

ZP/2020/19

APPENDIX 1 to SETC

DESCRIPTION OF THE CONTRACT SUBJECT

The subject matter of the contract is **conducting surveys of employers regarding the forecasts of demand for employees in seven regions of Ukraine. The survey shall be conducted under the Polish component of the “EU4Skills” Programme founded by the European Union from the financial means for the reform of vocational education in Ukraine.**

1. Expectations towards the Economic Operator.

The Economic Operator is expected to provide a team of researchers and interviewers, who shall carry out a survey of employers in the seven regions of Ukraine. The task shall be performed as a part of the **Labour Market Information System (LMIS)** in the Polish component within the international project for the support of the reform of Ukrainian vocational education. The Economic Operator shall cooperate with an expert for the Labour Market Information System (LMIS) development, Ukrainian experts, and the leader of the expert team.

1.a. Survey tools

The survey shall be conducted using a questionnaire provided by the Contracting Authority. The Economic Operator may suggest changes to the questionnaire. The Contracting Authority is exclusively authorized to amend the questionnaire. The provisional version of the questionnaire has been attached to the documentation. The final version of the questionnaire shall be submitted to the Economic Operator after signing the contract.

1.b. Regions where the survey is to be conducted: Vinnytsya, Zaporizhzhya, Lviv, Mykolayiv, Poltava, Rivne, Chernivtsi.

1.c. Pilot survey

The Economic Operator shall be obliged to carry out a pilot survey with at least 20 enterprises of a different size, representing various industries.

The Economic Operator shall be obliged to submit a report summarizing the results of the pilot survey. The report should include as follows:

- Information on questions which the respondents have not been able to answer,
- Information on questions which the respondents have not been to answer, despite the clarifying information provided by the interviewer,
- Information on the suggested additional comments, explanations for an interviewer,
- Suggestions for possible modifications to the questionnaire,
- The results of pilot interviews with a code key in the form of a database in SPSS format or an equivalent format in a version compatible with SPSS 17.0.

In case the pilot survey showed that no significant modifications are needed, the questionnaires filled in within the trial may be included in the main sample.

1.d. Interviewer training

The Economic Operator shall be obliged to develop instructions for interviewers. The instruction should be approved by the Contracting Authority, and it should include coding methods of open questions and questions related to individual professions.

In addition, the Economic Operator shall be obliged to provide training for all interviewers, which should cover the following subjects:

- Information on the survey purposes,
- General rules for carrying out CAPI / CATI interviews,
- Rules for selecting appropriate respondents in respect of survey purposes,
- Becoming familiar with the questionnaire and interviewer's instructions,
- Becoming acquainted with the terms and terminology related to the interview and its content,
- Rules for registering answers to open questions, including those related to professions,
- Review of procedures for quality assurance and control of interviewers' job,
- A procedure for preparing appropriate reports with survey results.

1.e. Database

The Contracting Authority shall provide the Economic Operator with an enterprise database for every region, which shall include such information as the company name, its contact data (address, phone number, and e-mail), type of business activity and the average annual number of employees.

1.f. Number of interviews

The Economic Operator shall be obliged to carry out at least 4 900 effective questionnaire interviews, with the following minimum numbers for each particular region:

- Vinnytsya – 600 enterprises
- Zaporizhzhya – 800 enterprises
- Lviv – 800 enterprises
- Mykolayiv – 700 enterprises
- Poltava – 700 enterprises
- Rivne – 700 enterprises
- Chernivtsi – 600 enterprises

1.g. Selection of sample

The Economic Operator shall be obliged to present the selected sample to the Contracting Authority. Sampling should be stratified and random. Strata should be determined with regard to the type of business activity and the size of enterprise (small, medium, large). However, all large and medium enterprises should be included in the sample.

The Economic Operator shall be obliged to carry out interviews in accordance with the proposed sample structure. Any changes to the sample structure, which may take place, e.g. as a result of inability to contact the enterprise, must be agreed with the Contracting Authority.

The Economic Operator shall contact each enterprise at least five times before stating that the contact is inactive.

1.h. Requirements for a respondent:

A responding person may be a representative of the management or an authorized enterprise's employee, responsible for employee matters and planning at the company. The following persons may also be respondents: persons in the positions of director (owner/co-owner), deputy directors, HR directors, HR specialists, chief accountants, accountants, and lawyers (as an exception).

1.i. Interviewing method:

A personal interview (meeting) should be the main form. Interviews may be held online or by phone.

Should there be any epidemic restrictions in force in the areas where surveys are carried out, all interviews may be carried out on-line or by phone.

1.j. Quality assurance

The Economic Operator shall be obliged to apply quality assurance methods, among others, to implement a quality control system for interviewers' work. The system should gather information on time and place where the interview is carried out and provide it to the client upon request.

The Economic Operator shall be obliged to contact at least 10% of the respondents for a second time in order to verify whether the survey was actually conducted.

The Economic Operator shall be obliged to ensure the quality control of the database, among others, with regard to the following criteria:

- Data completeness,
- Data integrity,
- Data correctness, including as regards the application of codes for open questions.

1.k. Contact with the Contracting Authority

The Economic Operator shall be obliged to appoint a person responsible for contacts. The Economic Operator shall be obliged to notify the Contracting Authority promptly about problems identified during the survey. In addition, the Economic Operator shall be obliged to provide the Contracting Authority with weekly reports on the performance and problems arising during interviews in every region.

1.l. Survey results

Based on survey results, the Economic Operator is required to provide the Contracting Authority with the following:

- A consolidated database for all regions (in electronic form) in SPSS, MS EXCEL, OCA formats,
- Information on all difficulties encountered during the survey,
- Suggestions for future improvements of the survey.

For each region separately:

- Documentation of the survey audit (full recordings of phone interviews, time related metrics, and geolocation data regarding interviewers and respondents),
- Documentation of changes to enterprises in the list of entities appointed for survey,
- Distribution for all variables in charts and tables,
- For selected variables, cross tables (two-dimensional feature distributions) and tables (scope as agreed with the Contracting Authority).

The database should comply with the following requirements:

- The database should contain data for all conducted interviews,
- All variables should be coded in the numerical format (with reasonable exceptions, e.g. for dates),
- Each variable should have a relevant name indicating its location in the questionnaire, and the label should record the content of a question (abbreviated as necessary), the values should be marked relevantly,
- The first variable in the database should be an identification variable containing the unique number of encoded interview,
- Open questions should be coded according to the code key agreed with the Contracting Authority,
- Variables for multiple choice questions should be in sets that enable common analysis of responses,
- The database with the results of conducted interviews should be verified by the Economic Operator with regard to possible occurrence of:
 - Logical inconsistencies (values outside the correct range, conflicting records, etc.),
 - Incorrect or duplicate records.

1.m. Schedule and on-going monitoring of interviews

The Economic Operator shall provide the client with an interview schedule within 5 business days. The schedule should cover all stages of the survey. The Economic Operator shall also submit possible remarks to the questionnaire within the same time limit.

The Economic Operator shall be obliged to carry out the pilot survey and the interviewers' training within 10 business days.

The survey results should be submitted to the Contracting Authority by 15 November. The Contracting Authority shall have 30 days to approve the survey results. During this time, the Contracting Authority may pass comments to the Economic Operator concerning products which the Economic Operator is obliged to take into account.

2. General information on "EU4Skills" programme and Polish set of activities

The purpose of the "EU4Skills" programme is to support the reform of Vocational Education and Training (VET) in Ukraine. The programme will assist the establishment of environment for modern teaching and learning, and improve the quality of education and vocations training, as well as its meaning in the labour market.

The general objective is to support the modernized vocational education and training system which contributes to sustainable and integrated social and economic development. It allows for more efficient business management, focuses on increased diversification and increased workforce productivity.

The improvement of the vocational education and training will be achieved, among others, through an effective implementation of the reform action plan, an optimized vocational education and training network, greater attractiveness and better quality of vocational education and training, as well as the increased meaning of VET in the labour market. In addition, an intention of “EU4Skills” is to enhance the effectiveness of the VET reforms in Ukraine through the introduction of an appropriate and reliable sector strategy managed by the Ministry of Education and Science of Ukraine in the cooperation with other major interested parties, the establishment of institutionalized sector coordination at the national and regional level, the establishment of effective systems for managing and financing vocational education and training, complying with the needs for regional development and requirements of educational reform, i.e. the “New Ukrainian School” program. The “EU4Skills” programme will also contribute to overcoming gender segregation in the labour market.

The “EU4Skills” programme will ensure technical support and development of capabilities at the national (among others, the Ministry of Education and Science of Ukraine, the National Qualifications Agency), regional (Education and Science Departments in regional administration bodies), and local (education services providers and vocational training companies) level. The program will enhance social partnerships and structures such as regional councils for vocational education and training, in order to improve relations between vocational education and training and employers from the public and private sector. The program is designed to promote modern forms of teaching and learning. It will support further development of the National Qualification Framework (NQF) and the development of the total of 100 new qualifications based on professional standards, along with the development of curriculum. The creation of new teaching and learning materials, as well as courses for teachers and trainers, will increase the quality of vocational education and training.

The introduction of an independent system for assessing professional skills will result in the increased importance of VET qualifications in the labour market. This will be accompanied by career counselling to attract a greater number of students to vocational education and training.

The program will also create a framework for investments in VET reform in Ukraine and infrastructure by other donors.

The program is co-financed by the European Union and Germany, and will soon be joined by Finland and Poland. It is managed by the German Corporation for International Cooperation (Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH) coordinated by the German Kreditanstalt für Wiederaufbau (KfW) that supports the modernization of vocational schools' infrastructure.

The Polish set of activities will be implemented by the Solidarity Fund PL, and will include the following activities, among others: creating and developing labour market intelligence system (Activity 2.11), establishing regional action plans for vocational education (Activity 1.2), creating and implementing careers counselling in Ukraine (Activity 2.10), creating an optimized, multi-channel VET funding mechanism ensuring targeting and efficiency of financial allocation, streamlining multi-annual planning of VET budget and facilitating budget programming systems (Activities 1.6 and 1.7).

3. Pricing information

The price should be specified in Polish zlotys (PLN), rounded to two decimal places. The price should be given as a whole, covering the survey in all 7 regions. The price should include all expenses incurred by the Contracting Authority in relation to the service provided by the Economic Operator (VAT tax or the Economic Operator's and the Contracting Authority's — Payer's compulsory social security (ZUS) contributions resulting from laws in force), as well as the costs of accommodation in Ukraine, meals, insurance, local transport, flights/travelling between Poland and Ukraine (unless travels are commissioned separately by the Contracting Authority), computer equipment, mobile communications, and software (word processor/spreadsheet). Financial settlements between the Contracting Authority and the Economic Operator shall be carried out in PLN or UAH, depending on the Economic Operator's tax residence.