



ANNEX A.1 – TECHNICAL SPECIFICATIONS

D-SE-14-T12

**“Second European Union Minorities and Discrimination Survey
(EU-MIDIS II)”**

1. Technical specifications

1.1. Objective

The objective of these Technical Specifications is to provide the contractor 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 “**Second European Union Minorities and Discrimination Survey (EU-MIDIS II)**”.

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 EU and its Member States with independent, evidence-based assistance and expertise relating to fundamental rights, in the domain of Union law. Data collection (including comparative data collection in the form of survey research) and analysis on the situation of fundamental rights in the EU provides the basis for the Agency's assistance and expertise.

2. Background information

2.1. Policy context and related FRA work

Equality and non-discrimination

According to the Treaty of the European Union and the Treaty on the Functioning of the European Union, the EU is founded on the value of equality and non-discrimination and through its policies should combat discrimination based on racial or ethnic origin. The problem of discrimination on the basis of racial or ethnic origin attracted increasing attention from the EU institutions in the 1990s resulting in several measures recognising the need to combat racism and xenophobia. Council Directive 2000/43/EC of 29 June 2000² - the so called Racial Equality Directive - represents a key measure for combating discrimination and giving effect to the principle of equal treatment in the areas of employment, education, social protection, and services, including housing. This directive has brought about the introduction of new or the strengthening of existing equality regimes in the EU Member States. It operates alongside the Employment Equality Directive³, which prohibits discrimination on the grounds of religion or belief, disability, age or sexual orientation, and the Gender Equality Directive and the Gender Equality Directive on Goods and Services which prohibit discrimination on the grounds of sex.⁴

Article 17 of the Racial Equality Directive requires Member States to communicate every five years to the European Commission all the information necessary for the Commission to draw up a report to the European Parliament and the Council

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

² Council Directive 2000/43/EC implementing the principle of equal treatment between persons irrespective of racial or ethnic origin (OJ. L 180, 19 July 2000, pp.22-26). Available at: <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2000:180:0022:0026:EN:PDF>

³ Council Directive 2000/78/EC establishing a general framework for equal treatment in employment and occupation (OJ. L 303, 2 December 2000, pp.16-22). Available at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32000L0078:EN:NOT>

⁴ Council Directive 2004/113/EC implementing the principle of equal treatment between men and women in the access to and supply of goods and services (OJ. L 373, 21 December 2004, pp.37-43). Available at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:373:0037:0043:EN:PDF>; Council Directive 2006/54/EC on the on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation (recast) (OJ. L 204, 26 July 2006, pp.23-36). Available at:

<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:204:0023:0036:EN:PDF>

on the application of this directive. In doing so the European Commission shall take into account the views of the European Union Agency for Fundamental Rights (FRA). Since the adoption of the Racial Equality Directive, the European Monitoring Centre on Racism and Xenophobia (EUMC)⁵ and FRA research and analysis on racism and xenophobia have included reporting on measures and practices adopted by the Member States in pursuance of their obligations under this instrument.

Drawing on a body of qualitative, quantitative and legal research and analysis in the area of discrimination spanning over 15 years, FRA has built up a significant range of studies covering various population groups in diverse contexts. Several FRA reports and opinions have shown that although significant progress has been made by both public and private entities towards the realisation of equality, numerous challenges remain to be overcome.⁶

On 1 October 2013 the Agency published an Opinion on the situation of equality in the EU 10 years on from initial implementation of the equality directives.⁷ This Opinion, based on a request by the European Commission to FRA for data and information, showed that despite a legislative package that put the EU at the forefront of legislative commitment against discrimination it remains part of the daily experience of many Europeans. Looking into the reasons for the divide between the law in the books and the situation on the ground, FRA identified various factors preventing more effective implementation of legal provisions and other mechanisms designed to improve protection against discrimination.

Racism, xenophobia, homophobia/transphobia, antisemitism, Islamophobia, anti-gypsyism and related intolerances including hate crime and extremism remain a concern across the European Union, as evidenced in the Agency's annual and thematic reports.⁸ On 15 October 2013 FRA issued an Opinion on the impact of EU legislation in the field of racism and xenophobia, in particular Council Framework Decision 2008/913/JHA of 28 November 2008 on combating certain forms and expressions of racism and xenophobia by means of criminal law, which defines a common EU-wide criminal law and criminal justice approach to combating racism and xenophobia.

The Council conclusions on combating hate crime adopted at the Justice and Home Affairs Council meeting on 5 and 6 December 2013 welcomed the important role the European Union Agency for Fundamental Rights has in providing expert and independent analysis relating to fundamental rights within the remit of its mandate in this area, and directed attention to its recent reports documenting the extent and impacts of hate crimes in Europe, recommending action to make hate crimes more visible and acknowledging the rights of victims at three levels: legislation, policy and practice. In response to the Justice and Home Affairs Council Conclusions of December 2013, in 2014, the Agency, in close cooperation with the European Commission, was asked to engage with Member States, at their request, to facilitate exchange of good practices and assist the Member States in their efforts to develop effective methods to encourage reporting and ensure proper recording of hate crimes.

Roma⁹ integration

The Agency's work has identified Roma as among the most vulnerable to numerous human rights violations in the EU. Alongside results from the first EU-MIDIS survey (2008) and the FRA Roma survey 2011, the Agency has produced a series of reports on Roma that target key areas where they are experiencing fundamental rights abuses. It is clear from both FRA research and the work of other organisations that large numbers of Roma frequently have no access to formal employment, live in precarious circumstances, and have limited or no access to health care (amongst other services). Furthermore, Roma are often faced with xenophobic and discriminatory attitudes and behaviour from the non-Roma population and are often victims of violent attacks and/or hate crime.

The Communication of the European Commission from April 2011, which was adopted by the Council in May 2011, tasked the FRA with providing data and background information that would feed into the Commission's annual report to the European Parliament and to the Council on the progress in the integration of the Roma population in EU Member States. The Commission's Report on the implementation of the EU Framework for National Roma Integration Strategies, published in April

⁵ EUMC was the predecessor of the FRA and was established in 1997. In 2007, the FRA succeeded the EUMC, with a broader mandate and range of tasks covering human rights more generally.

⁶ FRA (2012), The Racial Equality Directive: application and challenges; FRA (2013), Opinion on the European Union Agency for Fundamental Rights on the Framework Decision on Racism and Xenophobia – with special attention to the rights of victims of crime;

⁷ FRA, (2013), Opinion of the European Union Agency for Fundamental Rights on the situation of equality in the EU 10 years on from initial implementation of the equality directives. Available at: http://fra.europa.eu/sites/default/files/fra-2013-opinion-eu-equality-directives_en.pdf

⁸ See for example FRA (2013), Fundamental rights: challenge and achievements in 2012. Annual report. Available at: http://fra.europa.eu/sites/default/files/annual-report-2012_en.pdf

⁹ The term "Roma" is used – similarly to other political documents of the European Parliament and the European Council – as an umbrella which includes groups of people who have more or less similar cultural characteristics, such as Sinti, Travellers, Kalé, Gens du voyage, etc. whether sedentary or not; around 80% of Roma are estimated to be sedentary (SEC(2010)400).

2014¹⁰, uses the evidence from the FRA Roma survey 2011, and refers to it as “the starting point from which progress is measured.”

There is increasing awareness among the EU institutions relevant stakeholders in individual Member States of the need for robust data on the integration of Roma. In December 2013 the Council of the European Union issued a Recommendation concerning Roma integration, providing guidance to Member States on enhancing the effectiveness of their national Roma integration strategies and referring to FRA’s possible role in monitoring their results. In December 2013 the EU Parliament urged Member States “to produce disaggregated data with the assistance of FRA and to develop, in cooperation with the Commission, the baseline indicators and measurable targets that are essential for a robust monitoring system in order to ensure reliable feedback on the progress made in the implementation of the NRIS and in improvement of the situation of Roma”, and called on the European Commission “to enhance the coordination role of the FRA and fully use its capabilities.” In addition, the Communication requested the Agency to work with Member States to assist them in developing monitoring methods that can provide a comparative analysis of the situation of Roma across Europe.

In the context of the EU’s Europe 2020 goal of elimination of poverty and increasing social inclusion, FRA will continue to respond to these requests in the framework of its 2012 to 2020 multi-annual programme. FRA addresses the key issues raised in the Commission Communication, the Council Conclusions, and Recommendations and the targets set by Europe 2020 through:

- implementing a local level action research and engagement project on local Roma integration actions (LERI), which will test the feasibility of local monitoring systems for tracking progress at community level;
- supporting the Member States in developing monitoring tools and mechanisms for implementation of National Roma Integration Strategies;
- piloting local monitoring systems for tracking progress at community level

The second EU-MIDIS II survey is an integral part of the Roma-targeted work of the Agency. The data collected will help to populate a minimum set of indicators that will: (1) allow for a comparison with selected results of the FRA Roma survey 2011, (2) be used by the Commission to assess progress in Roma integration in 2012-2016, and (3) contribute to the other areas of the multi-annual programme.

Integration of immigrants and their descendants

One of the thematic areas of FRA work under its Multiannual Framework is immigrants’ integration. The principles of equality and non-discrimination, as well as pluralism, tolerance and social cohesion are core values on which the EU is founded, set by the Charter of Fundamental Rights (article 21) and the Treaty of the European Union (articles 2, 3). The Common Basic Principles for immigrant integration policy, agreed in 2004 and then succeeded by the Common Agenda for Integration (2005) and the European agenda for the integration of Third Country Nationals (2011), have provided the framework for policy initiatives in this thematic area on the level of the EU and the Member States. In its 2010 Communication about an open and secure Europe, the European Commission stressed that “Europe is a diverse society where integration remains a challenge. To enhance social cohesion and to reap the full benefits of migration, commitment to effective integration of migrants in the labour market and receiving societies should be strengthened”.¹¹

The EU2020 growth strategy (adopted in 2010) envisions the EU becoming a smart, sustainable, and inclusive economy in which Member States will mark high levels of employment, productivity, and social cohesion. Raising the employment rate of 20 to 64-year olds in the EU to 75%, reducing school drop-out rates below 10% and aiming at having at least 20 million fewer people in or at risk of poverty and social exclusion, are some of the headline targets of the Europe 2020 strategy. The integration of immigrants is an important component of social inclusion which helps achieving this goal and constitutes a key policy area concerning the future of EU as diverse, inclusive, and cohesive society oriented to growth.

The development of common indicators of immigrant integration is a response to the need to monitor the situation and measure the impact of integration policies in the EU and at national level. The Zaragoza declaration, adopted in 2010 by the Council called upon the Commission to undertake a pilot study to examine proposals for common integration indicators and to report

¹⁰ European Commission, (2014) 209 final - 2.4.2014, Available at:

http://ec.europa.eu/justice/discrimination/files/roma_implement_strategies2014_en.pdf

¹¹ European Commission, COM (2014) 154 final, 11.3.2014, Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions, An open and secure Europe: making it happen. Available at: http://ec.europa.eu/dgs/home-affairs/e-library/documents/basic-documents/docs/an_open_and_secure_europe_-_making_it_happen_en.pdf

on the availability and quality of data from agreed harmonised sources necessary for the calculation of these indicators.¹² The European Commission published the report of the Eurostat pilot study in 2011¹³, and updated and proposed additional indicators in 2013.¹⁴

FRA aims at providing evidence-based advice to EU institutions and to national and regional-local policy makers in the area of social inclusion and immigrant integration through development and population of Immigrant Integration and Social Inclusion indicators. The EU-MIDIS II survey results will be used for populating selected Immigrant Integration and Social Inclusion indicators developed by the FRA.

Some of the main axes of FRA research in this thematic area are: access to employment, education, housing and other services, enjoyment of workers' and residents' rights without discrimination on any grounds; social inclusion, language acquisition, diversity management and promotion of intercommunity relations and cohesion, protection against hate crime and discrimination through access to justice and victim support services, implementation of social inclusion and immigrant integration policies at national-regional and local level. In addition, the EU-MIDIS II survey aims at linking the dimension of socio-economic inclusion to aspects of civic citizenship and democratic participation, the exercise of individual and collective freedoms, the sharing of core values of the EU and trust towards EU and Member State institutions as well as the sense of belonging and identity formation.

Indicators

In the case of Roma, a minimum set of core indicators used as a baseline for the Report on the implementation of the EU Framework for National Roma Integration Strategies (April 2014) and based on the 2011 FRA Roma survey will be developed and populated by making use of EU-MIDIS II data. The developed social inclusion indicators shall be comparable to the EU2020 indicators and the EU Laeken indicators used for monitoring social exclusion in EU Member States.

In the case of immigrants, a set of rights based indicators on migrant integration will be developed through desk and policy research and populated by making use of the EU-MIDIS II data. The FRA indicators will be based on mapping and analysis of already existing sets of indicators (such as the one suggested in the Zaragoza declaration (2010), the EC report *Using EU Indicators of Immigrant Integration* (2013), the Eurostat pilot study *Indicators of Immigrant Integration* (2011), the EU2020 targets, the UN OHCHR *Human Rights Indicators for Migrants and Their Families*, the work of the Council of Europe) but aim at broadening the scope of existing indicators by systematically applying a rights-based approach. The EU-MIDIS II data shall allow for the population of indicators for several under-researched dimensions of immigrant integration such as those referring to welcoming society and civic participation.

2.2. FRA mandate and data collection

To meet the objectives listed in Council Regulation No 168/2007, the Agency is empowered to collect, analyse and disseminate relevant, objective, reliable and comparable information and data, and to carry out scientific research and surveys.

In order to fulfil its objectives the FRA conducts research collecting relevant primary and secondary data, as well as contextual information from EU Member States, and analyses this data comparatively in order to develop policy relevant reports addressed primarily to its main stakeholders – EU institutions and Member States. The Agency collects available secondary source data and material on the situation of fundamental rights in the EU, and utilises its own contracted research networks for this. Where there is a lack of comprehensive and comparable EU-wide data from secondary sources (such as government statistics and existing survey research), the Agency can undertake its own primary data collection based on fieldwork – both quantitative and qualitative. At all stages of a project, the Agency works closely with contractors with respect to project development and oversight.

The Agency undertakes research and data collection on specific population groups in line with policy priorities and by noting data gaps where Agency research would have an added-value. Recurrently it has become apparent that official data on manifestations of discrimination, racism, and related intolerances at Member State level is still lacking and, where data has been collected, the divergent end-purposes and methodologies often impede direct and precise comparisons. In order to make

¹² European Ministerial Conference on Integration, (Zaragoza, 15 and 16 April 2010), Draft Declaration. Available at: http://ec.europa.eu/ewsi/UDRW/images/items/doc1_13055_519941744.pdf

¹³ Available at: http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-RA-11-009/EN/KS-RA-11-009-EN.PDF

¹⁴ European Commission, (2013): Using EU Indicators of Immigrant Integration, Final Report for Directorate-General for Home Affairs. Available at: http://ec.europa.eu/ewsi/UDRW/images/items/doc1_37216_243039941.pdf

up for the absence of official data and to document the situation on manifestations of discrimination, racism and related intolerances, the FRA has been launching several projects, for example the first European Union Minorities and Discrimination survey, the survey of Jewish populations on antisemitism, the survey on experiences of discrimination of LGBT persons, the survey on experiences of discrimination among the Roma population, and the EU-wide biggest survey on gender-based violence against women (see detailed descriptions below).

European Union Minorities and Discrimination Survey (EU-MIDIS) (2008)

In 2008, having conducted pilot surveys in six Member States in 2007, FRA carried out a large-scale survey on immigrants and ethnic minorities' experiences of discrimination and victimisation in the EU27 – the first 'European Union Minorities and Discrimination Survey' (EU-MIDIS). The survey carried out face-to-face interviews with a random sample of respondents from selected ethnic minority and immigrant groups in all 27 Member States of the European Union. 23,500 ethnic minority and immigrant people were interviewed. In addition 5,000 people from the majority population living in the same areas as minorities were interviewed in 10 Member States to allow for comparison of selected results.

The results of EU-MIDIS were published in the period 2009–2012 and are available at <http://fra.europa.eu/eu-midis>. The publications include the Main Results Report (2009), the Questionnaire and Technical Report (available at http://fra.europa.eu/sites/default/files/eu-midis_questionnaire.pdf and http://fra.europa.eu/sites/default/files/eu-midis_technical_report.pdf), accompanied by a series of Data in Focus reports that concentrate on specific survey findings in relation to particular groups and issues:

- EU-MIDIS Data in Focus Report 1: The Roma (2009)
- EU-MIDIS Data in Focus Report 2: Muslims (2009)
- EU-MIDIS Data in Focus Report 3: Rights Awareness (2010)
- EU-MIDIS Data in Focus Report 4: Police Stops and Minorities (2010)
- EU-MIDIS Data in Focus Report 5: Multiple Discrimination (2011)
- EU-MIDIS Data in Focus Report 6: Minorities as Victims of Crime (2012)¹⁵.

Comparative study on experience of discrimination, social marginalisation, and violence

In 2008-2009, the FRA carried out a survey of Muslim and non-Muslim youth in three EU Member States – France, Spain, and the United Kingdom – on their experience of discrimination, social marginalisation, and violence. One thousand 12-18-year-old students in each of the three survey countries were asked to participate in the survey. The data collection took place in selected schools, under the coordination of researchers with experience of school-based survey research. The composition of the samples was balanced to have an equal representation of males and females, and Muslim and non-Muslim youth. In the analysis, experiences of discrimination and social marginalisation, and attitudes towards violence and use of violence were examined against respondents' socio-economic, cultural, and religious profile. The results have been published in the report 'Experience of discrimination, social marginalisation and violence: a comparative study of Muslim and non-Muslim youth in three EU Member States'.¹⁶

FRA Roma survey (2011)

In 2011, The FRA carried out a Roma survey in eleven EU Member States interviewing face-to-face a randomly selected sample of Roma living in areas with high concentration of Roma population, as well as non-Roma living in or near the areas where the Roma respondents live. The survey collected detailed information about respondents' household, employment situation, education, health and housing, about their neighbourhood and its infrastructure, as well as experiences of migration, discrimination, and issues related to rights awareness and citizenship. The technical report and the questionnaire of the survey can be accessed at: <http://fra.europa.eu/en/publication/2014/roma-pilot-survey-technical-report-methodology-sampling-and-fieldwork>. Selected results can be viewed through the survey data explorer at: <http://fra.europa.eu/DVS/DVT/roma.php>.

¹⁵ See <http://fra.europa.eu/en/project/2011/eu-midis-european-union-minorities-and-discrimination-survey>, <http://fra.europa.eu/en/publication/2009/eu-midis-data-focus-report-1-roma>, <http://fra.europa.eu/en/publication/2010/eu-midis-data-focus-report-2-muslims>, <http://fra.europa.eu/en/publication/2010/eu-midis-data-focus-report-4-police-stops-and-minorities>, <http://fra.europa.eu/en/publication/2011/eu-midis-data-focus-report-5-multiple-discrimination>, http://fra.europa.eu/sites/default/files/fra-2012-eu-midis-dif6_0.pdf

¹⁶ See http://fra.europa.eu/sites/default/files/fra_uploads/1202-Pub-racism-marginalisation_en.pdf

The FRA Roma survey covered 11 EU Member States (Bulgaria, Czech Republic, France, Greece, Italy, Hungary, Poland, Portugal, Romania, Slovakia and Spain). Alongside the FRA Roma survey, the UNDP, World Bank and European Commission (UNDP/World Bank/EC) carried out a regional Roma survey, which covered five of the countries included in the FRA survey (Bulgaria, the Czech Republic, Hungary, Romania, Slovakia) and, in addition, six non-EU countries in the western Balkans and Moldova. Across the 11 EU Member States, the two surveys in combination, interviewed a total of 22,203 Roma and non-Roma, and provided information on 84,287 household members. In 2012, the “Situation of Roma in 11 EU Member States – Survey Results at a Glance” was published, based on data from both the FRA survey and the UNDP/World Bank/EC survey.¹⁷ A number of thematic analyses of specific dimensions of Roma vulnerability (with regard to gender, education, and employment) are in the process of finalization and will be published in mid- 2014.

FRA EU LGBT survey (2012)

In 2012, the FRA carried out an online survey of the EU LGBT population. Around 93,000 lesbian, gay, bisexual and transgender people from all across the EU27 and Croatia completed the survey, making it the largest and most comprehensive survey of its kind to date. LGBT people were asked whether they had experienced discrimination, violence, verbal abuse or hate speech on the grounds of their sexual orientation or gender identity. Participants were also asked to identify where such incidents took place, such as at school, work, when seeking healthcare or in public places. The survey results were launched in May 2013.¹⁸

FRA survey on Jewish people’s experiences and perceptions of antisemitism (2012)

The FRA survey on Jewish people’s experiences and perceptions of antisemitism collected data from 5,914 self-identified Jewish respondents (those aged 16 or over) in nine EU Member States – Belgium, France, Germany, Hungary, Italy, Latvia, Romania, Sweden, and the United Kingdom. The survey was carried out online. This is the first EU survey to collect comparable data on Jewish people’s experiences and perceptions of antisemitism, hate-motivated crime, and discrimination among Jewish respondents in nine EU Member States. The survey also provides data on exposure to antisemitic acts against the Jewish community, such as vandalism of Jewish sites, or antisemitic messages in the broadcast media or on the internet. The survey results reflect rights awareness in terms of knowledge of antidiscrimination legislation, victim support organisations, and existence of any legislation concerning trivialisation or denial of the Holocaust. The survey results were launched in November 2013.¹⁹

FRA survey on gender-based violence against women (2012)

In 2012, the FRA EU-wide survey on gender-based violence against women involved standardised face-to-face interviews with women randomly selected from the general population. The survey interviewed 42,000 women from the 27 EU Member States and Croatia, and is the first survey of its kind to systematically interview women about their experiences of different forms of violence in the EU. It captured women’s experiences of gender-based violence – a violation of human rights and a form of discrimination against women.

The incidents captured included experiences of sexual, physical, and psychological abuse - ranging from ‘domestic violence’ to sexual harassment at work, and violence perpetrated by strangers. The survey also covered women’s experiences of stalking and cybercrime, and asked adult women about their childhood experiences of violence. The survey results were launched in March 2014.²⁰

The success of the FRA’s surveys carried out in the last years has meant that the Agency is well-placed to undertake large-scale quantitative survey research on various themes in the field of fundamental rights. These large-scale surveys have mapped the scale and nature of particular fundamental rights issues, producing comparable data on, for example, experiences of discrimination.

¹⁷ See <http://fra.europa.eu/en/publication/2012/situation-roma-11-eu-member-states-survey-results-glance>

¹⁸ EU LGBT survey - European Union lesbian, gay, bisexual, and transgender survey - Results at a glance. Available at: http://fra.europa.eu/sites/default/files/eu-lgbt-survey-results-at-a-glance_en.pdf

¹⁹ Discrimination and hate crime against Jews in EU Member States: experiences and perceptions of antisemitism. Available at: http://fra.europa.eu/sites/default/files/fra-2013-discrimination-hate-crime-against-jews-eu-member-states_en.pdf

²⁰ Violence against women: an EU-wide survey. Main results report. http://fra.europa.eu/sites/default/files/fra-2014-vaw-survey-main-results-apr14_en.pdf

In turn, through the development of its surveys, FRA has gained experience in methodologies for sampling and interviewing respondents from elusive populations across the EU.

Future surveys of the Agency aim to compare selected key results and findings over time: by identifying main tendencies through the provision of trend analyses, and by assessing achievements in policy implementation through the measurement of key indicators. Indicators capable of facilitating more standardised measurements of progress in the realisation of fundamental rights are in a state of ongoing development. The results of this work will provide valuable evidence on the situation on the ground concerning enjoyment and violations of fundamental rights and will also support the work on developing fundamental rights indicators on immigrant integration building upon relevant work on outcome indicators within the frame of the Zaragoza pilot study on common integration indicators by Eurostat and other key actors.

2.3. Preparatory work for the Second European Union Minorities and Discrimination Survey (EU-MIDIS II)

The first EU-MIDIS survey in 2008 was the first comprehensive survey to collect and document the experiences of discrimination, racist victimisation, and policing of ethnic minorities and immigrants across Europe and is the largest EU-wide survey of its kind.

In first quarter of 2014 FRA has engaged in stakeholder and expert consultations to design the EU-MIDIS II survey taking into account policy needs at European, national, regional, and local levels related to the content areas of the survey, and the technical aspects of the survey methodology.

In 2014, FRA also conducted a cognitive pre-test study to inform the design of the survey. The aim of the EU-MIDIS II pre-test was to:

- 1) Test the feasibility of selected survey questions with respondents from the target groups
- 2) Further develop and improve the EU-MIDIS II survey questionnaire and methodological approach

To this end, the pre-test applied mainly qualitative methods to explore the ways in which respondents in different Member States and with different ethnic or immigrant background understand selected key concepts related to their fundamental rights, and the extent to which existing survey questions are adequate in describing their situation. The main research objectives of the EU-MIDIS II pre-test were to collect information regarding minority groups' experiences of discrimination in relation to the following areas: *looking for work, employment and working conditions, health, housing, and living conditions, and education*. The cognitive topic guide also collected information related to *respondents' experiences of violence and harassment, their views on intergroup relations, level of integration and social inclusion, and demographic characteristics*.

To examine whether the proposed survey questions are comprehensible, acceptable, valid, and comparable across countries, the EU-MIDIS II pre-test was carried out in the following eight EU Member States: Belgium, Croatia, Greece, Hungary, Italy, Malta, Romania, and the United Kingdom. A total of 280 persons with an immigrant or ethnic minority background, including Roma, were interviewed. In addition and prior to the pre-test fieldwork, a panel of eight experts experienced in cross-national research of immigrants and ethnic minorities or in cognitive pre-testing provided input into the draft pre-test questionnaire and other research tools.

3. Contract Objectives and Expected Results

3.1. Overall objective

The overall objective of the contract is the implementation of the *Second European Union Minorities and Discrimination Survey (EU-MIDIS II)*. All tasks carried out under this contract shall be executed **within 16 months from the contract signature**

respecting the relevant legislation and in compliance with the ICC²¹/ESOMAR²² International Code of Marketing and Social research practice²³ and the WAPOR²⁴/ESOMAR Guide for Opinion Polls.²⁵

The objectives of the EU-MIDIS II survey are:

To collect comparable data in **all 28 EU Member States** to support the EU in protecting the fundamental rights of persons with immigrant or ethnic minority background (including Roma), i.e. **the project targets a minimum net sample size of 25,200 respondents** across the EU, by applying a research design that enables analysis of trends over time with respect to selected results from the first EU-MIDIS survey in 2008 and by comparing **eight immigrant and/or minorities target groups** across different national contexts (**41 groups in total**).

EU-MIDIS II will further contribute to the development of FRA's survey instruments for sampling and surveying so-called 'hard-to-reach' or 'elusive' populations, which take into account differences both within as well as across countries with respect to: (a) language and culture and (b) the distribution of the target populations in different regions and localities.

Gender, age, and, as far as possible, disability issues will be mainstreamed throughout the survey, as appropriate.

3.2. Scope of work – general

The scope of the work that the contractor is expected to undertake encompasses all aspects of work relating to the EU-MIDIS II survey, including, but not necessarily limited to, the following **project activities**:

- background research and preparatory work
- development of a sampling design and country specific sampling plans
- finalisation of the questionnaire (together with the FRA)
- development of survey tools
- translation of the questionnaire and survey tools
- interviewer selection
- interviewer training
- all fieldwork/data collection (pilot and full-scale survey)
- quality assurance - quality control in all stages of the survey life cycle
- data coding, entry and processing
- data weighting
- calculation of selected indicators and tabulation of results
- progress and technical reports

The contractor shall assume complete legal responsibility for work undertaken for the FRA under the terms of the contract. The contractor shall be the sole contact point with the FRA, with responsibility for ensuring the **quality, consistency, and timeliness** of work carried out in each EU Member State.

In order to manage a cross-national survey efficiently and effectively, the contractor shall **set organisational and survey quality standards** for all participating survey organisations and/or local experts; roles and responsibilities shall be clearly delineated and communicated throughout all levels (see Section 7). These requirements refer to the organisation of the work, not to the legal or financial structure of the contractor.

The contractor shall organise their own **central management and coordination team** to oversee all aspects of work relating to the survey undertaken in the 28 EU Member States. Alongside the central management and coordination team, the project team includes National Survey Experts, one for each EU Member State (as specified in section 6 (Project management)). It is the primary responsibility of the contractor's central management and coordination team to report regularly to the FRA on the progress of the work of each national team. In addition, the contractor shall also provide the FRA with a direct contact person from each national team, who may be contacted by the FRA directly, when necessary.

²¹ ICC: International Chamber of Commerce - The World Business Organisation

²² ESOMAR: The European Society for Opinion and Market Research

²³ Available at: <http://www.esomar.org/publications-store/codes-guidelines.php>

²⁴ WAPOR: World Association for Public Opinion Research

²⁵ Available at: http://wapor.org/pdf/ESOMAR_Codes&Guidelines_OpinionPolling_v5.pdf

The contractor shall develop a **quality assurance and control plan** that clearly outlines all relevant procedures, such as monitoring the quality in all stages of the survey life cycle and of all project deliverables, as appropriate considering the scope and volume of the work of the survey. The draft quality assurance and control plan provided in the technical offer will be discussed at the inception meeting. The final quality assurance and control plan shall be annexed to the inception report (Deliverable 1) and after the implementation of the survey the contractor shall report on the quality control strategy used and the way it was implemented (Deliverable 11). The quality assurance and control plan identifies the key indicators that will be monitored throughout the preparation and implementation of the survey, includes remedies for eventual problems, and outlines how the contractor will report on the quality assurance and control in each stage. The contractor shall assure that all information is collected that is required to assess whether the targets specified in the quality assurance and control plan are met.

EU-MIDIS II is an EU wide survey. To ensure comparability between countries and/or target groups, the contractor shall ensure that methods and procedures are applied consistently in all countries surveyed in compliance with the technical specifications within the time frame allocated to the project. If during the preparatory stages of the survey the contractor identifies any barriers to the consistent application of the technical specifications, they may propose to the FRA fully justified alternatives for approval.

For a more detailed description of the tasks to be carried out and the deliverables see section 4 (Specific Activities) and section 5 (Deliverables) of these technical specifications.

3.3. Scope of work – specific

The EU-MIDIS II survey **shall cover all 28 European Union Member States** (http://europa.eu/about-eu/countries/member-countries/index_en.htm).

To reach the objectives of the project, the contractor shall use quantitative survey research methods. The survey data shall be collected through the use of a standardised interviewing technique, keeping a **concurrent fieldwork period** across all 28 participating Member States. The survey interviews will be carried out **face-to-face** in each country by interviewers who have completed in-person training for this survey. The use of **automated survey systems** (electronic data collection) such as computer-assisted personal interview (CAPI), computer-assisted self-interview (CASI) or audio computer-assisted self-interview (ACASI, text-CASI and video-CASI) etc. shall be applied and customised if and to the extent these are appropriate and feasible. If CAPI interviewing is not feasible in some countries, the interviews can be carried out using paper questionnaires (PAPI) following approval by FRA.

The interviews will be conducted using a **standardised questionnaire**. The source questionnaire will be developed by the FRA and delivered to the contractor in English. To the extent possible and drawing on existing translations of the survey questionnaire into other languages – such as French and Arabic – respondents in all countries surveyed should be offered the possibility to reply to the survey questions in the official language(s) of each EU Member State (so called 'target languages'), as well as in their preferred 'first'²⁶ language (in case respondents are not proficient in the target language of the questionnaire) (see Translations).

The project activities shall be carried out in **two Phases** (see Table 2 in Section 4).

Phase 1 includes the following: all preparatory work; sampling; development of survey tools and translations; pilot survey (or so-called field tests as outlined below); interviewer selection and training; data collection, which should include **15,200** successfully completed interviews spread across all 28 EU Member States (**net sample size**; this shall not include respondents who have only answered the screening questions without completing the full questionnaire); and all activities related to: survey quality assurance; data coding, entry and processing, and interim technical reporting.

During Phase 1 and prior to the start of the full-scale data collection, the contractor shall carry out a **pilot survey** (field tests) of the full questionnaire **in all 28 EU Member States** (see Activity 1.6 Pilot and pilot report), which should include **570** successfully completed interviews ranging between 20 and 30 interviews per EU Member State and dependent on the number of groups to be surveyed in each country.

²⁶ 'First' language refers to the language in which the respondent feels most proficient.

Phase 2 should include **10,000** successfully completed interviews (in addition to the 15,200 interviews completed in Phase 1) spread across all 28 EU Member States (**net sample size** – as above); and all activities related to: interviewer selection and training; survey quality assurance; data coding, entry and processing; weighting; calculation of selected indicators and tabulation of results; and the final technical reporting.

The implementation of Phase 2 is dependent on the availability of funding in the FRA's Annual Work Programme 2015 and on the completion by the contractor of the pilot in Phase 1. FRA will establish the availability of funding at an early stage in the project, so that the related project activities of Phase 1 and Phase 2 (data collection; reporting on the fieldwork; data coding, entry and processing) will be carried out concurrently.

Please note: The **overall minimum net sample size** of **25,200** successfully completed interviews (Phase 1 + Phase 2) **cannot be decreased**. Respondents interviewed in Phase 1 cannot be interviewed again in Phase 2. The entire **gross sample** (as necessary for achieving the **target minimum net sample size** of Phase 1 + Phase 2: n=25,200 respondents) across all 28 EU Member States **shall be drawn in Phase 1** (see Activity 1.2 – Sampling in Section 4).

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

For the detailed description of the work see section 4 (Specific Activities) and section 5 (Deliverables).

3.4. Target population: terms and definitions

The target population of the survey is individuals aged 16 or over, living in private households (e.g. all persons living in the households surveyed during the reference week, and those persons absent from the household for short periods due to studies, holidays, illness, business trips, etc.), who have an immigrant or ethnic minority background and whose usual place of residence is in the territory of the EU Member States included in the survey (see complete list of countries and groups later in this section).

The terms 'immigrant', 'immigrant background' or 'ethnic minority' may have different meanings in different Member States, but they are used here to capture a range of individuals that are vulnerable to or at risk of social exclusion and/or discriminatory treatment and criminal victimisation, including also potentially 'racially', 'ethnically' or 'religiously' motivated discrimination and victimisation.

For the purposes of this survey, persons are considered as being 'immigrants' if they were born in a non-EU country, their usual place of residence is in the territory of the survey country, and they have been living in the survey country for at least the last 12 months. The term 'immigrants' includes both citizens and non-citizens of the country surveyed irrespective of their formal residence status.²⁷

For the purposes of this survey, the term 'recent immigrants' refers to 'immigrants', who immigrated to an EU Member State in the last 10 years (from 2004 to date). The term 'recent immigrants' includes both citizens and non-citizens of the country surveyed irrespective of their formal residence status.

For the purpose of this survey, the term 'descendants of immigrants' refers to persons who were born in one of the current EU Member States, whose usual place of residence is in the territory of the survey country, and who have at least one parent born in a non-EU country. The term 'descendants of immigrants' includes both citizens and non-citizens of the survey country irrespective of their formal residence status.²⁸

For the purpose of this survey, persons who were born in Algeria, Egypt, Libya, Morocco, Sudan, or Tunisia, and their descendants are referred to as 'immigrants from North Africa ('North Africans') and their descendants'.

For the purpose of this survey, persons who were born in another African country not listed under 'North Africans', or in the Caribbean, and their descendants are referred to as 'Sub-Saharanans and persons of African descent'.

²⁷ The term refers to the so called '1st generation immigrants'.

²⁸ The term refers to the so called '2nd generation immigrants'.

For the purpose of this survey, the term 'South Asian' encompasses persons who were born in India, Bangladesh, Pakistan, Bhutan, Nepal, Sri Lanka and Maldives and their descendants; persons who were born in another country in Asia and their descendants are referred to as 'Asians'.

For the purpose of this survey, persons who self-identify as belonging to an 'ethnic minority' (and who are citizens or non-citizens of a Member State) are also covered under the term 'immigrants and their descendants' (e.g. Sub-Saharan and persons with African descent in the United Kingdom or France).

The term 'Roma' is commonly used in political documents of the EU as an overarching term that encompasses diverse groups of people that are sometimes referred to as Roma, Sinti, Kalé, Travellers, Gens du voyage, Manouches, Ashkali, and Boyash.²⁹

For the purpose of this survey, the term 'Roma' refers to persons who self-identify as 'Roma' or as one of the other groups which are subsumed under the term 'Roma'.

For the purpose of this survey, the term 'Roma' refers to autochthonous 'Roma' minorities within selected EU Member States and does not encompass 'Roma' who have moved from another EU Member State.

For the purpose of this survey, the term 'Russian minority' refers to persons who self-identify as belonging to a Russian national or ethnic minority. The term includes both citizens and non-citizens of the country surveyed.

The distribution of target groups to be surveyed in each EU Member State is presented in Table 1.

²⁹ European Commission, COM (2011) 173 final, Communication from the Commission to the European Parliament, The Council, The European Economic and Social Committee and the Committee of the Regions, An EU Framework for National Roma Integration Strategies up to 2020. Available at: <http://register.consilium.europa.eu/doc/srv?l=EN&f=ST%208727%202011%20INIT>

Table 1: Target groups per country to be surveyed

EU MS	Persons to be surveyed	
AT	1	Immigrants from Turkey and their descendants
	2	Sub-Saharanans and persons of African descent
BE	1	Immigrants from Turkey and their descendants
	2	Immigrants from North Africa and their descendants
BG	1	Roma
CY	1	Asians and their descendants
CZ	1	Roma
DE	1	Immigrants from Turkey and their descendants
	2	Sub-Saharanans and persons of African descent
DK	1	Immigrants from Turkey and their descendants
	2	Sub-Saharanans and persons of African descent
EE	1	Russian minority
EL	1	Roma
	2	South Asians and their descendants
ES	1	Roma
	2	Immigrants from North Africa and their descendants
FI	1	Sub-Saharanans and persons of African descent
FR	1	Immigrants from North Africa and their descendants
	2	Sub-Saharanans and persons of African descent
HR	1	Roma
HU	1	Roma
IE	1	Sub-Saharanans and persons of African descent
IT	1	South Asians and their descendants
	2	Immigrants from North Africa and their descendants
	3	Sub-Saharanans and persons of African descent
LT	1	Russian minority
LU	1	Recent immigrants
LV	1	Russian minority
MT	1	Sub-Saharanans and persons of African descent
NL	1	Immigrants from Turkey and their descendants
	2	Immigrants from North Africa and their descendants
PL	1	Recent immigrants
PT	1	Roma
	2	Sub-Saharanans and persons of African descent
RO	1	Roma
SE	1	Immigrants from Turkey and their descendants
	2	Sub-Saharanans and persons of African descent
SI	1	Recent immigrants
SK	1	Roma
UK	1	South Asians and their descendants ('British Pakistanis and Bangladeshis', excluding 'British Indians')
	2	Sub-Saharanans and persons of African descent

The eligibility of a respondent for an interview will be established with a set of screening questions to be developed by FRA in close co-operation with the contractor.

3.5. Expected results

The contractor is expected to carry out the work as described in Section 4 resulting in deliverables as presented in Section 5.

4. Specific Activities

Please note:

The contractor shall comply strictly with **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 that the contractor shall carry out during the project life cycle. On the other hand, Phase 2 includes also activities 2.10 and 2.11 for which there is no corresponding activity in Phase 1.

Table 2 provides an overview of the activities in Phase 1 and Phase 2. The activities included in Phase 2 presuppose that the corresponding activity listed under Phase 1 has been initiated – where relevant – 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.

Please note: Phase 2 starts with activities related to activity 1.7 of Phase 1 (Interviewer training). For ease of reading, the activities in Phase 2 are numbered to correspond with similar activities in Phase 1. In Phase 2 there are no activities 2.1-2.6, as the corresponding work has already been carried out by the contractor when executing activities 1.1-1.6. On the other hand, Phase 2 includes also activities 2.10 and 2.11 for which there is no corresponding activity in Phase 1.

Table 2: Activities to be carried out according to Phase 1 and Phase 2 of the project

Phase 1	Phase 2
1.1 Background research and preparatory work	/
1.2 Development of sampling plans	
1.3 Questionnaire finalisation and development of survey tools	
1.4 Translations of survey questionnaire and survey tools	
1.5 Interviewer selection	
1.6 Pilot and pilot report	
1.7 Interviewer training	2.7 Interviewer training
1.8 Data collection Phase 1 (Interviews: n=15,200)	2.8 Data collection Phase 2 (Interviews: n=10,000)
1.9 Data coding, entry and processing	2.9 Data coding, entry and processing
/	2.10 Weighting
	2.11 Calculation of selected indicators and tabulation of results

4.1. Phase 1

This section describes the activities that the contractor is expected to carry out during Phase 1 of the project.

Activity 1.1: Background research and preparatory work

Preparatory work shall involve the collection of information that is necessary to successfully carry out the survey. The contractor shall collect and analyse existing information from different sources, such as national/ local administrative bodies, national quantitative surveys, qualitative research, national and local NGOs and/or other civil and international society organisations, international organisations etc. in order to determine the size, characteristics, and geographic distribution of the EU-MIDIS II target population/ target groups in each EU Member State and identify relevant sampling frames.³⁰ This information shall contribute to the development and validation of overall sampling design and the country/ group-specific sampling frames. The contractor, in close consultation with FRA, shall also establish links with national/ local organisations, municipal offices, and communities working directly or in close co-operation with the target groups to be surveyed in each EU Member State, as necessary for carrying out the preparatory work and other project activities. This shall contribute to the development and validation of the country-specific and group-specific sampling frames and sampling plans and also facilitate access to hard-to-reach respondents.

The contractor shall finalise the quality assurance and control plan discussed during the inception meeting (see Deliverable1).

Activity 1.2: Development of sampling plans

Target population(s)

The set of units to be targeted for sampling are broadly termed as ‘immigrants’, ‘descendants of immigrants’, ‘ethnic minorities’ or ‘national minorities’ and ‘Roma’ to reflect the particular situation in EU Member States with respect to histories of past, recent immigration and settlement, and the degree to which certain individuals/ groups are considered to be vulnerable to social exclusion, victimisation and discrimination.

The target population of the survey is individuals aged 16 or over, living in private households (e.g. all persons living in the households surveyed during the reference week, and those persons absent from the household for short periods due to studies, holidays, illness, business trips, etc.), who have an immigrant or ethnic minority background and whose usual place of residence is in the territory of the EU Member States included in the survey (see also Section 3.4 Target population).

The eligibility of a respondent for an interview will be established with a set of screening questions, which the contractor shall develop in close co-operation with the FRA. The final set of screening questions for use in each EU Member State and with regard to each target group shall be submitted for the approval of the FRA before their use in the field.

The EU-MIDIS II target groups are specified in Section 3.4 Target Population and Table 1. In some countries, the target populations are **hard to reach** or have been classified as ‘elusive’ due to one or a combination of the following characteristics:

- There is no sampling frame or available sampling frame(s) are incomplete, or not up to date
- The target population is relatively small and/or dispersed
- Its members are hard to identify
- Its members do not want to self-identify
- Its members are mobile or reclusive

Due to these and other factors, sampling of elusive populations cannot rely on the same principles that apply for sampling the general population. Therefore, the contractor shall develop and implement the appropriate procedures for sampling the target groups of the survey.

³⁰ To the extent possible, the definition of the immigrant target groups should be based on respondent’s ‘**country of birth**’ or the country of birth of one of respondent’s parents for defining ‘descendants of immigrants’, **irrespective of their citizenship**. In the case of ethnic minorities the definition relies on self-identification.

Sampling design

EU-MIDIS II survey sets out to achieve a **probability sample** of each target group to be surveyed in as many EU Member States as possible, so that the survey results can be generalised to the target populations in each country. At the outset, sampling individuals should be based on a sampling frame in each EU Member State.

The sampling design shall take into account available population statistics from various sources, such as population registers, the National Statistical Institutes and relevant surveys that cover EU-MIDIS II target groups (such as censuses, LFS, EU-SILC, PISA). In countries where such information is missing or not accessible the contractor shall propose an equivalent alternative source for population statistics.

Where households are used as the sampling unit, within each household one person belonging to the target population (age 16 years and over) shall be randomly selected for an interview with equal selection probability. The developed sampling procedure shall take into account possible bias arising from unequal household sizes between different populations.

In the case of different generations living together in the same household (i.e. immigrants/ethnic minorities and their descendants), **up to two persons (aged 16 and over) can be interviewed in the same household**, following the rules of random selection **and ensuring that the two selected respondents represent different generations** (e.g. parents versus children).

The survey shall adopt a variety of sampling approaches because the availability, quality and choice of sampling frames differs across EU Member States and/ or target groups. These can include direct and indirect sampling procedures (see below) or a combination of those.

The contractor shall develop an **optimal overall sampling design** and **specific sampling strategies** for each country and target group, with explicit attention to the balance between bias, variance, timeliness, and costs. In the event that list or random route based sampling approaches would be unfeasible (and after documenting this in detail), the contractor may propose alternative sampling approaches or a combination of different sampling approaches in the case of the following survey groups:

- Sub-Saharanans and persons of African descent
- Asians (including survey groups 'Immigrants from South Asia' and 'Immigrants from Asia')
- Recent immigrants

The contractor (under the responsibility of the Senior Sampling and Weighting Expert) shall work in close co-operation with FRA when developing and implementing the overall sampling design and the country/group-specific sampling approaches. National experiences in surveying minorities and immigrants shall be taken into account through the contributions of the national survey experts responsible for the selected country, along with the results of background research (see Activity 1.1 in this section).

The contractor is required to specify and justify the proposed sampling plan for each country and/or target group. The final EU-MIDIS II sampling design shall be implemented upon approval by the FRA.

Sampling methods can include:

- (1) Direct sampling through registers and list frames with appropriate coverage of the target populations;
- (2) Indirect sampling strategies can be followed by:
 - a. Locating concentrations of rare population(s) using existing sources
 - b. Partitioning the frame according to the degree of concentration of rare population(s)
 - c. Oversampling of strata of concentrations, using patterns of concentration identified
 - d. Listing, screening and two-phase sampling
 - e. Using special procedures to increase selection probabilities of units in rare population(s), such as multiplicity sampling, multi-frame sampling, and adaptive cluster sampling;
 - f. the feasibility of sampling techniques, such as *time-location sampling*, could also be considered

The following shall be considered:

- For direct sampling, stratification and clustering shall be taken into account when designing the sample with regard to its efficiency. Coverage errors need to be addressed
- Multi-phase sampling: enumerators shall **not** carry out interviews in a primary selection unit (PSU) which they have enumerated

- The contractor shall ensure that each step of the sampling procedure is standardised, controlled for, and documented in the sampling plan
- Sampling units: the sampling units used in each stage shall be defined in an unambiguous way

Furthermore, sampling of **Roma** will be carried out with reference to the sampling strategies applied in EU-MIDIS 2008 and explicitly in the FRA Roma survey 2011 and the UNDP Roma survey 2011 with respect to producing an optimal random (probability) sample representative of the Roma population. FRA will provide the contractor with all available sampling information in this regard.

Mapping of sampling frames and strategies

The contractor shall conduct a mapping exercise on the availability of sampling frames for each country and/or target group and develop strategies to capture the target population most effectively and in sufficient gross sample size (see also Activity 1.1 – Background research and preparatory work). Sampling frames need to be assessed in terms of access, timeliness, coverage, and quality.

The data and information gathered during the mapping exercise and used for the development of the country/group-specific sampling strategies shall be collected in a structured way, fully documented, and made available to FRA as a database which can be used for further processing.

Sample size(s)

The comparative focus of the EU-MIDIS II survey implies that analysis of the target groups across EU Member States is of major importance. However, it is essential that **the net sample size per country/ group to be surveyed** allows conducting stand-alone analysis of the data for particular country and/or target group with a meaningful breakdown along relevant socio-demographic variables (e.g. generation, gender, age, education). The contractor shall ensure that sample allocation per country/group provide **sufficient statistical precision** to contrast one population sample with one or more of the other population samples.

The project shall be carried out in two phases (see Table 2). In Phase 1 of the project, a total of 15,200 interviews should be successfully completed spread across all 28 EU Member States (**net sample size**; this shall not include respondents who have only answered the screening questions without completing the full questionnaire). In Phase 2, a total of 10,000 interviews should be successfully completed (net sample size – as above). Respondents interviewed in Phase 1 cannot be interviewed again in Phase 2.

The **minimum overall net sample size** is 25,200 successfully completed interviews in all 28 EU Member States. In each EU Member State, **the minimum sample size per target group** should range between 400 and 800 respondents. Table 3 shows indicative net sample sizes per EU Member State and target group.

Any reallocation of the sample sizes between groups or countries or additional interviews proposed by the contractor shall be distributed across countries and groups according to the plan for optimal sample allocation provided by the contractor. Optimal allocation shall consider the minimum overall sample size, the final sampling strategy, the total size of the target population in the EU Member State, the population size of the EU Member State, the number of target groups per EU Member State, the design effects to achieve maximum precision per target group and EU Member State, and the feasibility, timeliness, and costs of implementation.

Table 3 Indicative net sample size per country and group

	Roma	Immigrants from Turkey	Immigrants from North Africa	Sub-Saharan & persons of African descent	Asia		Recent immigrants	Russian minorities	Reference net sample size per EU Member State
					Immigrants from South Asia	Immigrants from Asia			
AT		800		500					1,300
BE		800	800						1,600
BG	700								700
CZ	700								700
CY						400			400
DE		800		500					1,300
DK		800		500					1,300
EL	700				500				1,200
EE								400	400
FI				500					500
FR			800	500					1,300
HR	700								700
HU	750								750
IE				500					500
IT			800	500	500				1,800
LV								400	400
LT								400	400
LU							400		400
MT				500					500
NL		800	800						1,600
PL							400		400
PT	700			500					1,200
RO	750								750
SK	700								700
SI							400		400
ES	700		800						1,500
SE		800		500					1,300
UK				500	700				1,200
Total	6,400	4,800	4,000	5,500	1,700	400	1,200	1,200	25,200

Please note: Table 3 shall be considered as indicative; in case the contractor proposes an increased overall net sample size or a reallocation of sample sizes per group it shall be optimised along the criteria mentioned above and shall be implemented upon approval by the FRA.

Response rates

The contractor shall implement measures to ensure that the response rates are as high as possible, aiming for response rates above 50% in all countries. All sampled addresses should be equally processed and need to be included in the calculation of response rates. Addresses left over from Phase 1 can be taken over to Phase 2.

The contractor is required to outline the measures they intend to take to minimise bias resulting from differences in response rates between sampling points.

After sampling has taken place, the contractor shall indicate the PSU's where problems with severe non-response are expected, and what specific measures will be taken. Response rates **shall be controlled throughout the fieldwork** (Phase 1 and Phase 2). To achieve a **minimum overall response rate of 50% within each EU Member State**, the contractor shall set as a target a **minimum response rate of 40% within each PSU and each target group**. Fieldwork reports need to regularly document the progress and measures taken towards achieving the target response rates.

Activity 1.3: Questionnaire finalisation and development of survey tools

Survey questionnaire

The contractor shall ensure **conceptual** and **measurement equivalence** of the core concepts of the EU-MIDIS II survey across countries and target groups. FRA will provide the contractor with the results of the EU-MIDIS II pre-test study.

FRA will provide the contractor with the survey questionnaire in English, in MS Word format ('source questionnaire'). Some questions from the previous EU-MIDIS and Roma surveys will be repeated to allow for analysis of trends.

The questionnaire content will be constrained by the implications arising from the time it takes (on average) to answer and the need to minimise the time-burden to the respondents. The fieldwork should aim to deliver each questionnaire within an average period of **50 minutes** (based on the English version). The first EU-MIDIS survey and the other FRA victimisation surveys 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 and the duration of the interview depend on respondent's experiences and answers to previous items**. This means that the interviews of respondents who did not have experiences of discrimination or victimisation will be **significantly** shorter. The final EU-MIDIS II survey questionnaire will include a number of complex routing patterns. Therefore, the contractor shall consider conducting the face-to-face fieldwork by **using automated survey systems** such as CAPI, CASI, ACASI, etc. The technical design of the instrument shall be consistent across survey implementations and shall help to minimise the burden placed on interviewers and respondents (i.e. maximise usability). If the application of automated survey systems is not feasible in some countries, and upon prior approval by the FRA, the interviews can be carried out using paper questionnaires (PAPI). However, where PAPI is used, the basic interviewer training shall be supplemented by an additional time (days) and practice interviews, as indicated under Activity 1.5 (Interviewer selection) and Activity 1.7 and 2.7 (Interviewer training).

Any adaptations to design, interview administration mode or data collection technique need to be approved by the FRA. The contractor is required to outline whether and which different survey systems will be used and to explain the implications of having multiple systems, more specifically the way in which comparability and timeliness are ensured.

Metadata and paradata³¹

In cooperation with FRA, the contractor will supplement the core questionnaire with items necessary for screening and selection of eligible respondents (screening and selection grid; the latter for countries where the interviewer will be responsible for selecting the respondent from among eligible household members), a set of debriefing items for the collection of interviewer feedback on each interview, and a set of items collecting other relevant metadata and paradata with regard to household, neighbourhood, locality, region etc. The final questionnaire for application in each of the countries, and which contains the items for collecting the aforementioned paradata, cannot be altered – with respect to both its content and form – without the prior written agreement of FRA.

Metadata and paradata also provide information for example on sampling, characteristics of non-respondents, number and times of contacts, interview setting, interview duration and other related items which cannot be collected from the respondent (e.g. information about the locality, neighbourhood; information about the interviewer).

To enable **non-response analysis** the information recorded on contacts and non-contacts is of high importance. Therefore, all relevant metadata/paradata (e.g. contact process data) must be recorded and provided to FRA. For every element (individual and/or address) of the gross sample a single case should be generated, which includes the stratification characteristics, and in which survey process characteristics, and results of the various stages of the process (e.g. one or several contact attempts before interview) are documented. The contractor shall provide further information on the number of interviewers deployed in each country, on their socio-demographic characteristics and on their language capacity.

³¹ See Nicolaas Gerry, 2011, Survey Paradata: A review. ESRC National Centre for Research Methods Review paper, January 2011, available at: http://eprints.ncrm.ac.uk/1719/1/Nicolaas_review_paper_jan11.pdf.

In close cooperation with the FRA, the contractor shall develop a list of paradata and metadata variables, which will be provided. **All metadata and paradata shall be linked unambiguously to the survey data via a unique identifier.**

To allow for post-survey collection of contextual/ auxiliary data such as employment rate or per capita income through FRA, the contractor shall code regional and address information in such a way that survey data can be linked to external contextual/ auxiliary data of e.g. the region. This may include NUTS 3, LAU 2 (municipalities) and DEGURBA (degree of urbanisation).

FRA suggests that the contractor should use a system integrating interviewing and survey sample management. The contractor is invited to propose a way to achieve a high level of complementarity and consistency between auxiliary data, metadata, paradata, and data collected through the survey sample management system and during the interview.

Additional fieldwork materials

The contractor shall develop and provide all relevant fieldwork materials necessary for the implementation of the survey such as information letter for the respondents, enumerator instructions, maps (random route), interviewer instructions, questionnaire instructions, show cards, contact sheets, screeners, list of services or civil society organisations that could be offered to the respondent after the interview, etc. All relevant fieldwork material shall be translated in all survey languages (as listed under Activity 1.4: Translations of survey questionnaire and survey tools). An English version of all relevant fieldwork material shall be sent to FRA for review and approval before translation into other languages.

Interviewer training materials

FRA will provide the contractor with the interviewer training materials developed for the EU-MIDIS II pre-test study together with instructions for the development of the training package, based on the results of the pre-test study and the feedback from the expert consultations. In cooperation with FRA, the contractor – the Senior Survey Expert – shall develop the EU-MIDIS II training package that shall be a standardised package for the training of the interviewers in all EU Member States.

The national survey experts in each country will organise the interviewer training based on the interviewer training materials, which will also act as a reference for the interviewers who shall receive a personal copy before the training.

The training materials shall describe in detail:

- the background, purpose and topics of the study;
- how to use the fieldwork materials;
- the sampling technique(s) to be applied for each target group in each country;
- the procedure to be followed for selecting a respondent;
- the structure of the questionnaires and how to conduct the interview;
- any other technical aspects related to the work of the interviewers in carrying out the fieldwork;

In particular, the training shall address measures to:

- ensure understanding of the roles of the interviewer and the supervisor in the research process
- ensure that the rules of selection of respondents and sampling strategy are strictly followed
- ensure the safety of the respondents and the interviewers
- ensure confidentiality
- ensure privacy of the interview setting and how to deal with interruptions by other persons
- putting the respondent at ease
- dealing with respondents who are not proficient in the language(s) of the EU Member State to be surveyed or are illiterate
- dealing with sensitive situations and distressed respondents
- how best to communicate with household members to overcome resistance to interviewing female respondents
- monitoring and supervising the interviewing process

In developing the training materials, the contractor shall include, as applicable, relevant ethical and safety recommendations that apply for researching individuals/groups vulnerable to discrimination or victimisation. Where relevant, the contractor shall involve representatives of civil society organisations, immigrant/ethnic communities, or other local organisations who can facilitate access to hard-to-reach communities.

The training material must contain a core set of instructions to be used in all participating countries, and may also contain additional country-specific instructions, which must be approved by FRA.

Additional practical training shall be included for EU Member States (and target groups) where PAPI mode is foreseen.

Coordination and briefing meeting

After developing the survey questionnaire and the interviewer training materials, the Project Coordinator (central management and coordination team) shall organise a two-day meeting with all National Survey Experts and FRA. The meeting should discuss all issues related to the project execution, and a significant part of the meeting should be dedicated to a train-the-trainers sessions, led by the Senior Survey Expert. The train-the-trainers sessions shall give the National Survey Experts the necessary knowledge and skills for training the interviewers in their countries, based on the interviewer training materials.

Activity 1.4: Translation of survey questionnaire and survey tools

The contractor shall be responsible for translating the questionnaire, the interviewer training materials, and any additional fieldwork materials (further referred to as survey tools) into the languages necessary for carrying out the survey. The survey tools shall be translated into the following official EU languages:

Bulgarian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish (Castilian), and Swedish.

In addition, the questionnaire and related fieldwork material (e.g. show-cards, information letter for the respondents, etc.) shall be translated into **Arabic, Russian, Somali, and Turkish**. In total, the translations shall be made from English into 26 target languages.

Country-specific terminology and idiomatic expressions will be avoided in the final English-language survey tools, to ensure ease of translation into other languages. However, national versions of survey tools, for example catering for English speaking populations in different EU Member States (Ireland, Malta, and the United Kingdom) may have to be adapted by the contractor to accommodate local differences. Where one language is used in more than one country, wording can only be changed exceptionally to clarify meaning.

In translating the questionnaire (but not the other survey tools), for each of the 26 languages a multi-step team-based translation approach³² shall be applied, as follows:

For each language the contractor sets up a translation team composed of (a) two independent translators, (b) the national survey expert(s), (c) a linguist, and (d) an adjudicator before the translation begins. It is recommended that the translators have different competence: one should have experience with survey questionnaires; the other experience as a professional translator. Both translators should be native speakers of the target language. The adjudicator should have an understanding of survey research and excellent command of English and the target language.

- Step 1: Translation,

The contractor shall provide the translation team with the survey specific translation specifications, including information on the survey background, its objectives, and the application of the results.

The translation team shall conduct initial assessment of the English version, identify and record problematic words and expressions, anticipated problems and recommend solutions.

The two translators shall **independently** translate the survey questionnaire from English into the target languages.

- Step 2: Review,

³² In the literature referred as TRAPD (as an acronym for Translation, Review, Adjudication, Pretesting, and Documentation) or PTPRD (Prepare, Translate, Pretest, Revise, and Document) team translation model (e.g. see Willis, G. B., Kudela, M. S., Levin, K., Norberg, A., Stark, D. S., Forsyth, B. H., Brick, P.D., Berrigan, D., Thompson, F. E., Lawrence, D., and Hartman, A. M. (2010). Evaluation of a Multistep Survey Translation Process. In *Survey Methods in Multinational, Multiregional, and Multicultural Contexts*. Ed. By Harkness, J. A., Braun, M., Edwards, B., Johnson, T. P., Lyberg, L., Mohler, P. Ph., Pennell, B-E., Smith, T. W. John Wiley and Sons, Inc., pp. 141-156) or collaborative or iterative translation (Susan P. Douglas and C. Samuel Craig (2007) Collaborative and Iterative Translation: An Alternative Approach to Back Translation. *Journal of International Marketing*: March 2007, Vol. 15, No. 1, pp. 30-43.

Upon completion of the two independent translations, the translators, National Survey Experts, and adjudicator shall meet to review the translations, agree on a merged version, and identify possible differences or translation options.

- Step 3: Adjudication,

The adjudicator will take a final decision about the translation and shall reconcile suggested versions or translation options from the preceding steps.

- Step 4: Preparation of the final version.

The translation team under the responsibility of the national survey expert shall approve and certify the final version of the questionnaire translation.

Documentation of the translation process

The contractor shall carefully document each step in the translation process recording potential problems identified, the rationale for any specific revisions, and the adjudication steps that were taken to resolve differences with regard to each translation language. For each question of the questionnaire, a record noting specific problems, revisions, and adjudication conducted in each step of the translation process shall be produced.

In translating the questionnaire, every effort shall be made to ensure **category** equivalence, **functional** equivalence and **conceptual** equivalence. It is important that the translations shall be readily understandable by potential respondents, taking into account that some of them may not be fluent in the language of the interview.

The contractor will have at their disposal the existing translations from EU-MIDIS 2008 and the EU-MIDIS II Pre-test along with recommendations for improvements.

Please note: Other survey tools than the questionnaire shall be translated using a simplified translation procedure (translation of the English original into the target languages without following the multi-step translation process, as described above).

The information letter for the respondents (around one A4 page) should be additionally translated to up to ten (10) languages other than the 26 languages listed above, namely to a selection of further languages in which the respondents may feel more proficient. The information letters may be translated using a simplified translation procedure.

Activity 1.5: Interviewer selection

The contractor shall select the interviewers at an early stage of the project (e.g. in the sampling and piloting period). The contractor is required to determine the number and type of interviewers required and to assign the sample and the maximum number of interviews per interviewer taking into consideration: sample size, mode of data collection and language of the interview, geographic distribution of the target groups and timing and duration of the data collection period.

Interviewers shall have active interviewing experience of at least three months and/or undergone adequate training in basic survey interviewing skills for the purposes of the survey, computer skills (if an automated survey system is to be used), conversational and organisational skills. The contractor shall be responsible for the selection of an adequate number of interviewers in order to carry out all the interviews within the foreseen fieldwork period by recruiting 10-15% more than the number of interviewers needed in each Member State to allow for attrition and possible dismissal of interviewers who do not perform up to the required standards.

In the interviewer (and enumerator) selection process, the contractor shall apply good practices and lessons learned in interviewing persons with an ethnic minority or immigrant background and/or with Roma. This may involve matching interviewer and respondent characteristics, when it is expected to affect respondents' answers. As far as possible, the contractor should recruit a pool of interviewers that can allow for: 1) matching of respondents and interviewers along specific characteristics (gender, age, certain language skills (bilingual fluency), ethnic minority/immigrant background); 2) using pairs of interviewers, e.g. for safety reasons and if privacy of interviewing is difficult to achieve otherwise.

The contractor should consider working with local mediators or facilitators such as representatives of local community or civil society organisations who can help establish cooperative relations within certain groups or communities. In particular for Roma communities established local survey infrastructure with Roma interviewers should be considered. Lessons learned from

cross-cultural research refer to the impact of interviewer payment arrangements (per interview versus by the hour) on the quality of face-to-face interviews.³³

Selection of enumerators

If enumeration is required it shall be carried out by trained enumerators who will not be carrying out interviewing in the PSU's they enumerate. The contractor shall implement the necessary measures to implement this, and these measures must be documented in the interim and final technical report. (Deliverable 7)

Activity 1.6: Pilot and pilot report

In order to evaluate the survey instrument's capacity to collect the desired data, the selected mode of data collection, and the overall adequacy of the fieldwork procedures, the contractor is required to carry out a pilot (field test) in all 28 EU Member States before commencing the actual data collection for the full scale survey.

The pilot interviews shall be conducted with randomly selected respondents from each target group over a period of two weeks in each EU Member State, in the same mode as the full scale survey, and by applying the approved final sampling procedure for the full scale survey. The pilot interviews shall cover all 28 EU Member States and, as far as possible, all groups to be surveyed, with **a total of 570 successfully completed interviews in EU-28** (minimum of at least 20 to 30 interviews per EU Member State dependent on the number of groups to be surveyed in each). The pilot interviews **shall not be included** in the net sample of successfully completed interviews in Phase 1 and/or Phase 2 of the full scale survey.

The pilot will test fieldwork procedures, in particular:

1. The adequacy and feasibility of the proposed sampling approaches
2. The usability and functioning of the questionnaire, the question routing and instrument's technical design
3. The equivalence of the survey instrument across languages (with particular focus on issues which might be attributed to the quality of the questionnaire translation)
4. The collection of paradata and metadata
5. The different practices of interviewing (e.g. matching respondents and interviewers along specific socio-demographic characteristics, interviewing in pairs (especially for interview settings in which privacy is difficult to achieve), using fieldwork facilitators – as relevant)

The contractor is required to develop a procedure (e.g. a standardised piloting protocol) for reporting and addressing problems in a consistent manner. Based on the analyses of the pilot country reports, the contractor shall compile a final pilot survey report, which summarises the findings of the pilot and includes recommendations for any revisions of the fieldwork procedures which may be deemed necessary prior to implementing the full scale survey.

Based on the pilot the contractor shall, in close cooperation with FRA, make the necessary adjustments to sampling, fieldwork procedures, questionnaire and survey tools (including revisions with regard to translation) before commencing the fieldwork for the full scale survey.

The approval, by the FRA, of all country-specific pilot reports and the final pilot report (see Section 4 Deliverable 5: Pilot reports) is a necessary prerequisite for continuing the project activities of Phase 1 and starting those of Phase 2, i.e. interviewer training (Activity 1.7 and 2.7), data collection for the full scale survey (Activity 1.8 and 2.8), and Activities 1.9 and 2.9 - 2.11.

All interviewers and enumerators deployed in the pilot shall be selected and trained following the procedures described under Activity 1.5 and Activity 1.7 and 2.7 taking into account the specificities of the pilot phase.

The feedback from the interviewers deployed in the pilot shall feed into the development of interviewer training materials and the training sessions, which will be organised in Phase 1 and Phase 2 under Activity 1.7 and 2.7 respectively for all interviewers.

³³ Survey Research Center, (2010), Guidelines for Best Practice in Cross-Cultural Surveys. Ann Arbor, MI: Survey Research Center, Institute for Social Research, University of Michigan. Retrieved May, 02, 2014, from <http://www.ccsr.isr.umich.edu/>

Activity 1.7: Interviewer training

The contractor shall ensure that all interviewers in each EU Member State will receive a dedicated in-person training of **at least** two full days before commencing fieldwork of the full scale survey. The training shall be based on the interviewer training manual developed in Activity 1.3 and on the interviewer feedback from the pilot. Only interviewers who have participated in both days of training may be used to carry out the interviews in Activity 1.8 (and 2.8).

The interviewer training sessions in all EU Member States shall follow the same curriculum and include any country specific issues such as the sampling strategies applied.

In countries where CAPI cannot be used and therefore PAPI mode shall be used instead, the training curriculum developed by the project team shall include additional time (extra days) of training focusing on practical interviewing exercises (PAPI interviewing).

FRA staff will participate in interviewer training sessions to ensure the overall quality of the process. For this purpose the contractor is required to inform FRA a minimum of two weeks in advance of each interviewer training session, including the exact time and place of the training sessions.

If deemed necessary and if privacy during the interview is difficult to achieve, a team of two interviewers (e.g. male and female) instead of a single interviewer should be considered (e.g. one interviewer conducts the interview and the other engages with the other household members). The interviewer training shall take this specific aspect into account as well as issues related to dealing with sensitive situations and respondents who may get upset or distressed.

For hard-to-reach groups, working with mediators or facilitators who help to establish cooperative relations within certain groups or communities is recommended. As interviewers can profit from mediators' experience, FRA strongly recommends inviting such mediators to the interviewer training sessions.

Cooperation with local civil society organisations, non-governmental organisations, or local community leaders as a means to gain access to the target groups is strongly recommended. FRA will assist in identifying people who could be engaged as mediators in localities with Roma target population.

Activity 1.8 Data collection

After successful completion of the pilot (Activity 1.6), the interviews of the full scale survey, Phase 1, shall commence. All interviews shall be carried out using the final questionnaire developed by the FRA, translated during Activity 1.4 (Translations of survey questionnaire and survey tools), and adjusted, where necessary, after the pilot phase. The interviews shall be done in each country using the languages listed under Activity 1.4. Several languages might be used in each EU Member State to address specific target groups, as appropriate and feasible. For example, in Austria, immigrants from Turkey can be interviewed in German or Turkish, while Sub-Saharanans and persons of African descent might be interviewed in German or in English.

Interviewers shall inform respondents that their participation is **voluntary** and that their **anonymity** is ensured. Respondents shall be offered the possibility to do the interview either in their home or at another secure location of their choice.

After each interview the interviewers shall fill in a post-interview questionnaire concerning the characteristics and success of the interview, including paradata of the interview.

Concerning the distribution of interviews conducted in Activity 1.8 and Activity 2.8, 15,200 interviews should be successfully completed under Activity 1.8, and 10,000 interviews should be successfully completed under Activity 2.8. The interviews within each Phase shall be distributed across all 28 EU Member States proportional to sample size.

The contractor shall ensure the quality of the fieldwork as outlined in the quality assurance and control plan (see Deliverable 1 and Section 9 of these Technical Specifications). The contractor shall ensure that interviews are conducted according to the measures specified in Activity 1.3 (Questionnaire finalisation and development of survey tools) to ensure safety and confidentiality. The National Survey Expert shall also carry out **random** checks based on completed questionnaires to ensure that interviews have been carried out as indicated.

The contractor shall inform FRA on the implementation and outcome of all quality assurance measures (such as interviewer control and supervision). FRA shall be informed immediately in case quality criteria are not fully met to discuss and agree on

possible solutions. The measures implemented to ensure the quality of the interviews shall be documented and included in the interim and the final technical report.

The contractor shall submit an interim technical report to the FRA (in electronic format) once the data collection of Phase 1 is completed and 15,200 successful interviews are carried out across all EU Member States.

The contractor shall commence the data collection in Phase 2 upon approval by FRA.

Activity 1.9: Data coding, entry and processing

The contractor shall enter the quantitative data collected from the interviews and interviewer debriefing forms in Activities 1.6 and 1.8 (and 2.8) in an SPSS-compatible computer file. The final computer file shall include anonymised data from all interviews and the survey countries.

A second data file shall contain the collected meta- and paradata on the gross sample. This includes information on sampling and address information, contact information, PSU, GPS coordinates in case the exact address is not available, the regional information (at NUTS 3³⁴ level, LAU 2³⁵) and degree of urbanisation (DEGURBA³⁶).

Sensitive information on the address or GPS coordinates which allows identification needs to be handled in compliance with data protection rules, shall not be stored together with, and shall be transmitted to FRA separately from, data from the individual interviews.

The files shall be fully documented in a codebook – that is, all variable names and value labels shall be included in English, and the variable names shall make reference to the relevant question numbers in the questionnaire. A unique and anonymised identifier shall enable to link all respondents, households, and data files. All interviews must be flagged with a unique identifier for the interviewer.

The contractor shall perform logical and plausibility checks to ensure that the data entered is of high quality, that the observations follow the structure of the interview content, and that the values in the final data set belong to the group of valid values for any given variable.

The contractor shall submit to the FRA in electronic format the code (SPSS syntax or similar) used to produce the quality checks, data coding for quality assessment.

Data coding and harmonisation

The contractor shall describe and document the methods of data coding and harmonisation of national classifications. In the case of the core socio-demographic variable education, the country-specific classifications will be used in the questionnaire, which shall be harmonised for comparative analysis in the phase of data coding (using ISCED 2011). Regarding information such as income and housing costs: local currencies should be converted into EURO, using the conversion rates valid at the time of fieldwork. The contractor shall collect and transmit data with national coding whenever used and document all recoding steps to achieve the harmonised version.

4.2. Phase 2

Activity 2.7: Interviewer training

As described under Activity 1.7 (Interviewer training Phase 1) and upon approval by FRA to commence the project activities of Phase 2, the contractor shall ensure that all interviewers in each EU Member State have receive the dedicated in-person training of **at least** two full days before commencing fieldwork of the full scale survey in Phase 2. The training shall be based on the interviewer training manual developed in Activity 1.3 and on the interviewer feedback from the pilot (Activity 1.6). Only interviewers who have participated in the training may be used to carry out the interviews in Activity 2.8 (and 1.8).

³⁴ NUTS: Nomenclature of Territorial Units for Statistics

³⁵ LAU: Local Administrative Unit

³⁶ DEGURBA: Degree of Urbanisation – Local Administrative Units. Available at: http://ec.europa.eu/eurostat/ramon/miscellaneous/index.cfm?TargetUrl=DSP_DEGURBA

Activity 2.8: Data collection

As described under Activity 1.8 (Data collection Phase 1) and upon approval by FRA to commence Phase 2, the contractor should carry out 10,000 interviews spread across all 28 EU Member States, based on the same sampling design that was developed under Activity 1.2 (Development of sampling plans). The interviews can only be carried out by the interviewers who have received the dedicated training, which has been developed in Activity 1.3 (Questionnaire finalisation and development of survey tools) and delivered in Activities 1.7 and 2.7 (Interviewer training).

Activity 2.9: Data coding, entry and processing

As described under Activity 1.9 (Data coding, entry and processing), the contractor shall enter the quantitative data collected from the data collection in Phase 2 (Activity 2.9) and the associated interviewer debriefing forms and other metadata and paradata in an SPSS-compatible computer file. The contractor shall develop the data documentation and ensure the quality of the data as set out in Activity 1.9 (Data coding, entry and processing). The contractor shall submit to the FRA in electronic format the code (SPSS syntax or similar) used to produce the quality checks and data coding for quality assessment.

The data collected in Phase 1 (Activity 1.8) and Phase 2 (Activity 2.8) shall be merged to form a single computer file, as a result of the data coding, entry and processing activities. The consistency and completeness of the final data set will need to be approved by FRA.

Activity 2.10: Weighting

The contractor shall propose the weighting strategy with relevant justification (including trimming) to be approved by FRA. A thorough weighting with qualitative assessment and documentation should be applied to the full data set. Weighting schemes shall be developed following the sampling scheme under the lead of the Senior Sampling and Weighting Expert. Weighting shall correct for unequal selection probability within each stage of sampling and include post-stratification calibration. Weighting shall allow estimating the variance, sampling error and design effect for core variables. The contractor shall include weighting variables in the main data file in view of analysis of the results at the national/group level and for analysis on the EU-level. All weighting steps shall be estimated by the contractor such as design weights, post-stratification weights, and cross-national weights etc., included as distinctive variables in the final data set, and documented in the final technical and quality report (Deliverable 11).

Activity 2.11: Calculation of selected indicators and tabulation of the results

The FRA will provide the Contractor with a list of selected indicators to be calculated. The indicators will reflect survey questions, for example the share of the respondents who said that they experienced discrimination; the share of respondents who said that they had been victims of hate crime; respondents' level of awareness on fundamental rights, etc.

For quality assessment, the contractor shall submit to the FRA in electronic format the code (SPSS syntax) used for the calculation of selected indicators and the tabulation of results.

Results of the tabulation of indicators should be provided to FRA in editable format (spreadsheet software and MS-Word compatible electronic files).

5. Deliverables

All written deliverables shall be submitted in English, copy-edited by an editor with language skills in English comparable to mother-tongue competence. They shall be written in a clear and unambiguous way, providing information and analysis that can be readily understood by a non-academic reader. The style shall be balanced and contain no unsubstantiated statements. The contractor shall receive the FRA Style Guide which contains detailed instructions on issues to be taken into account when drafting the reports.

The written documents shall be delivered in PC-compatible, MS-Word compatible electronic files. They shall 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 contractor shall provide FRA with the deliverables, respecting the deadlines mentioned below in months from the signature of the contract. All deliverables shall be revised by the contractor according to FRA recommendations, as necessary, and returned within the deadline specified in the contract.

The deliverables shall, 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 deliverables shall be produced, reporting on the results of both phases. In these deliverables the data resulting from interviews in Phase 1 (Activity 1.8) and Phase 2 (Activity 2.8) shall be analysed as one data set, without distinction between the two phases.

Deliverable 1: Inception report and quality assurance and control plan

Within five working days after the inception meeting, the contractor shall submit a brief Inception Report to FRA. The report shall list the decisions made in the inception meeting concerning the work and a timetable with actual dates for the submission of deliverables. The final Quality Assurance and Control Plan, the first draft of which will be discussed at the inception meeting, shall be annexed to the Inception report. The quality assurance and control plan identifies the key indicators that will be monitored throughout the preparation and implementation of the survey. It includes remedies for eventual problems, and outlines how the contractor will report on the quality control in each stage. The contractor shall ensure that all information is collected that is required to assess whether the targets specified in the quality assurance and control plan are met. The quality assurance and control plan shall be developed, if possible, in accordance with applicable international standards (e.g. ISO 10005:2005 or equivalent). The document shall include, for example:

- quality objectives
- management roles and responsibilities
- control of documents and data (records)
- resources employed (financial and human resources, materials and infrastructure)
- communication within the project
- design and development of specific phases and deliverables
- management of subcontractors
- quality controls for each specific phase
- monitoring of key indicators and
- remedies for eventual problems.

Size: 10 pages (excluding annexes) + 20 pages Final Quality Assurance and Control Plan

Language: English

Deadline: 5 working days after the inception meeting

Linked to: Activity 1.1 (Quality Assurance and Control Plan linked to: Activities 1.1-1.11 and 2.8-2.11)

Deliverable 2: Overall sampling design and country/target group specific sampling plans

The contractor shall develop the overall sampling design based on the background research and preparatory work. The data and information gathered during background research and used for the development of the country/group-specific sampling strategies shall be collected in a structured way, fully documented, and made available to FRA as a database which can be used for further processing.

The overall sampling design shall aim at achieving a random probability sample for most of the target groups and a nationwide coverage in each EU Member State. The sampling proposal shall be developed in close co-operation with the National Survey Experts and the Senior Sampling and Weighting Expert. The sampling proposal shall be detailed on the methodological aspects as well as on necessary steps to be taken for the implementation, quality control, and development of estimators for the total population. All sampling stages shall be clearly linked to the weighting strategy of the survey data set.

The **sampling plans** should provide detailed information for each EU Member State, including:

- Source of population statistics
- Sampling frame to be used (e.g. registers' name and description, coverage (of addresses and where relevant of telephone numbers), units, latest up-date, treatment of multi-storey buildings, etc.)

- Unambiguous definition of sampling units in each sampling stage
- Stratification of the population: stratification variables, justification for their selection, definition of the strata, population size per stratum.
- Detailed presentation of the sampling procedures for (a) randomly selecting sampling points in strata, (b) randomly selecting addresses in each sampling point, (c) randomly selecting a household from a sampled dwelling, (d) randomly selecting a person from each household.
- Gross and net sample size

Size: Sampling plans for each EU Member State, around 60 pages (in total for the 28 EU Member States)

Languages: English

Deadline: 4 months after signature of contract

Linked to: Activities 1.1 and 1.2

Deliverable 3: Interviewer training materials (including all translations)

This includes the interviewer training materials developed as part of Activity 1.3 (Questionnaire finalisation and development of survey tools) and the translations thereof produced in Activity 1.4 (Translation of survey questionnaire and survey tools).

Size: The original and each language version (approximately 40 pages each).

Language: English + all translations

Deadline: training material – 4 months after signature of contract, all final translations – 4 months after signature of contract

Linked to: Activities 1.3 and 1.4

Deliverable 4: Translation of the questionnaire and survey tools

In addition to the documents described in Deliverable 3, the following deliverables shall be submitted to the FRA as part of Activity 1.4: Translation of questionnaire and survey tools.

With regard to the translation of the questionnaire, in total, five documents for each target language used for the interviewing shall be submitted by the contractor with a clear indication of sequence:

1. A report with the identification and assessment of translation issues
2. Survey specific translation specifications for the translators (document in English and/or in target languages used, as relevant)
3. The two translations from English into the target language (by the two different translators)
4. A merged version with comments from the adjudicator in the target language
5. A final clean version of the translation into the target language(s)

In total, the questionnaire and related documents shall be translated into 26 languages.

For survey tools other than the questionnaire, only the final translated versions are to be submitted to FRA along with the final versions in English.

In addition, the information letter for the respondents (around one A4 page) should be translated to up to ten (10) languages other than the 26 languages listed under Activity 1.4, namely to a selection of further languages in which the respondents may feel more proficient.

Size: The original questionnaire and each language version are approximately 80 pages each, not including show cards which shall be annexed.

The related survey tools comprise up to 60 pages.

Languages: English + translations into the target languages

Deadline: 4 months after signature of contract

Linked to: Activities 1.3 and 1.4

Deliverable 5: Pilot report and pilot data set

The contractor shall compile a pilot report summarising the findings of the pilot and recommendations for any revisions of the fieldwork procedures which may be deemed necessary prior to implementing the full survey. The National Survey Experts, under the coordination of the Project Coordinator, shall compile the country-specific pilot reports, which shall be summarising the interviewer feedback and the experiences made during the pilot interviews (Activity 1.6). Approval of the final pilot report and the country-specific pilot reports by the FRA is a prerequisite for starting the activities related to data collection and data processing of Phase 1 (Activity 1.8 and Activity 1.9) and for the activities of Phase 2 (Activity 2.8 to 2.11). The report shall present an analysis of the problems encountered in the pilot interviews with respect to:

- (a) adequacy and feasibility of the proposed sampling approaches
- (b) usability and functioning of the questionnaire, the question routing and instrument's technical design
- (c) equivalence of the survey instrument across languages (focus on quality of questionnaire translation)
- (d) collection of meta-and para data
- (e) different practices of interviewing

For each problem identified the report shall make recommendations for changes to be implemented before the commencement of the fieldwork using the final questionnaire (Activity 1.9). Decisions to address any possible issues shall be made by FRA after consultation with the Project Coordinator before the report, and actions resulting from it, can be accepted.

The contractor shall enter the quantitative data from the pilot interviews and interviewer debriefing forms in Activity 1.6 in an SPSS-compatible computer file which will be sent to FRA.

Size: 20 pages maximum a comparative report and 10 pages maximum (excluding annexes) for each of the countries

Language: English

Deadline: 6 months after signature of contract

Linked to: Activity 1.6

Deliverable 6: Final source questionnaire and show/visual cards, related survey tools in English and in all target languages

After the pilot interviews, a final source questionnaire (including all other related survey tools) in English shall be submitted to the FRA, after any necessary revisions based on the pilots. The deliverable includes revisions of the translations of the questionnaire and survey tools in all the target languages of the survey.

The final versions of the translated questionnaires submitted to the FRA shall be those for use by interviewers in the field – that is, they shall 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 shall be an export file from the CAPI system in MS Word or MS Excel compatible format, together with the PAPI version.

Size: The original questionnaire and each language version are approximately 80 pages each, not including show cards which shall be annexed. The related survey tools comprise up to 60 pages.

Languages: English + translations into the target languages

Deadline: 7 months after signature of contract

Linked to: Activities 1.4, 1.6, and 1.7

Deliverable 7: Interim technical, fieldwork report, and Phase 1 data set

The contractor shall submit an interim technical report to the FRA (in electronic format) once the data collection of Phase 1 is completed and a total of 15,200 (Phase 1) successful interviews are carried out across all EU Member States.

The report shall be divided into information on each country and shall 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 and approaches
- (b) selection of interviewers and enumerators
- (c) respondent screening
- (d) reaching respondents
- (e) interview success rate/ (non-)contact and (non-)response rate

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

The contractor shall enter the quantitative data collected from the interviews and interviewer debriefing forms completed in Phase 1 in an SPSS-compatible computer file.

Size: 60 pages maximum (excluding tables, which can be included as annexes, and excluding the data file(s))

Language: English

Deadline: 10 months after signature of contract

Linked to: Activities 1.1-1.8

Deliverable 8: Data set and code book

After completing the interviews for both Phase 1 and Phase 2 of the project, the final datasets shall be provided as structured data files in machine readable format (in SPSS and CSV for FRA internal use). The format and structure of the data sets shall be in compliance with the requirements of the EU Open Data Portal and Commission Decision 2011/833/EU.

The raw data sets should be accompanied by the appropriate documentation (description of the data set, definition of indicators, label and sources for the variables, notes) to facilitate reuse and publication.

The final computer file shall include data from all interviews and the survey countries. The file shall be fully documented – that is, all the variable names and value labels shall be included in English, and the variable names shall make reference to the relevant question numbers in the questionnaire. The contractor shall 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 shall include in the data set all intermediary weights and all variables used for the estimation of the weights in the final dataset, as well as provide FRA the code used to calculate the weights.

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 1.8 and 2.8 (Data collection). The deliverables consist of the fully documented data sets and the code book describing the variables of the data files, related to Activities 1.9 and 2.9 (Data coding, entry and processing).

Language: English

Deadline: 13 months after signature of contract

Linked to: Activities 1.8-1.9 and 2.8-2.10

Deliverable 9: Syntax files related to data-file construction, consistency and quality checks, data coding and labelling, and compilation of frequencies

The contractor shall submit to the FRA in electronic format the code (SPSS syntax or similar) used to produce the quality checks, data coding, and calculation of selected indicators for quality assessment.

Language: English

Deadline: 13 months after signature of contract

Linked to: Activities 1.9, 2.9-2.11.

Deliverable 10: Tabulation of selected indicators

The contractor shall provide a report on the calculation of selected indicators in a form of tables and short description of the calculation procedure. The code of the calculation (SPSS syntax or similar) shall be part of the Deliverable 10.

Language: English

Deadline: 15 months after signature of contract

Linked to: Activities 2.11

Deliverable 11: Final technical and quality 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, (4) quality control measures, and (5) solutions implemented concerning each of the following themes:

- (a) selection, application and assessment of population sampling designs
- (b) geographical coverage and distribution
- (c) interview success / (non-)contact and (non-)response rate
- (d) interviewer feedback
- (e) weighting

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. Information should be provided on, for example, contacts, refusals, recalls, incomplete interviews etc. Information on languages used, modes of interviews duration of the interviews shall be also included. The report shall present information, wherever possible using tables/graphs, comparing results between the selected countries.

The sections on each country shall 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 shall include a section on a detailed sample evaluation and weighting. This section shall outline the weighting strategy, and show the distributions of the weighting variables for each country, and the number of cases in each country for which the weighting variable was trimmed. Furthermore the section on weighting should present tables for each country, showing the weighted and unweighted distribution of the sample for selected variables.

The final technical and quality report shall cover all aspects of the quality assurance and control strategy (Deliverable 1: Quality Assurance and Control Plan) used and the way it was implemented in the sampling, data collection, data entry, processing, weighting, and other related procedures. The report shall document deviations as well as remedies where relevant.

The report shall make recommendations, on the basis of its findings, about the most appropriate sampling and questionnaire application methods to use for future survey research on persons with ethnic minority or immigrant background. The technical

report shall 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 will provide feedback on the content of the final technical report within 30 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: 16 months after signature of contract

Linked to: Activities 1.1-1.9 and 2.8-2.11

Table 4 Indicative deadlines of project deliverables – a summary table

Deliverables / Months	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1. Inception report and quality assurance and control plan																
2. Overall sampling design and country/target group specific sampling plans																
3. Interviewer training material (including all translations)																
4. Translation of the questionnaire and survey tools																
5. Pilot report and pilot data set																
6. Final source questionnaire and show / visual cards in English and in all target languages																
7. Interim technical, fieldwork report, and data set																
8. Data set and code book																
9. Syntax files related to data-file construction, consistency and quality checks, data coding and labelling, and compilation of frequencies																
10. Tabulation of selected indicators																
11. Final technical and quality report																

6. Project management

6.1. Responsible body

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

6.2. Management structure

The project team shall include a Project Coordinator, who is responsible for the project's overall coordination, a Senior Survey Expert, a Senior Sampling and Weighting Expert, and for each EU Member State a National Survey Expert, as detailed in Section 8 (Project Team). The Project Coordinator is responsible for coordination and administrative tasks, as well as for contacting and informing the FRA 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 Survey Expert will, in cooperation with other team members, design the interviewer training package, as detailed in Section 4 (Specific Activities) and Section 5 (Deliverables). The National Survey Experts are responsible for the coordination of the research in their countries.

7. Logistics and Timing

7.1. Commencement date and Period of execution

The period of execution of the tasks shall be **16 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 and the time needed for possible revisions by the Contractor (20 calendar days).

7.2. Communication and meetings

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

The contractor will ensure its access to equipment for video conferences. In the framework of the contract, several video conferences are foreseen.

7.3. Meetings

As soon as possible after contract signature FRA shall convene an inception meeting with the contractor in Vienna at the FRA 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. Meeting costs on the contractor's side shall be covered by the contractor and be included in the contract price.

During the course of the contract period at least four meetings in total (including the inception meeting) are envisaged between FRA and the contractor: one inception meeting; one coordination meeting as described in Activity 1.3 – Questionnaire finalisation and development of survey tools), one meeting after the pilot (before the data collection for the full scale survey commences); and, one meeting following the termination of the data collection of Phase 2. All meetings (except the coordination meeting) shall take place in Vienna at the FRA's premises. Meeting costs on the contractor's side shall be covered by the contractor and be included in the contract price. Participation of FRA staff in the coordination meeting and any other meetings (e.g. field visits) are at FRA's own costs.

Where possible, communication between the contractor and FRA can also be done through teleconferencing.

8. Project team

The project team shall consist of one Project Coordinator, one Senior Survey Expert, one Senior Sampling and Weighting Expert, a National Survey Expert for each country where the survey is conducted, the necessary support staff for the management of the project, and a team of experienced interviewers as specified in section 4 (Specific activities). A different National Survey Expert shall be assigned to each of the countries where the survey will be carried out.

The contractor shall organise its own project management and coordination team – the Project Team – led by the Project Coordinator, to oversee all aspects of work relating to the survey. The Project Coordinator shall be responsible for reporting to the FRA about developments, challenges and proposed courses of action concerning the survey in each of the survey 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. The Senior Survey expert shall be responsible for the overall design and management of the survey. The Senior Sampling and Weighting Expert shall be responsible for all specific technical aspects of the survey, such as sampling design, sampling frames, implementation of respondent selection procedures, weighting, etc.

8.1. Project Coordinator

Qualifications and professional experience

- University degree:
- A minimum of seven (7) years of professional experience (after obtaining a university degree), 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 survey 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 Survey Expert

Qualifications and professional experience

- University degree:
- A minimum of seven (7) years of professional experience (after obtaining a university degree), out of which a minimum of three (3) years' experience of having conducted international social science-based surveys on minority groups or hard to reach populations.
- 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 issues related to the survey topics, e.g., surveying ethnic minorities and immigrant populations, discrimination and victimisation surveys, migration and integration issues.
- Excellent knowledge of English (Level C1 based on Common European Framework of Reference (CEF));

8.3. Senior sampling and weighting expert

Qualifications and professional experience

- University degree
- A minimum of seven (7) years of professional experience (after obtaining a university degree), out of which a minimum of three (3) years' experience of having participated in international social science-based survey research on minority groups or hard-to-reach populations.
- 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 issues related to sampling or weighting, or to applying sampling strategies for surveying ethnic minorities or immigrant populations, or hard-to-reach populations.
- Excellent knowledge of English (Level C1 based on Common European Framework of Reference (CEF)).

8.4. National Survey 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 representative survey research projects in the countries for which they are responsible.
- Good knowledge of English (minimum level B2 based on Common European Framework of Reference (CEF)).

9. Project Implementation Monitoring and Quality Assurance

The FRA shall monitor the project in technical and administrative terms.

The contractor shall develop a quality assurance and control plan that clearly outlines all relevant procedures, such as monitoring the quality in all stages of the survey life cycle and of all project deliverables (as described in Section 3.2) for the scope and volume of the survey. The contractor shall report immediately to the FRA in writing any problems they encounter during the implementation of the contract.

The Project Coordinator shall provide the FRA with short monthly updates (in MS-Office compatible format) on the progress of the survey and other relevant aspects of the work in all countries. Information for the updates shall be supplied to the Project Coordinator by the National Survey Experts in each country.

The project updates shall 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). The updates shall cover the elements of the quality control strategy used and the way they were implemented in different stages of the project.

Monthly updates shall 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 Coordinator shall deliver to the FRA weekly progress reports as brief e-mails documenting progress in certain activities (e.g., during the fieldwork, the detailed progress of the fieldwork shall be reported) and overall project progress. This shall be supported by additional e-mail and telephone contact, whenever necessary. Weekly progress reports shall begin one week after the starting date of the survey contract, and will finish upon submission of the final deliverable(s).

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 survey. This can involve observations of anything from translation of survey 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 survey without prior notice being given to the contractor. The FRA shall cover the costs related to the travel and accommodation of its staff in connection to such visits.