

Clarifications Tender SHARE Wave 10

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
AND RETIREMENT IN EUROPE

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

PROCUREMENT GROUP III

Austria
Germany
Greece
Hungary
Italy
The Netherlands
Poland
Sweden

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/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.

QUESTIONS CONCERNING UPDATED MATERIAL: PORTUGAL

- **Field Rehearsal - Sampling:** in the updated document it is now possible to conduct a quota sample of eligible respondents. This quota sample should be stratified by region, gender and age? Who is responsible for deciding the sampling to be used in Portugal? This item was removed from the Price Specification Form, can you please clarify?

The selection of the sample is the responsibility of the Country Team. The survey agency will be provided with the addresses and the first and last names of one of the respondents (1 or 2 respondents per household at most during fieldwork). The Coverscreen (household identification in CAPI) allows us to know the household composition at the date of the last interview.

- **Field Rehearsal - TTT: in person or online?**

The TTT will be held in person. One person from the selected survey agency in Portugal shall attend.

Field Rehearsal - NTS: shall be held by the country team? In the updated document you mention that Survey Agency shall attend the NTS, so we assume it won't be held by us.

Correct. The winning survey agency will only have to attend the training sessions.

- **Field Rehearsal - Respondent contact procedures were removed from the updated contract. Does it mean no advance letter and data protection statement should be submitted by Survey Agency?**

Correct. These documents will be prepared and submitted to SHARE Central by the Country Team.

- **Main Data Collection - If we did not conduct the previous wave, we assume that the delivery (prior to the fieldwork) of the list of all deceased respondents (section 6.1.3) is not our responsibility.**

Yes, If the agency was not involved in SHARE in the previous wave no list of deceased respondents needs to be delivered before fieldwork.

- **Main Data Collection - TTT: in person or online?**

The TTT will be held in person. One person from the selected survey agency in Portugal shall attend.

- **Main Data Collection - NTS: in person or online? held by the country team or should we quote for NTS?**

Correct. The winning survey agency will only have to attend the training sessions.

- **Main Data Collection - Advance letters and Data protection statements are no longer our responsibility? Should it be handled by the Country team?**

Correct, they will be handled by the Country Team.

- **Main Data Collection - Panel care: should it be handled by the Country Team?**

Yes, Panel care is a Country Team task based on the information provided by interviewers and survey agencies (ex: situations detected in the field, such as the death of a respondent, a respondent's change of address and new address, etc.). The sample management program allows the interviewer to enter this information. Eventually, it may be useful to obtain clarification of the situation from the supervisor.

- **Main Data Collection - Incentives: we assume we shouldn't quote for incentives, as it was removed from the Price Specification Form**

Correct. This will be the responsibility of the Country Team. A voucher will be sent to the interviewees by the Country Team. Additionally, a small gift will be given to the Survey Agency to be distributed by the interviewers at the time of the interview.

- **Main Data Collection - Self-Completion Questionnaire: is it applicable to Portugal?**

No, the Self-Completion Questionnaire is not applicable to Portugal.

- **Quality control checks: Survey Agency is no longer responsible for data control checks? We should provide all necessary information, like telephone numbers, but isn't this information already available in the Sample and Case CTRL?**

Quality control checks will be performed by the Country Team. If additional information that is not available to the Country team is needed, Survey Agency shall provide all necessary information upon request.

- **Translation of the documents: Should we quote for this task? Who is responsible for the translations?**

The Country Team is responsible for the translations. Please only quote for the items as listed in the updated price file.

- **Survey material (printing and mailing): all printing material and mailing should not be handled by us, correct? Will we receive all necessary printed copies translated into Portuguese?**

The material that the interviewers will need to take with them into the field (e.g. interview cards) will be provided in paper format by the Country Team. Training material will be provided in digital format. The Survey Agency will not have any printing costs.

- **IT infrastructure: our IT staff will no longer be responsible for attending the TTT, assisting and monitoring all IT related activities? Who is now responsible for these tasks in Portugal?**

The Country Team will attend the TTT, but the survey agency's project coordinators (supervisors and interviewers) should also participate in the National Training. The Country Team will manage the information sent directly to the Country Team server by the interviewers when they synchronize their laptops. The Country Team will provide the survey agency with the information necessary to manage data collection work. The Country Team is also responsible for sending the collected data to SHARE-ERIC (via Centerdata).

3 CLARIFICATIONS FOR PROCUREMENT GROUP III

COUNTRIES: AUSTRIA, GERMANY, GREECE, HUNGARY, ITALY, THE NETHERLANDS, POLAND, SWEDEN

- **Could you confirm the date of the 15th of October (Sunday)?**

Yes, we confirm that the deadline for sending offers to SHARE-ERIC is Sunday, October 15th, 23:59 CET. Offers won't be checked before Monday, 16.10.2023.

- **Proof of successful history with international, longitudinal survey projects having scientific standards - How will points be awarded? Does a specific number of such projects count?**

Depending on the provided track record, points will be awarded regarding proven prior experience in handling large scale survey operations, relative to the competitor's tenders.

- **Number of requested changes to harmonized model contract – Could you please specify, how will points be awarded here?**

Any requested changes to the harmonised model contract, that are part of the survey agencies tender, will result in a reduction of points. A written confirmation within the tender that the model contract will be accepted as presented will result in the maximum amount of possible points.

- **Regarding "Information value, comprehensiveness and consistency of the documents provided as part of the tender, in particular also concerning the description of the Technical and Organisational Measures according to GDPR)" - Are you referring to the completion of the Technical_Organisational_Measures document that is an attachment to the invitation?**

This is regarding the completeness, information value, comprehensiveness and consistency of the entire tender that is being submitted - and in particular regarding the information provided in the Technical_Organisational_Measures document that is an attachment to the invitation.

- **Based on the information available to us in Germany from previous waves, we cannot fully understand the calculation of the expected net number of cases. The target of 4.680 interviews (persons), conducted in 3.760 households, seems to be a rather high and the ratio between household (with interview) and interviews on the individual level deviates from the ratio we had in wave 9. Therefore, what are your expectations about the gross sample panel wave 10 – how many persons will be included with / without interview in the last field period (autumn 2021 – summer 2022) and how many households do you expect to be in the gross sample for Germany?**

The formulation in the price file might be misleading. We calculated about 5300 eligibles in HH with a Wave 9 interview and 680 without a Wave 9 interview, leading to about 4680 net panel interviews (assuming response rates of 85% and 25%, respectively).

- **Which should be the expected number of Refresher to be done for the Fi-re in Italy?**

The suggested size of the FiRe refreshment sample (households) that should be drawn in Italy is 100.

- **Penalties for not reaching the target retention rate are still valid?**

No, the bonus-malus system has not been in place since wave 8 of SHARE. There will be no malus to the unit price if the target retention rate is not reached. All complete and valid interviews will be paid as described in section 4 of the model contract.

- **We would need to know how many individuals will be included in the gross sample for Italy. This question comes from the figures we noticed in the Price Specification form for main data collection for the panel. This document indicates we will receive 2820 HH (89% participated the W9 and 11% did not). From the last monitoring report, the total IRR reached in Italy was 75,05%. This figure came out from 3883 individual completed interviews (corresponding to a gross-sample of 3258 HH). The participation, then, is quite different from the 89% indicated in the price specification form. Additionally, according to the official figures included in the in the last monitoring report (W9) the figures achieved should correspond to 1,19 eligible persons in HH. If these calculations are correct, the amount of HH foreseen for IT in W10 (2820) wouldn't be enough to reach the target (3530 ivs). Could you explain more in detail the method of calculation you used?**

First, the individual response/retention rate has to be distinguished from the percentage of households that participated in the last wave (i.e. a household participated even if not all household members did an interview).

Second, the 2820 households that are mentioned in the price file refer to the current database and do not include our assumptions regarding individual response/retention rates - sorry if this was misleading.

Third, we assumed a response/retention rate of 85% for the 4028 eligibles in households with an interview in w9 and a response/retention rate of 25% for the 458 eligibles in households without an interview in w9. Based on these assumptions, we expect a net sample of roughly 3530 net interviews.

- **What is the maximum budget that we should take into account for collecting data for SHARE Wave 10 in the Netherlands?**

Please understand that for legal reasons based on European and national procurement laws, SHARE-ERIC cannot answer your question.

- **What is the estimated gross sample for the Fi-re to reach the 100 requested interviews in Italy?**

The expected number of (individual) net interviews from your FiRe panel sample from previous waves is 65. Therefore, the suggested size of the FiRe refreshment sample (households) that should be drawn is 100.

- **In the Panel Price Specification Form for the Netherlands, a preliminary number of net expected panel interviews of 2020 is provided. Below the table the text**

states that this number should correspond to approx. 1830. What is the difference between the two numbers? Is it correct that our pricing (for the Main) should be based on 2020 panel interviews?

Yes, your pricing should be based on the net expected panel sample. The number for the net expected panel sample (**Nexp= 2.020**) is based on preliminary numbers available by the time of procurement for SHARE Wave 10. Based on former SHARE waves we expect Nexp to correspond to approx. **1.830 households**.

- **What is the level of completeness of contact information as email addresses for the panel in Poland?**

We don't know the country-specific level of completeness yet. This is why interviewers should collect email addresses before the regular SHARE interview independent from the SCQ.

- **We assume that since the survey is carried out on SHARE software, the survey will be scripted/ programmed on that software as well? In other words, the cost of survey scripting/ programming is on SHARE's side?**

The Survey Software will be provided by SHARE Central. No other software shall be used. This means indeed that no costs will occur for survey agency with regard to programming the survey software.

- **How many dynamometers will be provided for the Main Data Collection survey? What other body measurement devices will be provided by SHARE? What body measurements will be taken?**

SHARE Central will provide one dynamometer for each interviewer. No other body measurements will be taken.

- **As we assume, all training included in the contract must be done f2f (including IT training, TTT training, NTS training)?**

TTT and NTS shall be held in Person. The IT training will be held online.

- **How long will the TTT training last and where will it be taken?**

The TTT will last two full days and will probably take place in Berlin.

- **How long will the IT training last and where will it be taken?**

The IT training will last one full day and will be held online.

- **How long should the NTS training last? As long as they have to be carried out f2f we assume that they can be conducted at a location selected by the Contractor?**

The NTS should be a copy from the TTT in terms of length and mode (two full days, in person). The location shall be selected by the contractor.

- **Should Data Protection Statement be provided in paper or can they be scripted/ programmed in the survey?**

The data protection statement provided by SHARE needs to be provided to the respondent in paper-format, following the procedure as described in the model contract. In addition, a consent question is programmed in the survey instrument.

- **Does the SHARE survey in Poland involve three studies: (1) the Field Rehearsal, (2) SHARE Main Data Collection and (3) Self-Completion Questionnaire? Will it be only those three surveys conducted in case of Poland?**

Yes, the data collection in Poland will comprise the field rehearsal (as test run to the main data collection), the main data collection, and the self-completion questionnaire. No other survey projects are planned for Poland in SHARE wave 10.

- **Will Field Rehearsal sample addresses for Poland be provided by SHARE? Will they be sourced from the Main Data Collection sample? Can they be reused in the Main Data Collection? Should part of the Field Rehearsal sample be drawn as refreshment sample? Will the Contractor be responsible for the drawing part of the Field Rehearsal Sample? If so, what share of the Field Rehearsal sample should be refreshed by the Contractor?**

The addresses for both panel samples, e.g. the Field Rehearsal sample as well as for the Main data collection sample will be provided by SHARE. The addresses for potential refreshment samples will be gathered in the sampling process.

FiRe and main sample are two different and separated samples and thus cannot be reused.

In addition to the panel part, a small part of the FiRe should be from a refreshment sample to properly test all questionnaire versions. The drawing of households has to be done by the survey agency in close cooperation with the country team. SHARE Central will provide support, e.g. regarding the gross size of the refreshment sample, which should be around 30-50 households.

- **Is the sample from the Main Data Collection in Poland provided by SHARE? How many addresses will be provided to the Contractor? Please specify the number of addresses provided by SHARE in the Main Data Collection Sample? It is crucial for precise pricing.**

Survey agency has to draw the refreshment sample in close cooperation with the country team and supported by SHARE Central. We are calculating with a target response rate of 40% for the refreshment sample (there is no malus) and a ratio of eligible persons per household of 1.5. Thus, the gross sample for 2500 net interviews would be roughly 4200 households. However, we strongly advise to have some buffer and to apply batches in the refreshment sample.

The panel sample for the main data collection is provided by SHARE, the estimated number of addresses/ household in the panel sample can be found in the price sheet

- **In case of Main Data Collection, should more interviews be done in a household if it is inhabited by people who meet the survey criteria?**

No. Interviews shall be done only with the target person and the (potential) partner of the target person (irrespective of the partners age). The information on who to interview in a household will be provided by the SHARE software.

- **Is the Refreshment Sample for the Main Data Collection in Poland provided by the Contractor? What sample size is expected? Is a reserve sample assumed?**

Survey agency has to draw the refreshment sample in close cooperation with the country team and supported by SHARE Central. We are calculating with a target response rate of 40% for the refreshment sample (there is no malus) and a ratio of eligible persons per household of 1.5. Thus, the gross sample for 2500 net interviews would be roughly 4200 households. However, we strongly advise to have some buffer and to apply batches in the refreshment sample.

- **How will Pen and Paper surveys be entered into the SHARE software?**

This is up to the survey agency. There is an automatically way to generate a dataset from a procedure that reads the filled-in paper and pencil questionnaires. If that technology is not available to the survey agency (or any of their third parties), we can provide an on-line interface where the answer can be inserted manually one-by-one by one person at the survey agency.

- **We noticed that, in comparison to the W9, the task “Distribution of sample to interviewers & address validation” is not present, although it seems to us it should be contained as it is requested in the corresponding task order. Could you please inform us where we can include this cost? And if the cost is fixed or variable?**

We subsumed the specific cost item you refer to under the broader item "sampling" in the price file.

- **How large is the gross sample for the main data collection in the Netherlands?**

We expect about 2100 eligible respondents from households with a Wave 9 interview (assumed response rate: 85%) and about 800 eligible respondents from households without a Wave 9 interview (assumed response rate: 25%), leading to about 2020 net expected interviews (the number in the price file).

- **How large is the gross sample for the field rehearsal in the Netherlands?**

We calculated a FiRe sample of 131 eligible panel respondents from previous waves (assumed response rate: 50%) that should be supplemented with 50 new refreshment households (assumed response rate: 30%; assumed household ratio: 1.5 eligible respondents) to test all questionnaire version properly and to achieve about 100 FiRe net interviews.

- **What does the distribution by age look like in the gross sample for the main data collection in the Netherlands?**

As the last proper refreshment sample in NL was in Wave 5 (2012), the Dutch sample misses the young cohorts (i.e. those born after 1962).

The percentages of the older cohorts are as follows:

1955-1962: 25%

1945-1954: 49%

<=1944: 25%

- **Will there be a refreshment sample for the study in the Netherlands?**

No, there is no refreshment sample planned for the Netherlands in Wave 10.

- **What response rate was realized during wave 8 and 9 (CATI) in the Netherlands?**

This information is available online:

https://share-eric.eu/fileadmin/user_upload/SHARE_Working_Paper/SHARE_WP_81-2022.pdf
(pp. 8ff.)

- **Part of the households included in the panel sample for the main data collection participated in the last wave. Are households also approached that have not participated in the last wave, but have participated in previous waves?**

Yes. Please see the price file for the panel sample as well as section 4.2.5 of the task order for main data collection.

- **What is the assumed survey time for each survey in Poland?**

The interview length of a single interview is estimated to take between 50 and 60 minutes (estimated median duration of the individual face-to-face interview across all countries participating in the last wave and across all first and second interviews within a household). No country-specific adaptation to this overall estimate will be permissible. For the Self-Completion Questionnaire, the assumed duration is 10-12 minutes.

- **We have a question regarding the contract duration. According to the SHARE W10 model contract and the task orders, there is no set date for the validity of the contract to end. Hence we don't know for how long we have to guarantee readiness to deliver?**

Readiness to deliver should be as long as the end of SHARE survey Wave 10 main fieldwork period.

- **What does this clause mean: "complete and valid interviews with target persons from households that did not participate in the last wave will be paid an incentive of 25% of the unit price (UP*1.25)"? Is this about compensation for the interviewer or the respondent?**

As described in section 4. of the task order for main data collection, survey agency will be paid an incentive of 25% of the unit price for every complete and valid interview that has been conducted with target persons from households that did not participate in the last wave. As recovered cases, these are especially valuable to SHARE as a panel study. Therefore, the survey agency shall receive this additional payment for these interviews.

- **Can you confirm that in Germany, the Scan_Booklets_data only contains four images per test booklet and the naming of the data sets must include the**

PIDCOM. I.e. no recorded data (e. g. in ASCII or SPSS format) has to be delivered.

The booklets each contain more than four pages, but only the 3 pages containing images (specifically: drawings) and the title page containing the handwritten PIDCOM are relevant and should be delivered as full page scans.

The filenames of the scanned images should contain an arbitrary running number, as well as the PIDCOM, as handwritten on the title page, in a numerical form.(e.g. using automatic handwriting recognition). Exact specifications for e.g. the naming convention, image file format, would be provided later.

No additional datasets (e.g. ASCII or SPSS) apart from the correctly named image files need to be delivered.

- **Regarding Main Data Collection Section 4.1 PAYMENT PLAN: Is there a chance to adjust the payment scheme so that the first installment is more than 25%, as the agency bears most of the costs during the study and not after? Is it possible to consider making the first instalment 40% and the second 25%?**

SHARE is funded by public money. Therefore SHARE-ERIC has to restrict any upfront payment to the starting costs and is not allowed to pay in advance for services that are still to be rendered.

Questions Concerning the Self Completion Questionnaire

- **If the respondent does not complete the self-completion survey despite two reminders, is it possible for the interviewer to go to the respondent and collect questionnaires? How would this affect the experiment? Most of the costs in this module are printing and mailing costs, and if you are not successful in achieving the number of interviews, these costs will not be recovered fully. Shouldn't data management (incl. reminders) be a fixed cost as well? If the Self-Completion Questionnaire study must be an experiment, it seems that the outcome should not be directly related to the amount of money paid to the survey agency. Payment should be linked to the proper execution and documentation of specific tasks required in both survey versions rather than the number of completed interviews.**

After having sent two reminders, a F2F contact is not foreseen for the SCQ. There is no malus in place should the target number not be reached. SURVEY AGENCY shall try to achieve as many interviews as possible.

- **How large is the gross sample in the Netherlands for the self-completion questionnaire? What will happen if the requested number of completes are not realized? Are there alternative options?**

Based on a panel sample of 2020 net expected interviews, we are assuming an internet penetration rate of 89% in NL and response rates of 75% (paper-and-pencil) and 60% (web), respectively, leading to about 1200 net expected filled questionnaires.

There will be no malus to the unit price if the target retention rate is not reached. All complete and valid interviews will be paid as described in section 4 of the model contract.

If you are referring to F2F visits as an alternative – no, that is not an option.

- **SCQ task order section 6.1 "The data collection will be based on panel- and, if applicable, refreshment-respondents of the SHARE Wave 10 field rehearsal or main data collection who stated in the face-to-face interview that they use the internet". Do you have information from previous waves on how many respondents use the internet?**

Depending on the country, the internet penetration rate ranges from about 50% to about 85%:

DE: 78%

GR: 47%

IT: 51%

NL: 89%

PL: 51%

SE: 87%

- **Will the web version of the Self-Completion Questionnaire survey be scripted/ programmed on SHARE software?**

Yes. Survey Agency will receive a link to be sent to respondents. The programming will be done by SHARE.

- **As we understand the Self-Completion Questionnaire is given to each respondent who agreed to participate in the Main Data Collection survey? At what level is the return expected in Poland? Please specify require separately for Pen and Paper version and Web version?**

The SCQ is given to respondents who agreed to participate in the Main Data Collection survey and indicate that they regularly use the Internet. We assume an internet penetration in Poland of 51% and response rates of 75% (paper-and-pencil) and 60% (web), respectively.

- **Do completed Pen and Pencil surveys (Self-Completion Questionnaire) have to be sent abroad?**

Yes (except for survey agencies that are based in Germany). Completed paper and pencil surveys (Self-Completion Questionnaire) have to be sent to SHARE Coordination (Berlin, Germany). See section 9.1.4 of the task order for SCQ:

SURVEY AGENCY shall read in and deliver the data in electronic format (preferably Stata, SPSS or EXCEL) to SHARE Coordination (Deliverable Main_SCQ_Data, see Table 2). In addition, SURVEY AGENCY shall ship the collected hard copies of the self-completion questionnaire to SHARE Coordination after the end of fieldwork (Deliverable Main_SCQ_Material, see Table 2).

- **SCQ: What if not enough respondents declare that they use the Internet and have an e-mail address to achieve the required number of interviews?**

There is no malus in place should the target number not be reached - same as in the regular CAPI interviews. SURVEY AGENCY shall try to achieve as many interviews as possible, each valid and complete interview will be paid the unit price as specified in the respective payment sections of the Task Order.

- **How long does the online questionnaire take and how many pages does the paper version have?**

The questionnaire will contain 40 questions (currently ca. 13 pages with an assumed duration of 10-12 minutes).

- **How many pages is the Self-Completion Questionnaire survey?**

The questionnaire will contain 40 questions (currently ca. 13 pages with an assumed duration of 10-12 minutes).

- **How long is the SCQ in terms of pages and time?**

The questionnaire will contain 40 questions (currently ca. 13 pages with an assumed duration of 10-12 minutes).

- **What will be the scope of the self-completion questionnaire? For the paper version number of pages to be printed / recorded, for the web interview duration of the questionnaire?**

Content of the questionnaire:

- A. Questions to compare the regular SHARE CAPI vs. self-completion mode of data collection
- B. Questions to compare data quality between paper vs. web mode of data collection
- C. Additional questions on topics of societal relevance
- D. Questions about experiences completing the survey

The main aim of this questionnaire is to evaluate the efficiency of self-completed data collection as a mean to properly represent people aged 50 and above across Europe and to improve data quality.

The questionnaire will contain 40 questions (currently ca. 13 pages with an assumed duration of 10-12 minutes).

- **During a face-to-face interview, can interviewers mention that an SCQ is planned and that a respondent may be selected? Whether interviewers should emphasize collecting emails or not?**

We would discourage this as it bears the risk that some interviewers are more convincing than others, biasing the experiment. Further, respondents who use the internet are randomly assigned to either the web or the paper-and-pencil version. Interviewers might be confronted with priorities from the respondents that cannot be fulfilled.

- **SCQ: What will be the amount of open ended questions?**

There are no open-ended questions, only 3 "other, please specify" answer options.

- **Does an economic incentive is foreseen for R who fill the SCQ (both online/offline)?**

No, a respondent incentive is not foreseen for completion of the (web- or paper-version of) the SCQ.

- **Is there a planned incentive for the respondent to participate in the SCQ?**

No, a respondent incentive is not foreseen for completion of the (web- or paper-version of) the SCQ.

- **Does the SCQ needs to be handed out by the interviewer after the interview, of sent by mail afterwards?**

Framework Contract p. 12: ... the paper version of the SCQ is a separate paper questionnaire for self-completion to be handed out to the respondent by the interviewer after the regular CAPI interview, while other respondents will be asked to complete a web-version.

Task order SCQ: Both versions shall be sent to the respondents by SURVEY AGENCY within two weeks after the completed SHARE face-to-face interview.

Thank you for pointing out this inconsistency (and sorry for that)! Actually, the procedure is correctly described in the task order, i.e. the survey agency has to send both versions (one by email, the other by postal mail) to the selected respondents. The error on page 12 of the framework contract will be corrected by the time of contracting.

- **SCQ Task Order section 3.4 "Both versions shall be sent to the respondents by SURVEY AGENCY within two weeks after the completed SHARE face-to-face interview." How long after completing the interview will the list of respondents be sent to the agency? Will a certain percentage of these interviews be selected randomly? What volume can be expected, approximately? This is important due to the time needed to prepare shipments.**

We are working on a possibility to export a list with the selected respondents for both SCQ versions after data synchronization (therefore it is of utmost importance for interviewers to synchronize their laptops). Usually, we need a couple of days to update the servers after data synchronization, but there should be enough time for survey agencies to send the emails/letters to the selected respondents.

The list of respondents will not be a random subsample, there is only a random assignment of respondents using the internet to either the paper-and-pencil and the web version. The number of respondents depends on the number of regular SHARE interviews, i.e. there will be a rolling assignment after each data delivery depending on the number of respondents using the internet.

- **Is the paper version of the Self-Completion Questionnaire to be mailed two weeks after the f2f Main Data Collection survey is completed?**

The paper version of the Self-Completion Questionnaire is to be mailed within 2 weeks from receiving the list of pidcoms who completed the interview of the F2F Main Data Collection Survey.

- **SCQ: In case we don't have the email address of R, which solution do you propose?**

The interviewers should try to collect/update email addresses for all respondents in the beginning of the regular SHARE interview (CAPI). This is independent from the SCQ. If nonetheless a respondent without an email address is selected for the web version of the SCQ, survey agencies should send a letter with a QR code and a short link to the web version of the SCQ by post.

- **Could you specify in how many days you will send the list of eligible persons selected to compile the SCQ? Please refer to the Task order (section 6.2)**

We are working on a possibility to export a list with the selected respondents for both SCQ versions after data synchronization (therefore it is of utmost importance for interviewers to synchronize their laptops). Usually, we need a couple of days to update the servers after data synchronization, but there should be enough time for survey agencies to send the emails/letters to the selected respondents.

- **SCQ: Is it possible to send the link by SMS in addition to the pre-info?**

No. Respondents shall be contacted via postal delivery or e-mail. No other means of communication are allowed to be used for contacting respondents for this experiment unless specified by SHARE Coordination.

- **Do you consider complete the CAPI even if the correspondent SCQ has not been compiled by R?**

That's correct. If the CAPI interview has been confirmed as valid and complete by SHARE Coordination, whether a SCQ has also been conducted will be irrelevant for the payment of the regular CAPI interview. Payment of the SCQ interview will depend on whether the SCQ is valid and complete and can be matched to a complete regular CAPI interview.

- **SCQ: What is the expected response rate for Germany, and will the gross sample consist of all interviewed persons of wave 10, using the internet? What is the estimated percentage of SHARE panellist using the internet among all panellists in Germany?**

Yes, the gross sample will consist of all Wave 10 respondents (panel + refreshment sample), who are regularly using the internet. There will be a CAPI question to determine eligibility. Further, interviewers will be advised to collect email addresses from all respondents at the beginning of the regular SHARE interview. We are assuming an internet penetration rate in Germany of 78% and response rates of 75% (paper-and-pencil) and 60% (web), respectively.

- **From the Price specification form we noticed that the total SCQ to collect do not correspond to the 50% as per the indication in the corresponding task order. Do you confirm the figures included in the price specification form?**

The net expected numbers in the price file already include some assumptions regarding internet penetration and response rates, which differ slightly between web and paper-and-pencil, leading to slightly different net expected interview numbers.