

**Clarifications Tender SHARE Wave 10**

**2022-2023**



SHARE IS THE LARGEST PAN-EUROPEAN SOCIAL SCIENCE PANEL STUDY.

SINCE 2004 MORE THAN 140.000 PEOPLE PARTICIPATED IN 380.000 INTERVIEWS.

*How we age in Europe.*

**SHARE**  
SURVEY OF HEALTH, AGEING  
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SHARE PROVIDES MICRO DATA ON HEALTH, SOCIO-ECONOMIC STATUS AND SOCIAL & FAMILY NETWORKS.

**Survey of Health, Ageing and Retirement in Europe -  
European Research Infrastructure Consortium  
(SHARE-ERIC)**

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The following document comprises clarifications to all questions posed to SHARE-ERIC concerning the tender for SHARE Wave 10 in the following countries:

### **PROCUREMENT GROUP I**

*Bulgaria*  
*Cyprus*  
*Croatia*  
*Lithuania*  
*Romania*  
*Slovakia*

### **PROCUREMENT GROUP II**

*Estonia*  
*Spain*  
*Finland*  
*France*  
*Malta*  
*Portugal*  
*Slovenia*

# 1 CLARIFICATIONS FOR PROCUREMENT GROUP I

COUNTRIES: BULGARIA, CYPRUS, CROATIA, LITHUANIA, ROMANIA, SLOVAKIA

- **Regarding REFRESHMENT SAMPLE**

*Should the specified number of respondents given in the price file be evenly distributed throughout the country, or will we receive instructions from you regarding the specific geographical regions where the survey should be conducted?*

The aim of the SHARE survey design is to be able to draw proper inferences about the population of people who are 50 years and older across countries by using probability-based sampling. This might involve a (random) selection of primary sampling units (PSU) that need, however, to be evenly distributed across the country. What is important here is that such multi-stage sampling designs must allow the calculation of inclusion probabilities or the likelihood to be sampled for every unit in the sample.

- **Regarding DROP-OFF**

*Who is responsible for printing the questionnaire? If we will be responsible, we need to know the quantity of pages as this will affect the shipping cost.*

As laid out in section 7.4 of the Task Order for Drop-Off, survey agency shall print out a sufficient amount of hard copies of the drop-off and all necessary instructions how to use it during fieldwork. The proposed drop-off in Lithuania comprises approximately 8 pages (including cover and instruction page). Please note that a drop-off will only be conducted under the condition that the relevant funding will be available, which is not the case yet.

- **Regarding DROP-OFF**

*Is further control of the questionnaire planned? If so, who is responsible for it?*

All of the survey agencies responsibilities concerning the data collection and data handling of the drop-off are laid out in section 7 of the respective task order.

- **Regarding DROP-OFF**

*Who will be responsible for sending the questionnaire, we or the University?*

Survey agency will be responsible for printing the questionnaire and handing it out to the respondents after the interview.

As laid out in section 20.2 (6) of the Data Collection Framework Contract, the drop-off shall be handed out to the respondent by the interviewer after the regular CAPI interview. Should face-to-face mode not be possible, according to section 7.3 of the Task Order for the Paper and Pencil Questionnaire (Drop-Off), survey agency may send the drop-offs to respondents via mail. For completed drop-offs, interviewers may wait and collect the completed drop-offs from the respondent directly after the interview, or allow respondents to send the completed drop-offs via mail to the survey agency. For data delivery to SHARE Coordination, survey agency shall read in and deliver the data in electronic format, as laid out in section 7.7 of the Task Order for Drop-Off.

- **Regarding DROP-OFF**  
**Whether the questionnaire data entry into the database will be necessary?**

Survey agency shall read in and deliver the drop-off questionnaire data in electronic format (preferably Stata, SPSS or EXCEL) to SHARE Coordination, according to section 7.7 of the Task Order for Drop-Off and the deliverables FiRe\_DO\_data and Main\_DO\_data (see Table 1. Drop-off deliverables of SURVEY AGENCY, Wave 10) of the respective task order.

- **Regarding DROP-OFF**  
**Will the completed questionnaires need to be sent abroad or only within the country?**

Sending of completed questionnaires abroad will not be necessary:

As laid out in section 20.2 (6) of the Data Collection Framework Contract, the drop-off shall be handed out to the respondent by the interviewer after the regular CAPI interview. Should face-to-face mode not be possible, according to section 7.3 of the Task Order for the Paper and Pencil Questionnaire (Drop-Off), survey agency may send the drop-offs to respondents via mail (within the country). For completed drop-offs, interviewers may wait and collect the completed drop-offs from the respondent directly after the interview, or allow respondents to send the completed drop-offs via mail to the survey agency (within the country). For data delivery to SHARE Coordination, survey agency shall read in and deliver the data in electronic format, as laid out in section 7.7 of the Task Order for Drop-Off. Therefore, no sending of completed questionnaires via mail abroad is necessary, given that the survey agency is located in the same country as the respondents.

- **Regarding DROP-OFF**  
**Is there an additional payment for completing the questionnaire?**

Concerning payments to the survey agency:

Payments for the drop-off sample will be made as laid out in section 4 of the Task Order for the Paper and Pencil Questionnaire (Drop-Off). Actual payments consist of the fixed costs and the variable payments, where every complete and valid drop-off questionnaire that can be matched to a complete and valid main interview, will be paid a unit price, according to the selected offer.

Concerning payments to the respondent:

Respondents usually do not get any additional incentives for completion of the drop-off.

- **In the form 6\_Price\_Specification\_Form\_Refreshment\_BG, there is requirement for offering: Sampling. Can you clarify whether the sampling design and specifications for the sample as well as the purchase of the sample with specific sampling units for Bulgaria should be included in this budget line?**

Yes. Please include costs for sampling design (according to section 6.2 of the Task Order for Main Data Collection) as well as costs for the purchase of the sample.

- **Based on your experience from the first wave for Bulgaria (SHARE wave 7) what is the response rate for participation for the first time in the panel among eligible households respectfully the response rate among eligible individuals?**

The actual response rate of the baseline sample in Bulgaria in Wave 7 lay between 56% (RR1) and 62% (RR3).

- **About REFRESHMENT SAMPLE: Is there a difference in survey length in REFRESHMENT SAMPLE interviews compared to CAPI? Is there screening procedure for eligibility of the households after the gross sample is drawn? If yes, in which budget line should we include it?**

On average, there are only small differences between refreshment and panel interview (usually, panel interviews are slightly shorter, but other factors like first or second respondent of a couple are more important).

Yes, interviewers shall manage contacts with households and assess household eligibility as well as composition (for both refreshment and panel interviews) in the coverscreen as part of the contact respondent procedures via the Case CTRL (see section 20.2 (2) of the Data Collection Framework contract).

- **According to the Data Collection Framework Contract for the SHARE Wave 10 Survey, page 16: (6) Refreshment Sample: Eligibility Rules in Case of a Sample Frame of Individuals and (7) Refreshment Sample: Eligibility Rules in Case of a Sample Frame of Households there is requirement that “Only the randomly selected respondent plus his/her partner (independent of age) will be interviewed.” Would partners’ interviews be included in the calculation of effective refreshment interviews?**

Yes. Interviews with partners will be included in the calculation of actual refreshment interviews, as long as these interviews are complete and valid.

- **In section 20.2 General Terms and Abbreviations there is definition of (6) The drop-off questionnaire and (7) Drop-Off Multi-Mode Experiment. Do you envisage implementation of these instruments in Bulgaria? If yes, where should we include them in the budget?**

No, these projects are not planned for Bulgaria.

Section 20.2 of the Data Collection Framework Contract contains all terms and abbreviations used in SHARE, including those that are not necessarily applicable in every country. If no Task Order for drop-off / no Task Order for drop-off multi-mode experiment is included in your tender documents, these projects are not planned for your country.

- **Is there requirement that all interviewers’ trainings should be in-person?**

Yes, interviewer trainings should be held in person. Should it be the case that external factors (e.g. pandemic situation) make in-person training impossible and after approval from SHARE Coordination, trainings may be held virtually.

- **There is no budget line for travel expenses for field rehearsal. Can you confirm if field rehearsal for wave 10 will be face to face? If yes, where should we include travel expenses in the budget?**

Yes, field rehearsal for SHARE Wave 10 will be face-to-face, as is should be conducted in such a manner that all procedures and resulting data will closely resemble the main data collection. Please include these costs in Item FiRe\_05 (Data collection).

- **Could we use tablets instead of laptops?**

Yes, our software does run on tablets that are based on a Windows System but it does not run on tablets based on iOS or Android, yet. Please see section 9 and section 20.1 of the Data Collection Framework Contract for the technical requirements.

- **Could we use database of respondents who have already participated?**

Yes. The SHARE panel database consist of respondents that participated in a previous wave of the SHARE data collection (plus their partners). The information on households and respondents will be uploaded in the SHARE SampleCTR. Households are assigned to interviewer laptops where the SHARE CaseCTRL is installed, that indicates who in a household is eligible for an interview.

- **Do you have an expected number of interviewers who should participate in the survey?**

There is no specific number of interviewers set as a requirement. However, survey agency needs to make sure that the number of interviewers hired and trained for SHARE will be sufficient to complete all fieldwork activities in time (see section 10.1 of the Data Collection Framework Contract), while the maximum number of conducted interviews per interviewer shall not exceed 50 interviews (see section 7.1 of the Task Order for Main Data Collection). Possible interviewer drop out shall also be considered.

- **Can you give us more details about what strata will cover the refreshment sample? We assume that some big cities had a lower response rate, respectively retention rate, and you/ the Country Coordinator want to focus on these cities. It is very important how we have to design the refreshment sample. Should it be nationally representative for +50 y.o.? Should it cover only some localities or areas/ strata (big urban, medium urban, only rural...)? The cost is impacted by these details. For small urban and rural localities we have to consider a higher payment for the interviewers than in big cities, for example.**

Refreshment samples in SHARE should not mix up the sampling process with the response process in terms of regional variation. Such variation regarding response/retention should be taken care of during the contact phase and with the provided weights. Our main argument against such oversampling based on regional differences in response/retention (incl. higher incentives for certain areas) is that this might very likely lead to "more of the same", but does not help much when it comes to representativeness.

Therefore, the main aim of the sampling design is to be able to draw proper inferences about the population of people who are 50 years and older in a certain country by using probability-based sampling. This might involve a (random) selection of primary sampling units (PSU) that need, however, to be evenly distributed across the country. What is important here is that such multi-stage sampling designs must allow the calculation of inclusion probabilities or the likelihood to be sampled for every unit in the sample.

What could be considered is variation in response/retention based on age, including an oversample of the youngest missing cohorts. The idea here is to adapt the SHARE sample in a way that it reflects the current age distribution of the 50+ population (e.g. based on margins from Eurostat).

## 2 CLARIFICATIONS FOR PROCUREMENT GROUP II

COUNTRIES: ESTONIA, SPAIN, FINLAND, FRANCE, MALTA, PORTUGAL, SLOVENIA

- **The tender indicates that documents must be signed by the legal representative of the company and stamped. We would like to ask whether it is possible to provide instead digital signature of the representative in pdf document, so that we can skip printing and scanning all documents.**

Yes, if a certified digital signature is used, this is acceptable for procurement.

- **According to section 6.2.2 of the Task Order for Main Data Collection a completed sampling design form should be provided whereas for the previous waves, the refreshment sample was provided by the country team leader. Could you confirm that this applies for France for wave 10?**

The Sampling Design Form (SDF) is a short survey provided by SHARE Sampling Coordination to document the sampling design in each country. SURVEY AGENCY can/should fill this survey in close cooperation with the national Country Team. SHARE Sampling Coordination will closely support the process.

The drawing of the refreshment sample is done by SURVEY AGENCY, again in close cooperation with the national Country Team. SURVEY AGENCY has to send SHARE Sampling Coordination a list of all drawn households/ addresses in an Excel template (Gross Sample Template; GST) that will be provided by SHARE Coordination. Detailed information on the whole process will be provided to the successful survey agency.

- **How many households and how many individuals are in the W10 panel for FRANCE?**

The numbers for the panel sample are based on preliminary estimations. Please note that it is not possible to provide precise numbers by the time of procurement. As indicated in the price specification form, for France, the number of net expected individual interviews is 3.160. The total gross sample consists of about 4.500 individuals. This corresponds to 3.040 households. 75% of these households participated in wave 9, while 25% of these households did not.

- **What were the previous waves retention rates by sample type (panel W9 respondents /non respondent and refreshment sample) for FRANCE?**

The SHARE Wave 9 data are currently being processed and will be released in early 2024. However, due to Covid-19 the situation in Wave 8 (stop of interviewing in the middle of fieldwork in March 2020) and Wave 9 (very late start of the refreshment sample as well as very difficult survey climate for f2f surveys in general due to epidemiological control measures) cannot be directly compared to previous waves.

According to the latest monitoring report, the preliminary individual response rate for the panel sample in Wave 9 is in the range of 50-60%. The panel retention rate (incl. recovery) for the transition between Waves 6 and 7 in France ranges between 65% (Wave 6 subsample) and 95% (Wave 2 subsample). The response rate (RR3 according to AAPOR guidelines) for the last refreshment sample in France in Wave 6 was 36%. You can find more detailed information in the following technical papers:

[https://share-eric.eu/fileadmin/user\\_upload/SHARE\\_Working\\_Paper/SHARE\\_WP\\_81-2022.pdf](https://share-eric.eu/fileadmin/user_upload/SHARE_Working_Paper/SHARE_WP_81-2022.pdf)

[https://share-eric.eu/fileadmin/user\\_upload/SHARE\\_Working\\_Paper/WP\\_Series\\_41\\_2019\\_Bergmann\\_et\\_al.pdf](https://share-eric.eu/fileadmin/user_upload/SHARE_Working_Paper/WP_Series_41_2019_Bergmann_et_al.pdf)

- **Will panellists and refreshment individuals recruited in wave 10 be re-interviewed beyond wave 10?**

Yes, these individuals will be reinterviewed as panellists in the next waves of SHARE (given that the relevant funding will be available).

- **What is the level of completeness of contact information (address, telephone, mail) for the FRENCH panel?**

Addresses are available for 98% of panel households (missing should be those that currently moved), phone numbers for about 75% and e mail addresses for about 6%

- **Is the Drop-off multi-mode experiment applicable to France?**

No, this project (now called the Self-Completion Questionnaire) is only applicable to a handful of countries. France is not one of them.

Only the task orders that have been sent together with the invitation as part of the model contract may be applicable to France in W10.

- **Are the refreshment samples for FRANCE provided by CTL or must it be provided by the Survey Agency (in which electronic format)?**

The Sampling Design Form (SDF) is a short survey provided by SHARE Sampling Coordination to document the sampling design in each country. SURVEY AGENCY can/should fill this survey in close cooperation with the national Country Team. SHARE Sampling Coordination will closely support the process.

The drawing of the refreshment sample is done by SURVEY AGENCY, again in close cooperation with the national Country Team. SURVEY AGENCY has to send SHARE Sampling Coordination a list of all drawn households/ addresses in an Excel template (Gross Sample Template; GST) that will be provided by SHARE Coordination. Detailed information on the whole process will be provided to the successful survey agency.

- **Technical Requirements for Interviewer: Is a tablet Processor Celeron N4000 1.10Ghz compatible with the Case CTRL?**

Please see Section 20.1 of the Framework Contract for technical requirements:

- Processor dual core 2GHz or higher (15 or higher recommended)

- **Technical Requirements for Interviewer: What is the size of the CASE CTRL?**

Please see Section 20.1 of the Framework Contract for technical requirements:

- minimum of 20 GB free disk space



- **What does the selection criteria “number of requested changes to harmonized model contract” covers, could you provide examples?**

SHARE is a European project, running in 28 countries simultaneously. Thus, harmonisation of the SHARE model contract is indispensable as it reassures harmonisation across all SHARE-countries, which is crucial to the success of the project. Any requested changes or deviations to this model contract (including its task orders) within the tender will result in a reduction of the highest possible score.

- **Does the IT Staff for Survey Agency can attend the IT staff training remotely?**

The IT staff training will most probably take place online.

- ***We would like to clarify if, for Portugal, we should consider all the tasks in the Model Contract and Price Specification Form. In the past, the Portuguese Country Team has been responsible for Incentives for respondents, IT Infrastructure, Back-checking and Panel Care. Also, the Country Team has been in charge of interviewer training in the NTSSs. Should we provide prices for this items?***

Some of the tasks mentioned in the model contract and the price file, will be done by the Portuguese country team. Due to internal need for clarification, procurement for SHARE Wave 10 in Portugal will be prolonged by two weeks.

All affected survey agencies will be informed in more detail via e-mail.

- **In Portugal we will conduct both samples, panel and refreshment sample? Or only panel sample?**

In Portugal, there will be no refreshment sample for the main data collection in Wave 10. Please note however, that a small refreshment sample (about 100 households) will be necessary in all countries for the field rehearsal in order to test the instruments (as indicated in the task order for field rehearsal).

- **For the panel sample, SHARE Coordination preloads the sample on the Sample Control software. About the refreshment sample, the procedure would be similar? Will the sampling units (households/addresses or individuals) eligible for this sample be preloaded also?**

Yes, the technical procedure for refreshment samples in SHARE is similar, the respective sample units will be included in the same preload file as the panel sample and uploaded to the Sample CTRL. However, a refreshment sample is not foreseen for the main data collection in Portugal.

For the field rehearsal, the small refreshment sample can be:

- an unused batch from a previous wave
- a probability sample (for a subsample of regions)
- a sample from an access panel that is stratified by age

- **In Portugal, the expected net sample for the Field rehearsal is 100 valid interviews, what is the estimated gross sample to reach the expected sample?**

The expected net sample for field rehearsal consists of panel and refreshment interviews to test all questionnaire versions properly (this is necessary even if you will not have a main refreshment sample!).

The field rehearsal panel gross sample consists of roughly 150 eligible respondents. Assuming a retention rate of 50%, this would yield ca. 75 net panel interviews. To reach 100 net field rehearsal interviews, we would suggest to draw about 100 additional refreshment households to be on the safe side, assuming 30% response rate and 1.5 interviews per household.

- **In Portugal, the expected net sample for Panel Sample is 1650 valid interviews. What is the estimated gross sample?**

The estimated gross panel sample in Portugal consists of about 2050 eligible individuals.

- **In Portugal, what is the expected net sample and gross sample for the refreshment sample? For Field Rehearsal and Main data collection.**

The expected net sample for field rehearsal consists of panel and refreshment interviews to test all questionnaire versions properly (this is necessary even if you will not have a main refreshment sample!).

The field rehearsal panel gross sample consists of roughly 150 eligible respondents. Assuming a retention rate of 50%, this would yield ca. 75 net panel interviews. To reach 100 net field rehearsal interviews, we would suggest to draw about 100 additional refreshment households to be on the safe side, assuming 30% response rate and 1.5 interviews per household.

- **Drop-Off questionnaire and Drop-off multi-mode experiment: should we quote now for this stages also? If yes, should it be handed out to everyone who completes the main questionnaire? And what is the estimated LOI?**

No, none of these projects are foreseen for Portugal. Please only provide quotations for the items listed in the price files included in the tender.

- **In deliverables' section, there is a reference to a university-based country team. Will this team be appointed by you?**

Every participating SHARE country has a country team located e.g. at a university in the respective country. They present SHARE on a national level and take care of all national SHARE activities. All country teams are listed on the SHARE Homepage:

<https://share-eric.eu/infrastructure/country-teams>

- **TTT: will the sessions be conducted in person in Munich for both survey stages (Field Rehearsal and Main Data collection)?**

The TTTs are planned to be conducted for each survey stage in person, as specified in the respective task orders. They will presumably be held in Berlin, Germany.

- **One of the items in Price Specification Form is “Report & debriefing”. What type of report: fieldwork report, interviewer report?**

SURVEY AGENCY usually sends a final report of fieldwork success. In addition, there is a debriefing meeting with SURVEY AGENCY and the Country Team plus an interviewer debriefing (usually by phone), where SURVEY AGENCY invites a couple of selected interviewers to talk about their views regarding fieldwork.

- ***“10.9 SURVEY AGENCY and SHARE Coordination shall agree upon an interviewer payment scheme that includes an incentive scheme taking into account interviewer specific contact rates, response/retention rates, data quality and reliability. The interviewer incentive scheme is the responsibility of SURVEY AGENCY.”***

**Would you please clarify this point? To what extent will SHARE Coordination be involved in the decisions about interviewer payment schemes?**

We ask SURVEY AGENCY to provide detailed information about the interviewer payment scheme within the interviewer description document as part of the tender for SHARE Wave 10. As interviewer incentive schemes may influence contact rates, response/retention rates, data quality and reliability, we carefully assess this information as part of the tenderer selection process and may discuss possible improvement strategies together with SURVEY AGENCY if necessary.

- ***“The designated respondent plus his/her partner (independent of age) will be interviewed.”***

**This criterion applies both to panel and refreshment sample? If the interview-eligible person completes the interview but the partner refuses, is it considered a valid interview?**

Yes, any completed interview with a person indicated as interview-eligible by the software will be considered as valid interview.

- **The expected net sample (for field rehearsal, panel, and refreshment samples) include the partners' interviews?**

Yes.

- ***“(19) SHARE Interviewer Survey In this online survey, additional information about experience and attitudes of interviewers will be collected in order to gain scientific insights into interviewer effects. SURVEY AGENCY will receive a copy of the questionnaire. This is a country specific survey project, not applicable to all countries.”***

**This survey is applied to Portugal? If yes, is it an online survey to be completed by the interviewers? Can you please clarify?**

There will be no interviewer survey in Wave 10 in SHARE.

- ***“Based on former SHARE waves we expect Next to correspond to approx. 1270 households.”***

**Does it mean that you estimate to get 1650 valid interviews (interview-eligible person + partner) in 1270 households?**

Yes. Based on preliminary estimations, for Portugal, we estimate a target number of 1.650 complete and valid interviews in approximately 1.270 households. We do not really differentiate between eligibles, so partners are included in this estimation.