

ANNEX A.1

D/SE/10/10

Pilot/Pre-testing for a FRA survey on violence against women

TECHNICAL SPECIFICATIONS

1. Technical specifications

1.1. Objective

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

1.2. Title of the contract

The title of the contract is “Pilot/Pre-testing for a FRA survey on violence against women”.

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 168/2007 on 15 February 2007. Its objective is to provide the relevant institutions, bodies, offices and agencies of the Community and its Member States when implementing Community law with assistance and expertise relating to fundamental rights. In order to achieve this objective the Agency is required to perform a number of tasks, including data collection and research, and comparative data collection in the form of survey research.

2. Background information

The Council conclusions on the Eradication of Violence Against Women in the European Union (Council of the European Union, 8 March 2010) state that, notwithstanding the progress made in recent years, there is still no detailed EU-level study on violence against women. The Council conclusions also recall the European Parliament resolution of 25 November on the Communication from the Commission to the European Parliament and the Council – An area of freedom, security and justice serving the citizen – Stockholm programme¹, the Parliament ‘[c]alls for the collection and compilation by the FRA of reliable, comparable statistics on all grounds of discrimination, including discrimination against national minorities, and for the equal treatment of those different grounds, including comparative data on violence against women in the EU [...]’.

In the European Parliament resolution of 26 November 2009 on the elimination of violence against women the Parliament acknowledges that violence against women is an aspect of inequality between women and men. The resolution underlines that

¹ P7_TA(2009)0090, available at <http://www.europarl.europa.eu/sides/getDoc.do?pubRef=-//EP//TEXT+TA+P7-TA-2009-0090+0+DOC+XML+V0//EN&language=EN>

'equality between women and men is a core principle of the EU, recognised in the EC Treaty and in the Charter of Fundamental Rights of the European Union.'

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

Definitions of violence against women

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

UN definitions:

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

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

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

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

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

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

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

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

1. Violence against women in the family
 - (a) Intimate partner violence
 - (b) Harmful traditional practices
2. Violence against women in the community
 - (a) Femicide: the gender-based murder of a woman
 - (b) Sexual violence by non-partners
 - (c) Sexual harassment and violence in the workplace, educational institutions and in sport
 - (d) Trafficking in women
3. Violence against women perpetrated or condoned by the State
 - (a) Custodial violence against women
 - (b) Forced sterilization
4. Violence against women in armed conflict
5. Violence against women and multiple discrimination
6. Areas requiring enhanced attention
 - Psychological and emotional abuse and violence
 - Incarceration of women in mental hospitals or prisons for not conforming with social or cultural expectations

- Violence in institutional settings (schools, hospitals, prisons, detention facilities)
- Economic abuse and exploitation
- Abuse of older women
- Use of technology such as computers and cell phones in developing and expanding forms of violence

While an overview of violence against women based on available secondary information (such as criminal justice statistics and NGO information) can attempt to cover all the above-mentioned forms of violence, this pre-test study on violence against women based on first-hand primary data collection, requires a narrower focus. Therefore, for the purposes of the current study, a more restrictive definition of violence against women will be adopted, which includes acts of physical, sexual or psychological violence by men, intimate partners or non-partners, against women. Areas that are excluded from the scope of this study are – for example – harmful traditional practices, femicide, trafficking in women, and forced sterilisation. While excluding these particular forms of violence from the current study, this does not mean that they should not be considered violence against women, but studying them requires the development of specific research methods and research with particular groups.

Existing survey research and the development of indicators

Particularly since 1995, national surveys on violence against women have been carried out in a number of Member States, and in some cases items on violence against women have been integrated in other national surveys.² Despite the development of survey research in this area, policy-makers and researchers have been forced to conclude that the data from such surveys is usually not comparable due to differences in the way violence is defined, reference periods (whether women are asked about experiences over the same time period), the wording of questions, data collection methods or the time when the surveys have been conducted.

An attempt of re-analysing the datasets from national violence against women surveys was carried out by CAHRV – Co-ordination Action on Human Rights Violations, a project funded under the 6th Framework Programme of the European Commission. Although the project limited the analysis to surveys carried out in five Member States, even then the researchers had to conclude that the information could not be made fully comparable.³ Based on the experiences of various prevalence studies carried out in Europe and calls for the development of methodological standards, the project produced a set of recommendations for data collection on interpersonal violence, including violence against women.⁴

² For example, see p. 63 in Combating violence against women. Stocktaking study on the measures and actions taken in Council of Europe member States. Council of Europe, Directorate General of Human Rights, Strasbourg, 2006.

³ Shröttle, M. et al. (2006) Comparative reanalysis of prevalence of violence against women and health impact data in Europe – obstacles and possible solutions. Testing a comparative approach on selected studies. CAHRV, University of Osnabrück (available at <http://www.cahr.v.uni-osnabrueck.de/reddot/190.htm>)

⁴ Martinez, M. et al (2007) Perspectives and standards for good practice in data collection on interpersonal violence at European level. CAHRV, University of Osnabrück (available at <http://www.cahr.v.uni-osnabrueck.de/reddot/190.htm>)

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

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

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

However, the review of the Swedish Presidency⁵ was forced to conclude that, in 2009, Eurostat does not provide statistics on violence against women specifically, and comparable statistics from the Member States do not exist. While the report notes that national violence against women surveys have been carried out in many Member States, the results of the surveys are not comparable.

An expert group meeting organised in 2007 by the United Nations Division for the Advancement of Women, United Nations Economic Commission for Europe (in collaboration with the other regional commissions) and the United Nations Statistical Division proposed a list of indicators on violence against women. Based on the report of the expert group and the motion by the 'Friends of the Chair' group set up by the United Nations Statistical Commission, the UN Statistical Commission adopted at its 40th session the following six indicators:

1. Total and age-specific rate of women subjected to physical violence in the last 12 months by severity of violence, relationship to the perpetrator(s) and frequency
2. Total and age-specific rate of women subjected to physical violence during lifetime by severity of violence, relationship to the perpetrator(s) and frequency
3. Total and age-specific rate of women subjected to sexual violence in the last 12 months by relationship to the perpetrator(s) and frequency
4. Total and age-specific rate of women subjected to sexual violence during lifetime by relationship to the perpetrator(s) and frequency
5. Total and age-specific rate of women subjected to sexual or physical violence by current or former intimate partner in the last 12 months by frequency

⁵ Council of the European Union, document No. 15178/09 ADD 1, available at <http://register.consilium.europa.eu/pdf/en/09/st15/st15487-ad01.en09.pdf>

6. Total and age-specific rate of women subjected to sexual or physical violence by current or former intimate partner during lifetime by frequency.

The 'Friends of the Chair' of the United Nations Statistical Commission on Statistical Indicators on Violence against Women identified at their meeting in Aguascalientes, Mexico, 9-11 December 2009⁶, three additional indicators which will be submitted to the consideration of the UN Statistical Commission at its 42nd meeting:

7. Total and age-specific rate of women subjected to psychological violence in the past 12 months by the intimate partner
8. Total and age-specific rate of women subjected to economic violence in the past 12 months by the intimate partner
9. Total and age-specific rate of women subjected to female genital mutilation.

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

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

⁶ The report of this meeting (ESA/STAT/AC.193/L.3) is available at <http://unstats.un.org/unsd/demographic/meetings/vaw/docs/FinalReport.pdf>

EU action

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

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

The European Commission Action Plan 2006-2010 for developing an EU strategy to measure crime and criminal justice⁷ includes as one of its objectives measuring violence against women, with the aim of producing a common EU framework for indicators and data collection on violence against women. However, such a framework has not been put in place. In line with the Action Plan, Eurostat has launched activities to develop an EU Security and Safety survey, which would also address respondents' experiences of victimisation. According to the current plans this survey would be executed at the earliest in 2013.

Eurobarometer 51.0 (1999) included survey modules on violence against children and violence against women.⁸ Neither of these modules included questions on the respondents' experiences of violence.

FRA work in the field of survey research

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

⁷ COM(2006)437 final

⁸ Special Eurobarometer 127 (survey wave 51.0, 1999), *Europeans and violence against women* (http://ec.europa.eu/public_opinion/archives/ebs/ebs_127_en.pdf). Special Eurobarometer 128 (survey wave 51.0, 1999), *Europeans and violence against children* (http://ec.europa.eu/public_opinion/archives/ebs/ebs_128_en.pdf).

The success of EU-MIDIS has meant that the Agency is ideally placed to undertake large-scale quantitative survey research on themes in the field of fundamental rights; including violence against women.

3. Contract Objectives and Expected Results

3.1. Overall objective

The overall objective of this project is to explore the feasibility of collecting valid, reliable and comparable information on the extent, consequences and correlates of violence against women through the use of standardised face-to-face quantitative survey interviews across Member States.

With a view to this objective, the current study will investigate the understanding of different respondent groups in various Member States of key concepts related to physical, sexual and psychological violence against women, and unwanted behaviour on the part of intimate partners and non-partners.

As a result, the study should provide information necessary for the formulation and delivery of survey questions that could be used in a large-scale survey to provide information on violence against women that is valid, reliable and comparable across all EU Member States, and which can be used by stakeholders when formulating policy and action to address violence against women.

3.2. Scope of work – general

The scope of the work, to be covered by the contract between the FRA and the contractor, encompasses all aspects of work relating to the pre-testing for a violence against women survey; including:

- interviewer selection
- interviewer training
- selection of respondents
- questionnaire development (together with the FRA)
- translation of fieldwork materials
- organisation of focus groups
- all fieldwork/data collection
- data entry and processing
- data analysis and reporting.

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

The contractor is expected to organise its own central management and coordination team to oversee all aspects of work relating to the pre-testing. The central management team will be responsible for reporting on a weekly basis to the FRA about developments, challenges and proposed courses of action concerning the research in each of the research sites/countries.

The research will be conducted in at least six Member States and it will include the use of a variety of qualitative and quantitative methodologies to reach the objectives of the project. For a more detailed description of the work see under point 4 (Specific activities) and point 5 (Deliverables).

3.3. Target groups

The research aims to reach its objectives through interviews of women (encompassing respondents from 16-years-of-age or above), whose usual place of residence is in the selected Member States. In order to test and collect feedback on all aspects of the planned survey, the target group for the current study includes both women who have been victims of violence, and women who have been selected for interviewing at random and who may not (therefore) necessarily have been victims of male violence.

3.4. Expected results

The project will last for 6 months from the contract signature and consists of the following:

- (1) Selection of countries
- (2) Preparatory work – developing the research tools
- (3) Translations
- (4) Interviewer selection and training
- (5) Interviews with women who have been victims of partner violence
- (6) Interviews with randomly selected women
- (7) Data entry and processing
- (8) Focus group discussions
- (9) Analysis of the results.

4. Specific Activities

This section describes the activities which the contractor is expected to carry out as part of the project. Activities should be carried out in the order in which they have been listed here – however activities 5, 6 and 8 could take place concurrently.

Activity 1: Selection of countries and contact with organisations

The pre-testing will be carried out in six Member States of the EU. The contractor may, when drawing up the price offer, propose a selection of countries while adhering to the following scheme:

- (1) Two countries from the following: Greece, Italy, Portugal, Spain.
- (2) Two countries from the following: Hungary, Poland, Romania
- (3) One country from the following: Denmark, Finland, Sweden.
- (4) One country from the following: France, Germany, United Kingdom.

The overall success of the research is dependent on the contractor establishing contact with local organisations that deal with victims of violence against women, to whom the purpose of the study and the role of these organisations in identifying potential research interviewees will be explained.

The listed organisations must also be informed in advance about the study and the dates of the fieldwork, in order for them to be prepared for respondents contacting them. This information will be offered to the respondents at the end of each interview in Activity 6 and at the end of the qualitative focus group discussions in Activity 8.

Activity 2: Preparatory work – developing the research tools

The pre-testing will develop and test the following research tools; namely:

- Tool 1: Interviewer training manual
- Tool 2: Interview content
- Tool 3: Qualitative focus group discussion content

Tool 1: Interviewer training manual

The manual will present a standardised framework for the training of interviewers, and after the approval of the FRA, the contractor will translate it for use in each of the pre-test countries. The purpose of this will be, on the one hand, to guide the research experts in setting up the interviewer training and, on the other hand, it will be a reference for the interviewers who will receive a copy of the manual during the training. The manual will describe in detail the background of the study, the length and scope of the in-person training, any technical aspects relating to the work of the interviewers when carrying out the fieldwork, the topics of the study, the structure of the interview content (Tool 2) and a section on informing and sensitising interviewers about violence against women. The training must address, in particular, measures to:

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

Tool 2: Interview Content

The term 'interview content' is used here to describe the document which combines the quantitative survey interview core questionnaire and the items listed below, which will be used by interviewers when carrying out the fieldwork.

The FRA will provide the contractor with the quantitative survey interview core questionnaire that will ask women interviewees about their perceptions and experiences of violence. The quantitative survey interview core questionnaire will adopt a standard victim/crime survey format. The items of the quantitative survey interview core questionnaire cannot be altered without the prior written agreement of the FRA.

The contractor will develop and integrate the various items, listed as bullet points below, within the core questionnaire developed by the FRA⁹.

The items to be developed by the contractor will include the following:

- introduction to the research, to be read by the interviewers to the interviewees
- given the quantitative survey interview core questionnaire developed by the FRA, additional quantitative and qualitative follow-up questions to the items and sections of the, core questionnaire, including quantitative and qualitative debriefing questions for interviewee at the end of the interview
- respondent behaviour coding items
- any instructions for the interviewers on the use of the quantitative and qualitative follow-up questions and respondent behaviour coding items
- a set of debriefing points for the interviewee at the end of the interview
- post-interview questions, to be filled in by the interviewer after each interview

⁹ For an example see the interview content developed as part of the European Social Survey at http://www.europeansocialsurvey.org/index.php?option=com_docman&task=doc_download&gid=269&itemid=80. This should be considered only as an example, and an original interviewing guide will be designed to meet the specific needs of the current study.

Depending on the interviewing mode selected by the contractor, the interview content used by the interviewers in the field may be paper-based or computer-based.

For example:

The introduction (as above) should provide the interviewee with relevant information about the aims of the study and their role as a respondent.

The quantitative and qualitative follow-up questions, including debriefing questions at the end of the interview, will form a central component of the pre-testing phase of the research, and will be designed by the contractor in consultation with the FRA. These questions should identify any problems in the interview content delivery and comprehension, as well as identification of content gaps and problems with respect to items that are covered by the quantitative survey interview core questionnaire. These questions should also probe the way respondents have understood key concepts of the study.

A set of respondent behaviour coding items will also be developed by the contractor, which the interviewer will fill in during the interview (for example, indicating questions where the respondent needed a long time to answer or had otherwise difficulties in answering, or needed clarification). The interview content must include all the necessary instructions that the interviewers need in asking the questions and coding the answers.

A set of debriefing points will be designed (in consultation with the FRA) to collect feedback from the interviewees concerning the interview content and application. In addition, some self-completion questions will be directed at interviewers to get their feedback after each interview concerning the interview process.

Tool 3: Qualitative focus group discussion content

The contractor will develop questions for qualitative focus group discussions which will be used to carry out the focus group discussions in all selected Member States (Activity 8).

Focus groups will be developed to explore the participants' understanding of key concepts related to the quantitative survey interview core questionnaire. The key concepts will include, for example: different types of violence (physical, sexual, psychological/emotional, economic, stalking, harassment); attitudes to violence; status of women in society; and men's unwanted behaviour towards women. The participants of the focus group discussions will not be expected to talk about their personal experiences of violence.

Activity 3: Translations

The contractor will be responsible for translating the interviewer training manual, the interview content, and the qualitative focus group discussion content in the languages necessary for carrying out the pre-test in the Member States selected in Activity 1. In countries with more than one official language, it will be considered adequate if the

translations are carried out using only one of the languages. For each of the Member States selected, the translations must be carried out according to the following:

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

Country-specific terminology and idiomatic expressions will be avoided in the final English-language interview content, to ensure ease of translation into other languages. National interview content for English speaking populations (Ireland, Malta, United Kingdom) may have to be adapted by the contractor.

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

English language interview content. When comparing the back-translated English interview content with the original version, notes should be made by the research expert on the differences.

Activity 4: Interviewer selection and training

Interviews will be carried out by at least two **female** interviewers per Member State. Interviewers selected for the project must have extensive interviewing experience (at least three months of active interviewing experience is required). They must possess experience specifically in qualitative and quantitative pre-testing of survey questions and respondent behaviour coding (this training may have been delivered and obtained as a part of previous work experience).

The contractor shall ensure that the interviewers will receive a dedicated in-person training of at least 2 days based on the interviewer training manual developed in Activity 2. Only interviewers who have participated in (all of) the training may be used to carry out the interviews in Activities 5 and 6. The contractor will be responsible for organising the training in such a way that the interviewer training sessions in all selected Member States follow the same curriculum (which does not exclude taking into account any specific, local training needs).

Representatives of the victim support organisations which will be involved in recruiting respondents for the interviews in Activity 5 should be invited to participate as observers in the training. The FRA will participate in interviewer training sessions to ensure the overall quality of the process.

Activity 5: Interviews with women who have been victims of partner violence, using the interview content

This activity involves interviews of **at least 10 women per Member State who have been victims of violence by their intimate partners or non-partners**. The interviews will be conducted in shelters or safe houses designed for female victims of violence and which have been identified by the contractor in Activity 1 (Preparatory work – developing the research tools).

It must be clarified to all respondents that their participation is voluntary, and that their anonymity is ensured. The contractor will be required to establish the informed consent of the interviewees, who will be asked to confirm this by signing a consent form. The contractor will inform in advance all participants about the pilot nature of the interview and that their responses will be used to develop the project further. All interviewees should be fluent in the language selected for interviewing in the country.

The interviews are recorded and the recordings will be transcribed after the interviews by a second researcher who will also fill in a set of behaviour coding items¹⁰ involving both the respondent and the interviewer (basic set of behaviour coding items will be developed by the contractor).

¹⁰ For example, indicating questions where the respondent needed a long time to answer or had otherwise difficulties in answering, needed clarification or, in the case of the interviewer, questions which were not read out correctly.

The interviews will be carried out using the interview content that was developed as part of Activity 2 (Tool 2). The contractor must ensure that the interviews are conducted in accordance with the measures specified in Activity 2 to ensure the safety of the respondent and the interviewer and the confidentiality of the interview.

The duration of the interviews will be approximately 1½-2 hours each, and they should take place in a quiet, private setting in a room where only the respondent and the interviewer are present. After each interview the interviewers will fill in a post-interview questionnaire concerning their experiences to draw lessons for interviewer training (part of the interview content).

Activity 6: Interviews with randomly selected women, using the interview content

This activity involves in each country interviews with **at least 15 women per Member State**. The respondents will be selected at random.

It must be clarified to all respondents that their participation is voluntary, and that their anonymity is ensured. The contractor will be required to establish the informed consent of the interviewees, who will be asked to confirm this by signing a consent form. The contractor will inform in advance all participants about the pilot nature of the interview and that their responses will be used to develop the project further. All interviewees should be fluent in the language selected for interviewing in the country.

The interviews will be carried out using the interview content that was developed as part of Activity 2 (Tool 2). The contractor must ensure that the interviews are conducted in accordance with the measures specified in Activity 2 to ensure the safety of the respondent and the interviewer and the confidentiality of the interview.

The duration of the interviews will be approximately 1½-2 hours each, and they should take place in a quiet, private setting in a room where only the respondent and the interviewer are present. After each interview the interviewers will fill in a post-interview questionnaire concerning their experiences to draw lessons for interviewer training (part of the interview content).

Activity 7: Data entry and processing

The contractor will enter the quantitative data collected from the interviews in Activities 5 and 6 in an SPSS-compatible computer file. The final computer file must include data from all interviews (at least 25 interviews per Member State) and countries selected for the pre-testing. The file should be fully documented – that is, all the variable names and value labels must be included in English, and the variable names should make reference to the relevant question numbers in the interview content. The contractor should perform logical checks to ensure that the data entered is of high quality, the observations follow the structure of the interview content and the values in the final data set belong to the group of valid values for any given variable.

Activity 8: Qualitative focus group discussions

The contractor will organise **in each Member State four focus groups, each with between 6-8 women**, to collect information on their opinions and perceptions on the topics of the quantitative survey interview core questionnaire. Each focus group will consist of women in the same age group (for example: 18-24, 25-34, 35-50 and 51+). The participants should be selected so that, as far as can be expected, they do not know each other in advance of the focus group discussion, and they should represent a cross-section of socio-economic backgrounds in relation to education and employment status. Women who have been interviewed as part of activities 5 or 6, above, may not be included in the focus group discussions. The contractor will moderate the discussions based on the focus group discussion content developed as part of Activity 2 (Tool 3). At the end of each focus group discussion the participants should be offered an information sheet developed in Activity 1 on victim support organisations and services in the local area.

All focus group discussions will be recorded, and the recordings will be reviewed by a second researcher (this may be the same person carrying out a similar function in Activity 5) – participants will be assured that their input will remain anonymous. The moderator and the reviewer will write a report based on each focus group discussion, and a focus group summary report after all the four focus group discussions. The reports must describe the main outcome of the focus group discussions.

Activity 9: Analysis of the results

This activity will provide the basis for the final report of the study, and should serve to outline what worked and what didn't work in the various stages of the pre-test, as well as research gaps that need addressing in the development of the full survey on the basis of the pre-test results. The analysis of the results should comprise all stages of the study, including for example:

1. Lessons from the translation of the interview content regarding questions or terms which were ambiguous or difficult to translate
2. Lessons from the interviewer training sessions and any questions which were not adequately addressed in the interviewer training
3. Analysis of interviews carried out in Activities 5 and 6
4. Analysis of the focus group discussions in Activity 8
5. Feedback from the interviewers based on their experiences from carrying out the interviews (including comments on the adequacy of the training/additional topics to cover), and the support they received during and after the fieldwork process
6. Overview of the main results using descriptive statistics (based on the final data set from Activity 7) – the final and complete data set from the completed interview content documents will be delivered to the FRA for analysis and retention.

The contractor will be responsible for analysing the findings (reporting activities 1 – 8, above) from all the Member States which take part in the pre-test, and the analysis must draw together information from the various activities. While most important local findings can be presented country-by-country, a comparative analysis based on important outcomes from all the pre-testing elements (in relation to Activity 2) and from all the

participating Member States should form the main part of the analysis. An overview of key results from the interview content (based on the data file from Activity 7) will form one section in the final report, whereas the main analysis of results will look at the findings from the pre-testing with regard to interviewees' comprehension and response to the survey and the focus groups.

5. Deliverables

All written deliverables must be submitted in English copy-edited by an editor with language skills in English comparable to mother-tongue competence (with the exception of transcribed interviews – Deliverable 4 – which will be submitted in the original language). They must be written in a clear and unambiguous way, providing information and analysis that can be readily understood by a non-academic reader. The style should be balanced and contain no unsubstantiated statements. For detailed advice please see the FRA Style Guide.

The written documents must be delivered in PC-compatible MS-Word electronic files. They should contain visual elements (for example graphs, boxes or pictures) to enhance readability. The size of each written deliverable is defined in terms of A4 pages applying Times New Roman font 11pt, single spaced.

The Contractor must provide the Agency with the deliverables, respecting the deadlines specified below in weeks from the signature of the contract. All deliverables must be revised by the contractor according to the Agency's recommendations, as necessary, and returned within the deadline mentioned in the contract.

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

The interviewer training manual developed as part of Activity 2 (Preparatory work – developing the research tools: Tool 1) and the translations thereof produced in Activity 3 (Translations).

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

Language: English + languages of the countries where fieldwork was conducted

Deadline: Week 6 from the beginning of the contract

Linked to: Activities 2 and 3

Deliverable 2: Interview content (including all translations)

As developed under Activity 2 (Preparatory work – developing the research tools: Tool 2), the versions submitted to the FRA must be those for use by interviewers in the field – that is, they must show any changes in formatting that have been done to the interview content at national level.

Size: Each language version approximately 60 pages

Language: English + languages of the countries where fieldwork was conducted

Deadline: Week 6 from the beginning of the contract

Linked to: Activities 2 and 3

Deliverable 3: The qualitative focus group discussion content (including all translations)

The qualitative focus group discussion content developed as part of Activity 2 (Preparatory work – developing the research tools: Tool 3) and the translations produced thereof in Activity 3 (Translations).

Size: Each language version approximately 30 pages

Language: English + languages of the countries where fieldwork was conducted

Deadline: Week 8 from the beginning of the contract

Linked to: Activities 2 and 3

Deliverable 4: Transcribed interviews

The transcribed, anonymised interviews from Activity 5 (only for interviews with women who have been victims of violence, using the interview content) must be submitted by the contractor in their original language.

Size: Each interview approximately 20 pages

Language: Languages of the countries where fieldwork was conducted

Deadline: Week 15 from the beginning of the contract

Linked to: Activity 5

Deliverable 5: Data set

The data set includes the quantitative data from the interviews, which are carried out in Activity 5 (Interviews with women who have been victims of intimate partner or non-partner violence, using the interview content) and Activity 6 (Interviews with randomly selected women, using the interview content). The deliverable consists of the fully documented data set, as described in Activity 7 (Data entry and processing).

Language: English

Deadline: Week 18 from the beginning of the contract

Linked to: Activities 5 and 6

Deliverable 6: Final report

The final report should analyse the results from all stages of the study, as described in Activity 9 (Analysis of the results). While most important findings for each country can be highlighted in country chapters, the bulk of the report should be composed of a comparative analysis drawing on the outcomes of the pre-testing for all Member States; with emphasis on findings which arise across countries.

The final report should include a set of comprehensive recommendations concerning the interview content (including individual questions and suggestions for changes), interviewer training, and the interviewing process, and how they should be developed before application in the EU27.

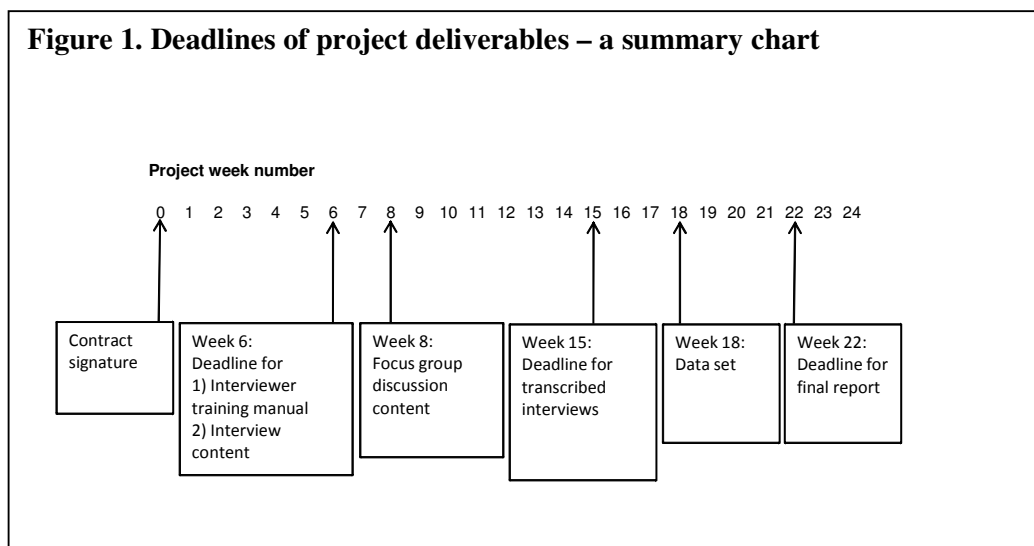
Tables presenting descriptive statistics on the quantitative interview data should be included as an annex to the final report and these results should be reflected in the main part of the report in a section presenting descriptive research findings. The code (SPSS syntax or similar) used to produce the tables in the annex should be submitted in an electronic format together with the final report.

Size: Approximately 150 pages (excluding annexes and syntax file(s))

Language: English

Deadline: Week 22 from the beginning of the contract – any further amendments requested by the FRA must be submitted no later than Monday of week 24 for final approval.

Linked to: Activities 1-9



6. Project management

6.1. Responsible body

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

6.2. Management structure

The project team must include a Project Manager, who is responsible for the project's overall coordination, and for each Member State a Research Expert, as detailed in Section 8: (Project team). The Project Manager is responsible for coordination and administrative tasks, as well as for contacting and informing the Agency about all aspects relating to the execution of the contract and the quality of the final deliverables. The Research Experts are responsible for the coordination of the research in their Member States. One Research Expert may be responsible for the coordination of research in a maximum of two Member States. Thereby the project team for the violence against women pre-test study in six Member States must include three to six Research Experts.

7. Logistics and Timing

7.1. Commencement date & Period of execution

The period of execution of the contract will be until 6 months.

7.2. Communication and meetings

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

7.3. Meetings

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

Within 5 working days after the inception meeting, the contractor will submit a brief Inception Report to the Agency. The report must list the decisions made in the inception meeting concerning the work that is to be carried out.

During the course of the contract period two meetings in total (including the inception meeting) are envisaged between the Agency and the contractor. The meetings will take place in Vienna at the Agency's headquarters. Meeting costs on the contractor's side must be covered by the contractor and be included in the price offer.

8. Project team

8.1. Project Manager

Qualifications and professional experience

- University degree
- A minimum of five years experience with three years experience of having conducted major international social science-based comparative research surveys in the European Union
- Proven experience of quantitative and qualitative survey pre-testing of at least **three (3)** projects
- Proven experience in research management, as manager or coordinator of at least **three (3)** international research projects, each project involving at least three countries
- Excellent knowledge of English: level C1

8.2. Research Experts

Qualifications and professional experience

- University degree
- A minimum of three years experience of having conducted social science-based comparative research surveys in the Member State
- Proven experience of quantitative and qualitative survey pre-testing of at least **two (2)** projects
- Good knowledge of English: level B2

9. Project Implementation Monitoring

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

Weekly progress reports will be delivered as brief e-mails to the Agency's project manager, and should document overall project progress. This should be supported by additional e-mail and telephone contact, whenever necessary.

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