

YOUTH STUDIES SOUTHEAST EUROPE 2018

Terms of Reference

- Research Institutions-

Tasks & Responsibilities		
1	Background	<p>The Friedrich-Ebert-Stiftung (FES) is taking the initiative to carry out a region-wide empirical study on youth in Southeast Europe in order to gain analytical insights into the young generation’s perceptions, awareness, expectations and approaches towards changing realities. The study will determine challenges and urgent tasks youth is facing within their societies.</p> <p>Model and point of orientation for the study will be the FES Youth Studies, which were carried out in the region of Southeast Europe from 2009 to 2015 and the resulting comparative regional studies. Similar surveys have been commissioned and implemented by the FES in Central and Eastern Europe and the Caucasus.</p> <p>The country reports will be based on independent state-of-the art representative surveys, which will be conducted simultaneously in 10 countries of the region in November and December 2017.</p> <p>The contracting entity is the Friedrich-Ebert-Stiftung – Office Skopje. Some elements of standardization and regional coordination will apply.</p> <p>Full access to the data obtained through the surveys will be provided to the authors of the country reports. In addition, the reports will also be informed by current literature and secondary sources from contemporary Youth studies.</p> <p>The Friedrich-Ebert-Stiftung – Office Skopje calls on research institutions to express their interest in becoming research partners in this endeavor.</p>
2	Objectives	<p>The study will aim at identifying the needs, attitudes and perceptions of youth towards becoming agents of change. It is supposed to encourage public debates and provide an in-depth analysis of the conditions youth are facing in the region, their behavior, attitudes and aspirations.</p> <p>Specifically, the FES is interested in</p>

		<ul style="list-style-type: none"> - the contribution of youth to the democratic development of the societies of Southeast Europe, as well as young peoples' perception of and identification with Europe - potential contributions and recommendations for developing youth and social policies within the region, related to the topics of education, mobility/brain drain, employment, family and equal opportunity, anti-discrimination etc. - analyzing emigration tendencies of Southeast European youth
<p>3</p>	<p>Methodology</p>	<p>The study will be based on a mix of quantitative and qualitative research methods and on primary as well as secondary data. Specifically, the following data gathering techniques will be used:</p> <ul style="list-style-type: none"> - A national representative survey based on a standardized core questionnaire <p>Survey period: November 6th- December 15th, 2017 Survey method: CAPI</p> <ul style="list-style-type: none"> - At least ten interviews with young people from different social backgrounds, selected by the researchers, to obtain a qualitative insight into the subject matter of the study - Use of secondary sources. <p>The surveys will be conducted by polling agencies that have been contracted separately. The survey questionnaire will cover the following themes:</p> <ul style="list-style-type: none"> - A. Leisure and lifestyle; - B. Values, religion and trust; - C. Family and friends; - D. Mobility; - E. Education; - F. Employment; - G. Politics; - H. Personality and health issues; - I. Additional theme (optional, country specific) <p>The FES Office Skopje may solicit advice from the selected research institution / authors and/or youth policy practitioners in identifying up to 10 additional, country-specific, questions beyond those laid out in the core questionnaire.</p>
<p>4</p>	<p>Sample</p>	<ul style="list-style-type: none"> - Sample size: min. 1000 - Population: youth between the ages of 14 and 29; - National representative (randomized) sample

<p>5</p>	<p>Study Format</p>	<p>Country reports should broadly adhere to the following structure:</p> <ul style="list-style-type: none"> - Introduction (outlining the purpose of the study and the core research questions) - Short methodological section - Concise conceptual section incl. a brief literature overview - Analysis of the core overarching themes specified above, based on the survey data, interviews and secondary sources, and grounded in relevant contemporary literature. This is the central part of the country study and should have a <u>strong analytical dimension, interpreting (not describing) the collected data and information.</u> - Conclusions containing the most relevant findings - Recommendations stemming directly from the findings of the study, which are tailored to specific target groups and address concrete policy issues and institutions - Bibliography - Annexes, if necessary <p>NOTE: The researchers/authors can also add other chapters or themes if this is likely contribute to the quality of the report.</p> <p>The maximum length of the overall study excluding bibliography, annexes, and footnotes is 25,000 words.</p> <p>The country study's writing / referencing style and design must comply with FES standards and guidelines, which will be provided by the FES.</p> <p>The country study will be an original contribution by its authors, created specifically for the purpose of this project. As such, it should adhere to high standards of academic research including but not limited to avoidance of any form of plagiarism and proper referencing of all materials used.</p>
<p>6</p>	<p>Database</p>	<ul style="list-style-type: none"> - Data will be entered into a standardized database format provided by the FES. - All provided data should be checked and cleaned before delivery
<p>7</p>	<p>Tasks</p>	<ol style="list-style-type: none"> a) Review previous FES youth studies; b) Review relevant literature and secondary sources and integrate/use it in the report. c) If required, recommend up to 10 additional items for the country-specific questionnaire.

- d) Participate in a regional Kick-off conference to be held in September/October 2017.
- e) Conduct field survey
- f) Create clean database with collected data, based on the standard database template provided by FES
- g) Create descriptive statistics report
- h) Run post-survey reliability test on 5%-10% of the sample (CATI).
- i) Provide double-blind translation of the complete questionnaire into local language, specifically one translator should translate from English into local language – the other translator (without contact to first translator) translates from local language back into English. Then the translation is compared and reconciled among the two translators before the final questionnaire is approved in local language.
- j) As the analytical basis, use data provided in the national survey. It is expected that the authors are well-versed in statistical analysis.
- k) Conduct a minimum of ten additional semi-structured interviews with young people from different social backgrounds, selected by the researchers.
- l) Produce a first draft.
- m) Present and discuss preliminary findings at a regional policy workshop that will be held around May 2018.
- n) Produce a pre-final draft, integrating inputs from the policy workshop and FES feedback.
- o) Modify and upgrade the country study in line with editorial feedback received by the FES (expect between two and four rounds of comments). Editorial feedback will primarily focus on the structure, coherence and depth of analysis and writing.
- p) Provide the final report in English language (incl. language editing by a native speaker)

The FES Office Skopje retains the right to reject reports and require updates as well as withhold payment on the grounds of sub-par language quality or inadequate integration of editorial feedback.

<p>8</p>	<p>Requirements</p>	<ul style="list-style-type: none"> ➤ Documented experience in qualitative and quantitative research ➤ Documented expertise in youth studies and policy. ➤ Good knowledge about democratization, civil society, European Integration and the region of Southeast Europe. ➤ Statistical analysis skills. ➤ Capacity to deliver the final report in flawless English. ➤ The application should contain the following: <ul style="list-style-type: none"> ▪ A proposal discussing your research interest in relation to the research objectives (section 2 of these ToR), the national context. This proposal should reference relevant literature and not exceed 5 pages. ▪ A list of references with full contacts; ▪ If applicable, background information on the institution, maximum 1 page; ▪ CV of the responsible person ▪ Budget proposal 																																		
<p>9</p>	<p>Timeline</p>	<table border="1"> <tr> <td>Natl. Tenders published</td> <td>June 12th, 2017</td> </tr> <tr> <td>Deadline for Application</td> <td>July 3rd, 2017</td> </tr> <tr> <td>Award of Contract</td> <td>August 11th, 2017</td> </tr> <tr> <td>Formulation of additional items in Natl. Questionnaire</td> <td>September 8th, 2017</td> </tr> <tr> <td>Double-Blind Translation of Questionnaire</td> <td>November 1st 2017</td> </tr> <tr> <td>Regional Kick-Off Conference</td> <td>September 11th-13th, 2017</td> </tr> <tr> <td>Literature Review, Secondary Resources Processing</td> <td>October 2nd, 2017- January 19th 2018</td> </tr> <tr> <td>Data Collection CAPI</td> <td>November 6th – December 15th</td> </tr> <tr> <td>First draft report delivery (based on secondary sources)</td> <td>January 19th, 2018</td> </tr> <tr> <td>[Data Delivery by polling agency]</td> <td>January 19th, 2018</td> </tr> <tr> <td>Payment 1st rate</td> <td>January 26th, 2018</td> </tr> <tr> <td>Second draft of country study (incl. primary survey data)</td> <td>May 4th, 2018</td> </tr> <tr> <td>Discussion of preliminary results / first draft at Policy Workshop</td> <td>May 14th-16th, 2018</td> </tr> <tr> <td>Produce Pre-final draft</td> <td>June 15th 2018</td> </tr> <tr> <td>Hand in final study in English</td> <td>July 13th 2018</td> </tr> <tr> <td>Balance payment</td> <td>July 20th, 2018</td> </tr> <tr> <td>Publishing & Launch of Study</td> <td>September 2018</td> </tr> </table>	Natl. Tenders published	June 12 th , 2017	Deadline for Application	July 3 rd , 2017	Award of Contract	August 11 th , 2017	Formulation of additional items in Natl. Questionnaire	September 8 th , 2017	Double-Blind Translation of Questionnaire	November 1 st 2017	Regional Kick-Off Conference	September 11 th -13 th , 2017	Literature Review, Secondary Resources Processing	October 2 nd , 2017- January 19 th 2018	Data Collection CAPI	November 6 th – December 15 th	First draft report delivery (based on secondary sources)	January 19 th , 2018	[Data Delivery by polling agency]	January 19 th , 2018	Payment 1 st rate	January 26 th , 2018	Second draft of country study (incl. primary survey data)	May 4 th , 2018	Discussion of preliminary results / first draft at Policy Workshop	May 14 th -16 th , 2018	Produce Pre-final draft	June 15 th 2018	Hand in final study in English	July 13 th 2018	Balance payment	July 20 th , 2018	Publishing & Launch of Study	September 2018
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<p>10</p>	<p>Requirements</p>	<ul style="list-style-type: none"> ➤ Documented experience in national-scale quantitative CAPI and CATI surveys. ➤ Documented proof of adequate institutional capacities. ➤ The application should contain the following: <ul style="list-style-type: none"> ▪ A list of references with full contacts; ▪ Background information on the institution, maximum 1 page; ▪ CV of the responsible person; ▪ Detailed proposal of the sample and sampling method; ▪ Budget Proposal.
<p>11</p>	<p>Submission</p>	<ul style="list-style-type: none"> ➤ Applications must be submitted in English language via e-mail to nita.starova@fes.org.mk ➤ The deadline is (July 3rd, 9am CEST). ➤ For any further questions, please contact nita.starova@fes.org.mk