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52010DC0171:EN:NOT>)

²⁷ European Commission, COM(2010) 491 final, 21.09. 2010, Communication from the Commission to the European Parliament, the Council of the European Union, the European Economic and Social Committee and the Committee of the Regions, Strategy for equality between women and men 2010-

The European Commission Action Plan 2006-2010 for developing an EU strategy to measure crime and criminal justice²⁸ includes as one of its objectives measuring violence against women, with the aim of producing a common EU framework for indicators and data collection on violence against women. However, such a framework has not been put in place. In line with the Action Plan, Eurostat has launched activities to develop an EU Safety Survey, which would also address respondents' experiences of victimisation. According to the current plans this survey would be executed at the earliest in 2013. However, the survey does not include detailed questions on violence against women specifically. The FRA has been involved in the Task Force developing the EU Safety Survey to ensure complementarity with the FRA violence against women survey.

The consecutive Daphne funding programmes by the European Commission have been an important source of funding for a variety of research on violence against women. In 2010 the Daphne III programme ('to prevent and combat violence against children, young people and women and to protect victims and groups at risk') provided funding for a 'Feasibility study to assess the possibilities, opportunities and needs to standardise national legislation on violence against women, violence against children and sexual orientation violence'²⁹. The study identified commonalities and differences in the national legislation on violence against women, but it also presents an overview of data collection in the Member States on specific forms of violence against women, such as rape, sexual harassment, intimate partner violence and stalking.

The joint declaration of the January 2010 to June 2011 Trio Presidency (Spain, Belgium and Hungary) on equality between women and men emphasised the need for a joint effort to fight gender-based violence which is a 'major barrier to employment of women and the advancement of their professional careers'.³⁰ This joint effort reflects the priorities of the Spanish presidency during which the 2010 Council Conclusions on the eradication of violence against women in the EU were adopted. Here the Member States pledged to continue efforts to support the implementation of the 2008 EU guidelines on violence against women and girls and combating all forms of discrimination against them.³¹

The 2009 European Parliament Resolution on the elimination of violence against women highlights the lack of regular and comparable data collection on various types of violence against women in the EU, pointing out to the accompanied difficulty of asserting the 'real extent of the phenomenon and find appropriate solutions to the problem'.³²

Eurobarometer 51.0 (1999) included survey modules on violence against children and violence against women.³³ Neither of these modules included questions on the respondents experiences of violence. Similarly, in the follow-up Eurobarometer survey (2010), which was modelled after the previous survey, respondents' own experiences of violence were not

2015 (available at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:0491:FIN:EN:HTML>)

²⁸ COM(2006)437 final

²⁹ See http://ec.europa.eu/justice/funding/daphne3/daphne_feasibility_study_2010_en.pdf

³⁰ EU Council Trio Presidency (Spain, Belgium, Hungary), Trio Presidency Declaration on Equality between women and men, 26. 03.2010 (available at <http://www.migualdad.es/ss/Satellite?blobcol=urldata&blobheader=application%2Fpdf&blobheadername1=Content-disposition&blobheadervalue1=inline&blobkey=id&blobtable=MungoBlobs&blobwhere=1244652847589&ssbinary=true>)

³¹ EU Council, 8.03.2010, Council conclusions on the Eradication of Violence against Women in the EU (available at http://www.europa-eu-un.org/articles/en/article_9553_en.htm)

³² European Parliament, P7_TA(2009)0098, 26 November 2009, Resolution on the elimination of violence against women <http://www.europarl.europa.eu/sides/getDoc.do?pubRef=-//EP//TEXT+TA+P7-TA-2009-0098+0+DOC+XML+V0//EN>

³³ Special Eurobarometer 127 (survey wave 51.0, 1999), *Europeans and violence against women* (http://ec.europa.eu/public_opinion/archives/ebs/ebs_127_en.pdf). Special Eurobarometer 128 (survey wave 51.0, 1999), *Europeans and violence against children* (http://ec.europa.eu/public_opinion/archives/ebs/ebs_128_en.pdf).

collected, and the survey focused on measuring how domestic violence against women is perceived by European public opinion.³⁴

2.4. Existing survey research and the development of indicators

Particularly since 1995, national surveys on violence against women have been carried out in a number of Member States, and in some cases items on violence against women have been integrated in other national surveys.³⁵ Despite the development of survey research in this area, policy-makers and researchers have been forced to conclude that the data from such surveys is usually not comparable due to differences in the way violence is defined, in reference periods (whether women are asked about experiences over the same time period), in the wording of questions, in data collection methods and the time when the surveys have been conducted.

An attempt to re-analyse the datasets from national violence against women surveys was carried out by CAHRV – Co-ordination Action on Human Rights Violations, a project funded under the 6th Framework Programme of the European Commission. Although the project limited the analysis to surveys carried out in five Member States, even then the researchers had to conclude that the information could not be made fully comparable.³⁶ Based on the experiences of various prevalence studies carried out in Europe and calls for the development of methodological standards, the project produced a set of recommendations for data collection on interpersonal violence, including violence against women.³⁷

Internationally, two projects in particular have promoted standardised survey data collection on violence against women. The International Violence Against Women Survey (IVAWS) has been conducted in ten countries across the world (including the Czech Republic, Denmark and Poland), while the report of the World Health Organization (WHO) Multi-country Study presents the results of ten countries (no EU Member States have been included).

Since 1999 successive European Council Presidencies have developed quantitative and qualitative indicators to review the progress on women's empowerment in critical areas of concern of the Beijing Platform for Action (Fourth UN World Conference on Women, 1995). A review of these indicators has been carried out by the Luxembourg Presidency in 2005 and the Swedish Presidency in 2009. In the report Beijing + 15: The Platform for Action and the European Union (2009), three indicators on violence against women are listed:

1. The number of female victims of domestic violence
2. The number of employees who report incidents of sexual harassment at the workplace, as a percentage of the total workforce
3. The number of private and public enterprises which have a preventive policy regarding sexual harassment at the workplace, as a percentage of the total number of employers

³⁴ Special Eurobarometer 344 (survey wave 73.2, 2010), *Domestic violence against women* (http://ec.europa.eu/public_opinion/archives/ebs/ebs_344_en.pdf)

³⁵ For example, see p. 63 in *Combating violence against women*. Stocktaking study on the measures and actions taken in Council of Europe member States. Council of Europe, Directorate General of Human Rights, Strasbourg, 2006.

³⁶ Shröttle, M. et al. (2006) Comparative reanalysis of prevalence of violence against women and health impact data in Europe – obstacles and possible solutions. Testing a comparative approach on selected studies. CAHRV, University of Osnabrück (available at <http://www.cahrv.uni-osnabrueck.de/reddot/190.htm>)

³⁷ Martinez, M. et al. (2007) Perspectives and standards for good practice in data collection on interpersonal violence at European level. CAHRV, University of Osnabrück (available at <http://www.cahrv.uni-osnabrueck.de/reddot/190.htm>)

However, the review of the Swedish Presidency³⁸ was forced to conclude that, in 2009, Eurostat does not provide statistics on violence against women specifically, and comparable statistics from the Member States do not exist. While the report notes that national violence against women surveys have been carried out in many Member States, the results of the surveys are not comparable.

An expert group meeting organised in 2007 by the United Nations Division for the Advancement of Women, United Nations Economic Commission for Europe (in collaboration with the other regional commissions) and the United Nations Statistical Division, proposed a list of indicators on violence against women. The United Nations Statistical Commission has developed the indicators further in a 'Friends of the Chair' group, which reported to the 42nd Session of the UN Statistical Commission. The group has proposed the following nine indicators:

1. Total and age specific rate of women subjected to physical violence in the last 12 months by severity of violence, relationship to the perpetrator and frequency
2. Total and age specific rate of women subjected to physical violence during lifetime by severity of violence, relationship to the perpetrator and frequency
3. Total and age specific rate of women subjected to sexual violence in the last 12 months by severity of violence, relationship to the perpetrator and frequency
4. Total and age specific rate of women subjected to sexual violence during lifetime by severity of violence, relationship to the perpetrator and frequency
5. Total and age specific rate of ever-partnered women subjected to sexual and/or physical violence by current or former intimate partner in the last 12 months by frequency
6. Total and age specific rate of ever-partnered women subjected to sexual and/or physical violence by current or former intimate partner during lifetime by frequency.
7. Total and age specific rate of women subjected to psychological violence in the past 12 months by the intimate partner
8. Total and age specific rate of women subjected to economic violence in the past 12 months by the intimate partner
9. Total and age specific rate of women subjected to female genital mutilation.

2.5. FRA work

Preparatory work for the violence against women survey in EU27

In 2010-2011 the FRA has engaged in stakeholder and expert consultations to develop the violence against women survey project. The collection of stakeholder inputs has been achieved through meetings and other consultations focusing on the scope and aims of the survey, the needs of policy makers at European, national, regional and local levels, and the technical aspects of the survey methodology.

In 2010-2011 the FRA carried out a violence against women pre-test study in six EU Member States: Finland, Germany, Hungary, Italy, Poland and Spain. The aim of the pre-test was to assist the FRA in the development of survey questions which can produce comparable results on women's experiences of violence in the EU. The pre-test explored the understanding that different women have of key concepts that will be examined in the survey; relating, in particular, to experiences of physical, sexual and psychological violence and harassment – in the 'domestic' sphere as well as other locations such as public space and the workplace, and new settings such as internet-based social networks (for example). The pre-test study was based on structured survey interviews complemented by cognitive interviews with women who identified themselves as having been victims of violence, and with other women who were randomly selected from the general population (some of whom will have been victims of violence). In addition, a series of focus group discussions took place with different groups of

³⁸ Council of the European Union, document No. 15178/09 ADD 1, available at <http://register.consilium.europa.eu/pdf/en/09/st15/st15487-ad01.en09.pdf>

women in each of the six Member States. As well as the focus on questionnaire content, part of the pre-test contract involved the development of a training package for the interviewers (female only) involved in quantitative violence against women survey research.

FRA work in the field of survey research

In 2008 the FRA carried out a large-scale survey on immigrants and ethnic minorities' experiences of discrimination and victimisation in the EU-27 (given the acronym 'EU-MIDIS' – European Union Minorities and Discrimination Survey; the results of which were published in 2009 and are available at <http://fra.europa.eu/eu-midis>). The survey covered both male and female respondents, but it did not focus on partner violence – particularly since the interviews were carried out with up to three members of the same household.

The success of EU-MIDIS, and the FRA's in-house expertise in the field of victimisation surveys, has meant that the Agency is ideally placed to undertake large-scale quantitative survey research on themes in the field of fundamental rights; including violence against women, which encompasses a number of fundamental rights abuses.

3. Contract Objectives and Expected Results

3.1. Overall objective

The survey will collect reliable and comparable data on women's experiences of violence, for the first time covering the EU27 and Croatia. The results will be representative of women at the national level in each country. The survey questions will address women's experiences of various types of physical, sexual and psychological violence by current and former partners and non-partners. Victims of violence will be asked a set of detailed questions concerning their experiences; such as the frequency of violence, information on injuries, health care and other service needs, evaluation of services received, reporting to the police and reasons for non-reporting. The results of the survey will provide information needed by key stakeholders, as identified by FRA, for the development of policies and other actions to combat violence against women.

3.2. Scope of work – general

The scope of the work which the contractor will be expected to undertake encompasses all aspects of work relating to the survey; including:

- interviewer selection (female interviewers only)
- interviewer training
- random selection of respondents
- questionnaire finalisation (together with the FRA)
- translation of fieldwork and interviewer training materials
- all fieldwork/data collection
- data entry and processing
- data analysis and all reporting.

The contractor will assume complete legal responsibility for work undertaken for the FRA under the terms of the contract. The contractor will be the sole contact point with the FRA, with responsibility for ensuring the quality, consistency and timeliness of work carried out in each country selected to take part in the survey.

3.3. Scope of work – specific

The research will be conducted in the 27 European Union Member States and Croatia.

The data will be collected through the use of structured, quantitative survey interviews. The survey interviews will be carried out face-to-face in each country by female interviewers who have completed in-depth, in-person training dedicated to the topic of the survey.

The interviews will be conducted using a standardised questionnaire developed by the FRA, and will be delivered in a language, corresponding to the survey questionnaire, which is understandable to respondents.

The project will be carried out in two phases. In Phase 1 of the project, the total number of successfully completed interviews in each country must be 500 respondents (net sample size; this must not include respondents who have only answered the screening questions without completing the full questionnaire). Phase 2 of the project involves an additional 1,000 completed interviews (net sample size – as above) in each country. The samples of Phase 1 and Phase 2 of the project must be mutually exclusive – that is, respondents interviewed in Phase 1 of the project cannot be interviewed again in Phase 2.

In order for the survey to achieve the required net sample size, a realistic gross sample size must be set for each country, considering the various factors which might lead some initially contacted respondents not to participate in the survey, or the presence of some households which cannot be contacted during the fieldwork.

The contractor will ensure the consistency of the methods and procedures applied in the various countries and strict compliance with the detailed methodology for the survey.

For a more detailed description of the work see under point 4 (Specific activities) and point 5 (Deliverables).

3.4. Target population

The sampling universe to be represented is the total population of women aged 18-74 years in each of the countries surveyed, whose usual place of residence is in the selected countries.

3.5. Expected results

The project activities will consist of the following:

- (1) Preparatory work
- (2) Research tools
- (3) Translations
- (4) Interviewer selection and training
- (5) Pilot
- (6) Media monitoring
- (7) Interviews
- (8) Data entry and processing
- (9) Analysis of the results and reporting

These activities will be carried out divided into Phase 1 and Phase 2, as described in detail under point 4 in this document. The execution of Phase 2 is dependent on the availability of funding in the Agency's budget for 2012 and that the Pilot Reports (Deliverable 3) are approved by the Contracting Authority. The FRA will establish the availability of funding at an early stage in the project, so that the related activities of Phase 1 and Phase 2 (media monitoring; interviews; data entry and processing; analysis of the results and reporting) will be carried out concurrently.

4. Specific Activities

Please note:

In submitting their bids the tenderers must clearly show in their technical offer how they will ensure that the research will comply strictly to **national and EU data protection legislation**, especially Regulation EC No. 45/2001 and Directive 95/46/EC, as well as regulation EC No. 322/97 on the processing of data for statistical purposes. In particular, data collected in interviews carried out with individuals in respect of their personal experiences will be processed **anonymously**, ensuring that the person cannot be identified. With respect to data subjects interviewed on an identified basis as a result of their contact details being known, the FRA shall be entitled to request and obtain access to the data processed on its behalf from contractors at any time. The FRA shall be informed promptly by contractors of any request of access and rectification that they receive directly from data subjects; contractors shall await instructions from the FRA before responding to any such request, and shall act promptly upon receiving instructions from the FRA.

This section describes the activities which the contractor will carry out during the project. Table 1 provides an overview of the activities in Phase 1 and Phase 2 of the project. The activities included in Phase 2 presuppose that the corresponding activity listed under Phase 1 of the project has been initiated, and that all the same conditions are fulfilled in carrying out the activities of Phase 2 as specified later in the description for each activity in Phase 1.

Phase 2 starts with activities related to activity 1.6 of Phase 1 (Media monitoring). For ease of reading, the activities in Phase 2 have been numbered to correspond with the similar activities in Phase 1 – that is, in Phase 2 there are no activities 2.1-2.5, as the corresponding work has already been carried out by the contractor when executing activities 1.1-1.5.

Table 1. Activities to be carried out in Phase 1 and Phase 2 of the project

<u>Phase 1</u>	<u>Phase 2</u>
1.1 Preparatory work	/
1.2 Developing the research tools	
1.3 Translations	
1.4 Interviewer selection and training	
1.5 Pilot	
1.6 Media monitoring	2.6 Additional media monitoring
1.7 Interviews	2.7 Additional interviews
1.8 Data entry and processing	2.8 Additional data entry and processing
1.9 Analysis of the results and reporting	2.9 Additional analysis of the results and reporting

4.1. Phase 1

This section describes the activities which the contractor is expected to carry out as part of Phase 1 of the project.

Activity 1.1: Preparatory work

Preparatory work will involve the collection of information which is necessary in order for the contractor to successfully carry out the other project activities. This includes e.g. preparation of the sampling frames.

The sampling frames (individual or household level) used to enumerate the persons belonging to the sampling universe (see 3.4 Target population) must allow for the results of the survey to be considered as representative at the country level. Overseas territories of the countries can be excluded from the sample.

For each country surveyed, a strict random (probability) sample, representative of the universe to be covered, will be drawn. The sample selection must be based on randomised procedures – quota sampling will not be accepted. The sampling should be based on up-to-date lists of individuals or households, but where such lists are not available the random route or other established methods of random selection of respondents should be used. Quota sampling cannot be used as a method for selecting the respondents in any of the countries where the survey will be carried out. The sample drawn as a part of this activity should be of a sufficient size to enable the contractor to carry out the interviews both in Phase 1 (500 completed interviews – Activity 1.7) and Phase 2 (1,000 completed interviews – Activity 2.7) of the project.

Activity 1.2: Developing the research tools

Survey questionnaire

The FRA will provide the contractor with a core questionnaire (in English, in MS Word format). In consultation with the FRA, the contractor will supplement the core questionnaire with items necessary for the selection of a single respondent in a household (for countries where the interviewer will be responsible for selecting the respondent from among eligible household members), and a set of items for the collection of interviewer feedback on each interview. The final questionnaire, for application in each of the countries, cannot be altered – with respect to both its content and form – without the prior written agreement of the FRA.

The questionnaire content will be constrained by the implications arising from the time it takes (on average) to answer. The fieldwork should aim to deliver each questionnaire, including the screening questions, within an average period of 50 minutes. Victimization survey³⁹ interviews typically ask all respondents questions about their victimisation experiences, while only those with such experiences are asked follow-up questions related to a particular incident. Therefore, the number of questions asked depends on respondent's answers to previous items. Previous violence against women surveys⁴⁰ have shown that many respondents do not have experiences of victimisation to report and thus their interviews are short, while some respondents with several cases of victimisation require a longer interviewing time. Thus, the maximum period for questionnaire response can exceed 50 minutes and will depend on interviewees' experiences and resultant follow-up questions, while the minimum period can be less than the average. In the FRA violence against women survey pre-test study, the shortest interviews took 23 minutes, while the interviews with respondents who had many things to report were longer.

Characteristic for a victimisation survey, the final violence against women survey questionnaire will include a number of complex routing patterns. **Therefore, in a majority of countries the interviews should be conducted using computer-assisted personal interviewing (CAPI).** If CAPI interviewing is not feasible in some countries, the interviews can be carried out using paper questionnaires (PAPI). However, where PAPI is used, the basic interviewer training must be supplemented by an additional two-day training and practice interviews, as indicated under Activity 1.4 (Interviewer selection and training).

Interviewer training materials

³⁹ For an overview, see UNODC-UNECE (2010) *Manual on Victimization Surveys*, United Nations: Geneva. For specific surveys, see e.g. International Crime Victimization Survey (ICVS) project (<http://rechten.uvt.nl/icvs/>), British Crime Survey (<http://www.esds.ac.uk/government/bcs/>).

⁴⁰ See e.g. Holly Johnson, Natalia Ollus and Sami Nevala (2008) *Violence Against Women: An International Perspective*, Springer: New York; or WHO *Multi-country Study on Women's Health and Domestic Violence Against Women*. World Health Organization: Geneva.

The FRA will provide the contractor with the interviewer training materials developed for the violence against women pre-test study together with instructions for the development of the training package, based on the results of the pre-test study and feedback from expert consultations. In consultation with the FRA, the contractor – with the lead of the senior research expert – will develop the training package, which will be a standardised package for the training of interviewers in all countries.

The purpose of the interviewer training materials will be, on the one hand, to guide the research experts in each country in setting up the interviewer training and, on the other hand, as a reference for the interviewers who will receive a personal copy of the materials before the training. The training materials will describe in detail the background of the study, the length and scope of the in-person training, any technical aspects relating to the work of the interviewers when carrying out the fieldwork, the topics of the study, and the structure of the questionnaires. The training must address, in particular, measures to:

1. ensure the safety of the respondents and the interviewers
2. ensure privacy of the interview setting and how to deal with interruptions by other persons
3. dealing with distressed respondents
4. providing assistance to the respondents who need it (for example through referral to victim support organisations)
5. dealing with stressful situations.

In developing the training materials, the contractor must include, as applicable, the relevant ethical and safety recommendations for research on violence against women; for example, as proposed by the World Health Organisation.⁴¹ The contractors must also incorporate in their materials the Interviewer's Manual and the Facilitator's Manual developed for the implementation of the UNECE violence against women module⁴², as relevant.

The contractor should involve representatives of victim support organisations working in the area of violence against women in the national training curricula, especially regarding the part on sensitising interviewers to the issues concerned given the nature of the research subject.

While retaining the core material which is to be used in all participating countries, the set of training materials can be expanded and localised in ways that have been approved by the FRA to include any further country-specific training needs.

Additional training curriculum must also be designed for those countries where PAPI mode is used, with a focus on practical use of the questionnaire.

Coordination meeting

After developing the survey questionnaire and the interviewer training materials, the Project Manager will organise a single two-day meeting with all Research Experts. While the meeting should discuss all issues related to the project execution, significant part of the meeting should be dedicated to a train-the-trainers session, led by the Senior Research Expert. The train-the-trainers session should give the Research Experts the necessary skills for delivering the training to the interviewers in their countries, based on the interviewer training materials.

Activity 1.3: Translations

The contractor will be responsible for translating the questionnaire, the interviewer training materials, and any additional fieldwork materials (later: research tools) into the languages

⁴¹ See *Putting Women First: Ethical and Safety Recommendations for Research on Domestic Violence Against Women*. WHO/FCH/GWH/01.1, WHO 2001. Available at <http://www.who.int/gender/violence/womenfirtseng.pdf>.

⁴² Both documents are available at <http://www1.unece.org/stat/platform/display/VAW/Measuring+violence+against+women>.

necessary for carrying out the survey. For each of the countries involved in the survey, the translations must be made into the following languages:

<u>Country</u>	<u>Language(s)</u>
Austria	German
Belgium	Dutch, French
Bulgaria	Bulgarian
Republic of Cyprus	Greek
Croatia	Croatian
Czech Republic	Czech
Denmark	Danish
Estonia	Estonian, Russian
Finland	Finnish, Swedish
France	French
Germany	German
Greece	Greek
Hungary	Hungarian
Ireland	English
Italy	Italian
Latvia	Latvian, Russian
Lithuania	Lithuanian
Luxembourg	Luxembourgish, French, German
Malta	Maltese, English
Netherlands	Dutch
Poland	Polish
Portugal	Portuguese
Romania	Romanian
United Kingdom	English
Slovakia	Slovak
Slovenia	Slovene
Spain	Spanish (Castilian), Catalan
Sweden	Swedish

Country-specific terminology and idiomatic expressions will be avoided in the final English-language research tools, to ensure ease of translation into other languages. However, national versions of research tools for English speaking populations (Ireland, Malta, United Kingdom) may have to be adapted by the contractor to accommodate local differences – for example, when referring to services. Where one language is used in more than one country, wording can only be changed exceptionally to clarify meaning. For example the use of German language questionnaire in Germany and Austria should be identical as far as possible in order to ensure comparability.

In translating the questionnaire (but not the other research tools), for every other language (apart from English) used for interviewing, two independent translations are to be produced by two different translators who are very familiar with survey research and who have language skills comparable to mother-tongue competence in the target language. These two translations are then to be checked against each other and made into one final draft. In merging the drafts notes should be made of the differences in the translations, which may indicate items that are difficult to translate. The two translations and the final draft will be sent to the Central Project Manager, who must have it translated back into English by someone whose language skills in English are comparable to mother-tongue competence, who is very familiar with surveys/opinion polls, and who is not familiar beforehand with the final English language interview content. When comparing the back-translated English interview content with the original version, notes should be made of the differences.

In translating the questionnaire, every effort must be made to ensure that the translations are functionally equivalent; that is, they are of the highest quality, are readily understandable to interviewees, and the questions are comparable across languages. The project description must contain detailed information regarding this process in terms of quality assurance, with particular regard to the questionnaires' functional equivalence.

The research will have at its disposal the existing translations from the violence against women pre-test study along with recommendations for improvements.

Activity 1.4: Interviewer selection and training

Interviews will be carried out by **female** interviewers in each country. Interviewers selected for the project must have extensive interviewing experience (at least three months of active interviewing experience is required). The contractor will be responsible for the recruitment of an adequate number of interviewers in order to carry out all the interviews within the fieldwork period.

The contractor shall ensure that the interviewers will receive a dedicated in-person training of **at least 2 days** based on the interviewer training manual developed in Activity 1.2. Only interviewers who have participated in (all of) the training may be used to carry out the interviews in Activities 1.5 and 1.7 (and 2.7). The contractor will be responsible for organising the training in such a way that the interviewer training sessions in all countries follow the same curriculum (which does not exclude taking into account any specific, local training needs).

In countries where it will not be possible to carry out the interviews using CAPI and therefore PAPI mode will be used instead, the training curriculum in these countries must include two **additional days** of training focusing on practical interviewing exercises.

Representatives of local victim support organisations should be invited to participate as observers in the training. The FRA will participate in interviewer training sessions to ensure the overall quality of the process.

Activity 1.5: Pilot

The survey interviews will be carried out in two stages. In the first stage, in each country a group of 20 randomly selected women will be interviewed over a period of two weeks. Based on these interviews and feedback from the interviewees and interviewers involved, the Project Manager will evaluate 1) the functioning of the sampling approach, and 2) the functioning of the questionnaire delivery and comprehension (with particular focus on issues which might be attributed to the quality of the questionnaire translation). The Project Manager will communicate the findings to the FRA. The Project Manager and the FRA will, together, review the results and decide on necessary adjustments to the fieldwork approach and the questionnaire before starting the main fieldwork component. For each country, approval of the national pilot report by the FRA (see section 5 – Deliverable 3: Pilot reports) is a necessary prerequisite for starting the interviews (Activity 1.7). The 20 test interviews should not be included in the net sample size of 500 completed interviews in Phase 1 nor in the 1,000 completed interviews in Phase 2, per country.

Activity 1.6: Media monitoring

The Research Experts will be responsible for carrying out media monitoring activities in their countries. The media monitoring should start two weeks prior to the beginning of the interviews and it will end with the last interview (Activity 1.7, or Activity 2.7 in Phase 2). The Project Manager will develop guidelines⁴³ for the Research Experts to record events reported in national print and on-line media with regard to topics of the survey. The Project Manager will collect the reports from Research Experts in order to send a fortnightly report to the FRA over the duration of the fieldwork.

Activity 1.7: Interviews

⁴³As an example, see the guidelines for event data collection in the European Social Survey: http://www.europeansocialsurvey.org/index.php?option=com_content&view=article&id=88&Itemid=359

After successful completion of the pilot (Activity 1.5) the interviews will commence. All interviews will be carried out using the questionnaire that was developed by the FRA and translated as a part of Activity 1.3 (Translations), and which have been adjusted, where necessary, after the pilot phase. The interviews will be done in each country using all the languages listed for that country under Activity 1.3.

It must be clarified to all respondents that their participation is voluntary, and that their anonymity is ensured in any reporting of the survey results. Respondents should be offered the possibility to do the interview either in their home or at another secure location.

The contractor must ensure that the interviews are conducted in accordance with the measures specified in Activity 1.2 (Developing the research tools) to ensure the safety of the respondent and the interviewer, and the confidentiality of the interview. The Research Expert in each country will also carry out random checks based on returned questionnaires to ensure that the interviews have been carried out as described in the interviewer training materials and in the questionnaire.

After each interview the interviewers will fill in a post-interview questionnaire concerning the characteristics and success of the interview.

In line with the overall project time table, all interviews must be completed at the latest by the end of June 2012, in order to avoid interviews in the summer holiday period (from the beginning of July to the end of August), which makes it difficult to contact respondents to participate in the survey.

Activity 1.8: Data entry and processing

The contractor will enter the quantitative data collected from the interviews and interviewer debriefing forms in Activities 1.5 and 1.7 (and 2.7) in an SPSS-compatible computer file. The final computer file must include data from all interviews and countries selected for the survey. The file should be fully documented – that is, all the variable names and value labels must be included in English, and the variable names should make reference to the relevant question numbers in the interview content. The contractor should perform logical checks to ensure that the data entered is of high quality, the observations follow the structure of the interview content and the values in the final data set belong to the group of valid values for any given variable.

The contractor must include weighting variables in the main data file in view of analysis of the results at the national level and for analysis on the EU-level.

Activity 1.9: Analysis of the results and reporting

This activity will provide the basis for the final report of the study. The contractor will be responsible for analysing the findings (reporting activities 1.1-1.8, above) from all the countries which take part in the survey, and the analysis must draw together information from the various activities. The Senior Research Expert will ensure that the analysis draws upon existing contextual information on the various countries, and from other research, in describing the results and linking them to national and EU-level policies.

In analysing the results the contractor should bear in mind that the results (excluding the technical details of how the survey was carried out) should be presented in a comparative way – that is, the results should not be presented country by country, but with an overview of all countries or groups of countries. The analysis should also make reference to the results of other surveys, as relevant.

The FRA will provide the contractor with detailed instructions concerning the content and format for reporting.

4.2. Phase 2

Phase 2 of the project builds on the work carried out in Phase 1 and consists of 1,000 additional interviews (net sample size) in each of the 27 EU Member States and Croatia, together with the related data processing and reporting activities. In order to commence with the project activities of Phase 2 it is necessary that the activities 1.1-1.5 of Phase 1 have been successfully completed.

Activity 2.6: Additional media monitoring

This activity consists of the media monitoring activities which may be necessary to carry out during the Phase 2 of the project due to the additional number of interviews, which may lead to – depending on the number of trained female interviewers available – to a longer fieldwork period. The media monitoring in Activity 2.6 must be conducted as set out for the corresponding activity in Phase 1 of the project (see Activity 1.6 – Media monitoring).

Activity 2.7: Additional interviews

In compliance with the procedure described under Activity 1.7 (Interviews) – and following the activities 1.1-1.5 – the contractor will carry out 1,000 additional interviews in each of the 27 EU Member States and Croatia, based on the same sampling approach that was developed under Activity 1.1 (Preparatory work). The interviews can only be carried out by female interviewers who have received the dedicated training, which has been developed in Activity 1.2 (Developing the research tools) and delivered in Activity 1.4 (Interviewer selection and training).

Activity 2.8: Additional data entry and processing

The contractor will enter the quantitative data collected from the additional interviews (Activity 2.7) and the associated interviewer debriefing forms in an SPSS-compatible computer file. The contractor will develop the data documentation and ensure the quality of the data as set out in Activity 1.8 (Data entry and processing).

The data collected in Phase 1 (Activity 1.7) and Phase 2 (Activity 2.7) must be either entered into a single computer file, or the data from the two phases must be merged to form a single computer file, as a result of the data entry and processing activities.

Activity 2.9: Additional analysis of the results and reporting

This activity relates to the analysis of the additional interviews (Activity 2.7), which will be carried out by the contractor together with the analysis of the data collected in Activity 1.7 (Interviews). The analysis of the data collected in Phase 1 and Phase 2 of the project will be carried out by the contractor, following the description of the work provided in Activity 1.9 (Analysis of the results and reporting). The results of the analysis provide the basis for the final project deliverables, which will report on the results of the survey without distinction to the data collection phase (Phase 1 or Phase 2).

5. Deliverables

All written deliverables must be submitted in English and copy-edited by a native English speaker with editing experience in line with the FRA Style Guide. They must be written in a clear and unambiguous way, providing information and analysis that can be readily understood by a non-academic reader. The style should be balanced and contain no unsubstantiated statements. For detailed advice please see the FRA Style Guide.

The written documents must be delivered in PC-compatible MS-Office electronic files. They should contain visual elements (for example graphs, boxes or pictures) to enhance readability. The size of each written deliverable is defined in terms of A4 pages applying Times New Roman font 11pt, single spaced. The data necessary for reproducing each of the graphs in the report must be delivered in PC-compatible MS-Excel electronic files with one graph/table per spread sheet, and each spread sheet must be numbered using the same system as the one used in the (MS-Word) report file.

The Contractor must provide the Agency with the deliverables, respecting the deadlines specified below in months from the signature of the contract. All deliverables must be revised by the contractor according to the Agency's recommendations, as necessary, and returned within the deadline mentioned in the contract. The deliverables must, as relevant, incorporate the results and findings based on both Phase 1 and Phase 2 of the project – that is, when the execution of Phase 2 of the project has been confirmed by the FRA, a single set of each subsequent deliverable will be produced, reporting on the results of both phases. In these deliverables the data resulting from interviews in Phase 1 (Activity 1.7) and Phase 2 (Activity 2.7) must be analysed as one data set, without distinction between the two phases.

Deliverable 1: The interviewer training materials (including all translations)

The interviewer training materials developed as part of Activity 1.2 (Developing the research tools) and the translations thereof produced in Activity 1.3 (Translations).

Size: The original and each language version (approximately 50 pages each).

Language: English + all translations

Deadline: 3 months after signature of contract (including all final translations approved by FRA)

Linked to: Activities 1.2 and 1.3

Deliverable 2: Questionnaires (including all translations)

Following Activity 1.2 (Developing the research tools) and Activity 1.3 (Translations), the final versions of the translated questionnaires submitted to the FRA must be those for use by interviewers in the field – that is, they must include any changes in formatting that have been done to the interview content at national level. When the final questionnaire has been programmed for CAPI application, the questionnaire submitted to the FRA should be an export file from the CAPI system in MS Word or MS Excel compatible format, together with the CAPI version.

Size: The original and each language version (approximately 60 pages each, not including show cards which should be annexed)

Language: English + translations into the languages of the selected countries

Deadline: 3 months after signature of contract

Linked to: Activities 1.2 and 1.3

Deliverable 3: Pilot reports

The Research Experts, under the coordination of the Project Manager, will submit to the FRA a report describing the success of the pilot interviews. Acceptance of the report by the FRA is a prerequisite for starting the interviews (Activity 1.7). The report should present an analysis of the problems encountered in the pilot interviews with respect to:

- (a) Questionnaire delivery (CAPI/PAPI)

- (b) Questionnaire translation
- (c) Non-contact and non-response

For each of the problems identified, the report should make recommendations for resolving the issues before the commencement of the fieldwork using the final questionnaire (Activity 1.7). Decisions to address any possible issues will be made by the FRA in consultation with the Project Manager before the report, and actions resulting from it, can be considered accepted.

Size: 10 pages maximum (excluding annexes) for each of the countries

Language: English

Deadline: 4 months after signature of contract

Linked to: Activity 1.5

Deliverable 4: Interim technical report

The contractor will submit an interim technical report to the FRA (in electronic format) once fieldwork is in its early stages and interviews have begun in all countries.

The report should be divided into information on each country and should outline fieldwork developments with respect to (1) progress, (2) challenges and (3) solutions implemented concerning each of the following themes:

- (a) selection and application of population sampling frames
- (b) respondent screening
- (c) interview success rate/ (non-)contact and (non-)response rate

The FRA will provide feedback on the content of the interim technical report, and will suggest any necessary changes and amendments within the time period specified in the contract.

Size: 60 pages maximum (excluding tables, which can be included as annexes)

Language: English

Deadline: 7 months after signature of contract

Linked to: Activities 1.1-1.5

Deliverable 5: Media monitoring reports

The media monitoring reports should list, by country, any events reported in the national media which are connected to the topics of the survey. Based on submissions from the Research Experts, the Project Manager will submit to the FRA a media monitoring report on a fortnightly basis for the duration of the fieldwork. The reports should include excerpts of the news items in the national language, with a short description in English of the significance of the news report to the survey. As the fieldwork activities of Phase 1 and Phase 2 of data collection will be carried out concurrently, it is sufficient that the contractor submits only one fortnightly report containing the results of the media monitoring activities.

Size: Each fortnightly report covering all the 28 countries up to 60 pages

Language: English (with news excerpts in national languages)

Deadline: Fortnightly deliverable for the duration of the interviews, and two weeks prior to the first interviews. Last report to be submitted following the conclusion of fieldwork activities.

Linked to: Activities 1.6-1.7 and 2.6-2.7

Deliverable 6: Data sets and code book

The data sets include the quantitative data from the interviews and the attempts made to contact households/persons (with outcome coding), as carried out in Activities 1.7 and 2.7 (Interviews). The deliverables consist of the fully documented data sets and the code book describing the variables of the data files, as described in Activities 1.8 and 2.8 (Data entry and processing).

Language: English

Deadline: 8 months after signature of contract

Linked to: Activities 1.7-1.8 and 2.7-2.8

Deliverable 7: Final technical report

The contractor will submit a final technical report to the FRA (in electronic format) once fieldwork in all countries is complete.

In addition to the overall description of the survey research methodology, the report should present information on each country and it should describe the fieldwork with respect to (1) assumptions/plans at the start of fieldwork, (2) outcomes, (3) challenges and (4) solutions implemented concerning each of the following themes:

- (a) selection and application of population sampling frames
- (b) geographical coverage
- (c) interview success / (non-)contact and (non-)response rate
- (d) interviewer feedback

In addition to the above broad themes, the final technical report should cover all aspects of data collection; including, for example, questionnaire translation, interviewer selection and training, and questionnaire application in the field. Detailed information should be provided on, for example, contacts, refusals, recalls, incomplete interviews etc.

The report should present information, wherever possible using tables/graphs, comparing results between the selected countries.

The sections on each country should also describe the selected weighting procedure (population parameters of the target group used in the weighting and the data source, weighting method, weighting for non-response, etc.), where appropriate.

The report must make recommendations, on the basis of its findings, about the most appropriate sampling and questionnaire application methods to use for future survey research on violence against women. The technical report should highlight any difficulties that arose in the course of implementing the survey (difficulties in translating concepts, contacting respondents, soliciting responses – in general and with respect to certain questions, etc.). The FRA intends to publish the contents of this report.

The FRA will provide feedback on the content of the interim technical report within 20 days of its receipt, and will suggest any necessary changes and amendments within the time period specified in the contract.

Size: Approximately 150 pages (excluding tables, which can be included as annexes)

Language: English

Deadline: 9 months after signature of contract

Linked to: Activities 1.1-1.8 and 2.6-2.8

Deliverable 8: Results report

On the basis of data collected for the selected countries, the contractor will provide the FRA with a results report in conformity with the instructions on the style, structure and content of the results report delivered by the FRA.

- Results should be presented by comparing findings between countries (the specific content and format of the report will be decided by the FRA after signature of contract; improving on and developing further the reporting style adopted for FRA's EU-MIDIS survey).⁴⁴
- The report should reflect upon the survey's findings against available contextual data from the countries; namely: existing survey and other research, administrative/criminal justice data on violence against women, including media reporting.
- The report will be based on a series of tables/graphs for each question/item reported in the questionnaire. These tables will inform the written textual summary of the results, which will describe the main research findings and will also provide a commentary on and analysis of the results. A full set of frequency tables covering all questionnaire items should be included as an annex.
- The report must highlight key findings from the survey based on statistically significant results, as determined in consultation with the FRA, and should avoid long, descriptive overviews.
- In addition to the basic findings, the report should also analyse the results by age group, and other relevant socio-economic variables.
- All information and tables/graphs in the final results report must be clearly referenced and labelled with respect to the question/item being reported and its reported frequencies.
- All terms used in the final results report must be readily understandable to the non-expert user, and particularly to those with little knowledge of statistics.

The FRA will provide feedback on the content of the results report, and will suggest any necessary changes and amendments within the time period specified in the contract.

Size: Approximately 230 pages (excluding tables, which can be included as annexes)

Language: English

Deadline: 11 months after signature of contract

Linked to: Activities 1.1-1.9 and 2.6-2.9

Deliverable 9: Executive summary

On the basis of information reported in the final technical report and the results report, the contractor will provide the FRA with an executive summary of the research in conformity with the instructions on the style, structure and content of the results report delivered by the FRA. The executive summary should use bullet points and tables in presenting the key findings

⁴⁴ For reports on FRA's EU-MIDIS survey, please see <http://fra.europa.eu/eu-midis>

based on statistically significant results. The executive summary should avoid long, descriptive overviews.

The executive summary will highlight the main research findings. The FRA will provide feedback on the executive summary, and will suggest any necessary changes and amendments within the time period specified in the contract.

Size: Approximately 20 pages

Language: English

Deadline: 11 months after signature of contract

Linked to: Activities 1.1-1.9 and 2.6-2.9

Deliverable 10: Syntax files related to the analysis

The contractor will submit to the FRA in electronic format the code (SPSS syntax or similar) used to produce the tables/analysis which is presented and discussed in the Final Results Report

Deadline: 11 months after signature of contract

Linked to: Activities 1.8-1.9 and 2.8-2.9

6. Project management

6.1. Responsible body

The overall responsibility for executing the contract, including the implementation of all measures necessary to provide the Agency with deliverables of the highest quality on time, lies with the contractor.

6.2. Management structure

The project team must include a Project Manager, who is responsible for the project's overall coordination, a Senior Research Expert, and for each selected country a Research Expert, as detailed in Section 8 (Project Team).

The Project Manager is responsible for coordination and administrative tasks, as well as for contacting and informing the Agency about all aspects relating to the execution of the contract and the quality of the deliverables, including the periodic progress updates as described in section 9 below (Project implementation monitoring). The Senior Research Expert will, in cooperation with other team members, design the interviewer training package, analyse the survey results and draft the final results report, as detailed in Section 4 (Specific Activities) and Section 5 (Deliverables). The Research Experts are responsible for the coordination of the research in their countries.

7. Logistics and Timing

7.1. Commencement date & Period of execution

The period of execution of the contract will be 11 months from the contract signature. This period does not include the time necessary for the Contracting Authority to revise the last of the project deliverables (20 calendar days) and the time needed for possible revisions by the Contractor (10 calendar days).

7.2. Communication and meetings

Communication between the contractor and the Agency shall be possible by phone and video conference facilities during the Agency's working days and hours and through electronic and surface mail. Any written communication sent by the Agency shall be answered within five (5) working days.

7.3. Meetings

As soon as possible after contract signature the Agency will convene an **inception meeting** with the contractor in Vienna at the Agency's headquarters to discuss various aspects of the project's work. The aim of the inception meeting is to clarify outstanding issues as may be necessary for carrying out the contract and for the good implementation of the project.

Within 5 working days after the inception meeting, the contractor will submit a brief Inception Report to the Agency. The report must list the decisions made at the inception meeting concerning the work that is to be carried out – for example, a detailed timeline with submission dates of each deliverable must be included, building on the general timeline in the tender.

During the course of the contract period two meetings in total (including the inception meeting) are envisaged between the Agency and the contractor (the two meetings are in addition to a coordination meeting, which the contractor will organise as described in Activity 2 – Developing the research tools). The two meetings (not the coordination meeting) will take place in Vienna at the Agency's headquarters. Meeting costs on the contractor's side must be covered by the contractor and be included in the tenderer's final price. During the execution of the project there might be a need for further meetings between the Project Manager and the FRA at the contractor's premises. In such cases the FRA will cover the costs related to the travel and meeting participation of its own staff. Where possible, communication between the contractor and the FRA can also be through teleconferencing.

8. Project team

The project team should consist of one Project Manager, one Senior Research Expert, a Research Expert for each country where the survey is conducted, the necessary support staff for the management of the project, and a team of experienced female-only interviewers as specified in section 4 (Specific activities). A different Research Expert has to be assigned to each of the countries where the survey will be carried out.

The contractor is expected to organise its own project management and coordination team – the Project Team – lead by the Project Manager, to oversee all aspects of work relating to the survey. The Project Manager will be responsible for reporting to the FRA about developments, challenges and proposed courses of action concerning the research in each of the research sites/countries, including the delivery of monthly progress reports and weekly e-

mail reporting. The team should consist of staff with the relevant qualifications and skills to manage and implement the survey.

8.1. Project Manager

Qualifications and professional experience

- University degree
- A minimum of seven (7) years of professional experience, out of which a minimum of three (3) years' experience of having conducted major international social science-based comparative research surveys in the European Union
- Proven experience in research management, as manager or coordinator of at least **two (2)** international research projects, each project involving at least three countries
- Excellent knowledge of English (Level C1 based on Common European Framework of Reference (CEF))

8.2. Senior Research Expert

Qualifications and professional experience

- University degree
- A minimum of seven (7) years of professional experience, out of which a minimum of three (3) years' experience of having conducted international social science-based research on violence against women
- At least **three (3)** scientific publications (e.g. articles in peer reviewed academic journals or books, or peer reviewed book chapters, or books by academic publishers) on violence against women.
- Excellent knowledge of English (Level C1 based on Common European Framework of Reference (CEF));

8.3. Research Experts

Qualifications and professional experience

- University degree
- A minimum of three (3) years of professional experience in conducting social science-based survey research in the country for which they are responsible
- Proven experience of managing at least **two (2)** quantitative survey research projects in the countries for which they are responsible

9. Project Implementation Monitoring

The Agency will monitor the project in technical and administrative terms. The contractor should report immediately to the Agency in writing any problems they encounter during the implementation of the contract.

The Project Manager will provide the FRA with short monthly updates (in MS-Office compatible format) on the progress of the research and other relevant aspects of the work in all countries. Information for the updates must be supplied to the Project Manager by the Research Experts in each country.

The project updates must be sent to the FRA on the first working day of each month, throughout the contract period, as e-mail attachments. Updates are to be used as an 'early warning' system for identifying and rectifying problems regarding sampling, questionnaire application, and response rates (for example).

Monthly updates will begin one week after the starting date of the research contract, and will finish upon submission of the final reports. Monthly updates should include a record of decisions made, for the period covered by the update, in consultation with the FRA regarding sampling and fieldwork in each country.

In addition, the Project Manager will deliver to the FRA weekly progress reports as brief e-mails documenting overall project progress. This should be supported by additional e-mail and telephone contact, whenever necessary.

In addition, in the course of the contract the FRA intends to send a member or members of its staff to oversee aspects of the research. This can involve observations of anything from translation of research tools, through to observation of interviews during the fieldwork period. One or more countries may be visited. The FRA reserves the right to attend any stage of the research without prior notice being given to the contractor. The FRA will cover the costs related to the travel and accommodation of its staff in connection to such visits.