



CALL FOR PROPOSALS
ESS ERIC Core Scientific Team Member -
Analysis and Training
Ref: 2025/001

Contact ESS ERIC	Proposals.ESSERIC@city.ac.uk	Closing time and date for Receipt of Proposals: 12 noon (UK) on 4 April 2025
Telephone	020 7040 8387	

You are invited to submit a proposal for the supply of the service stated below.

Introduction and Requirement

ESS ERIC

The European Social Survey (ESS) is an academically-led biennial cross-national general social survey. From 2013 onwards, the ESS was established as a European Research Infrastructure Consortium (ESS ERIC), a legal entity formed by its participating member countries. The ESS ERIC has a General Assembly (GA), which is the ultimate decision-making organ of the infrastructure. Each country is represented on the GA by a representing entity. The statutes for ESS ERIC can be found [here](#). The GA appoints a Director who is charged with ensuring the effective direction and operation of the research infrastructure. The current Director is Professor Rory Fitzgerald. The ESS Headquarters (HQ) is located at City St George's, University of London, UK.

The Director appoints a Core Scientific Team (CST) to assist with central survey-related tasks, archiving and science communication. Each participating country appoints a National Coordinator who is responsible for realising the ESS specification in their own country. The ESS Survey Specification for Round 12 can be found [here](#). Each National Coordinator arranges for their national data collection to be carried out, either through their institution or by appointing a survey agency. National Coordination and national fieldwork costs are not a formal part of the ESS ERIC budget but are arranged nationally as an obligation of membership.

Further details about the ESS ERIC can be found at www.europeansocialsurvey.org.

1. Background and Procedure

This document sets out the requirements for the provision of:

- Research services: ESS ERIC Core Scientific Team Member - Analysis and Training.

This Call for Proposals is made available on the ESS ERIC website on **10 February 2025**.

2. Scope of service requirement

The ESS ERIC Director seeks to appoint an institution to provide survey analysis and training expertise as one of the institutions of the Core Scientific Team committee and lead associated activities in the Work Programme 2025 to 2029.

Proposals are invited from leading academic or research institutions in the field of European survey research. The appointed institution will provide an expert to lead on development and execution of a work package on analysis and training. This expert will be a member of the ESS ERIC Director's Core Scientific Team (CST).

The expert will report directly to the ESS ERIC Director for the effective conduct of the work package.

Background

The European Social Survey is transitioning away from its previous face-to-face interviewing approach to self-completion data collection. ESS Round 12 (2025-26) will be carried out by a mixed-mode approach in participating countries, with half of interviews delivered by face-to-face interviewing and half by self-completion data collection (web and paper). From Round 13 of the ESS (2027-2028), all participating countries will use a full self-completion approach (web and paper) for all data collection.

A major challenge associated with this transition is to understand the impact of the mode switch, comprising both the mixed-mode Round 12 and the longer-term impact on the ESS time series. There is then a need to disseminate this learning in an accessible way to ESS data users through documentation and training. This new work package is being established to meet this challenge as well as coordinating how best to support ESS data users more generally when analysing ESS data.

3. Proposed Approach

It is expected that activities associated with the work package will commence on 1st September 2025.

Appointments will be to 31st May 2029, with the option to extend for a further period (to be determined by the ESS ERIC Director).

The following activities are foreseen (however, the final specification will be agreed with the work package leader, once appointed):

From September 2025

- o Review previous ESS mode effects analysis (Lugtig, P, 2024a and 2024b¹) alongside relevant evidence from other surveys.
- o Carry out analysis of additional ESS data sets based on self-completion data collection not covered by the above reporting (where sample sizes allow).
- o Producing plans for mode effects analysis in advance of receipt of Round 12 data sets.
- o Preparing guidance notes for ESS data users on analysing Round 12 mixed-mode data sets.

From November 2026 (the expected timing of 1st data release from ESS Round 12; 2nd release expected in April 2027)

- o Carrying out analysis of ESS Round 12 mixed-mode data sets across all participating countries included in the first and second release.

This should inform both Round 12 analysis by ESS users and the impact of the mode switch on the ESS time series. Analysis may include assessing the size and direction of mode effects for all ESS core variables and assessing how mode effects vary between countries.

- o Refining and expanding guidance notes for data users based on the above analysis

From June 2027

- o Preparing, delivering and facilitating training materials and courses for existing and potential ESS data users on analysis of ESS data sets (with a focus on the mode transition).

Throughout the period it is expected that the work package leader(s) will co-author external publications (working papers, journal articles) based on the analysis undertaken with other relevant CST partners.

¹ [Comparison of ESS rounds 9 and 10: mode differences](#); [ESS round 10 mode experiments in Great Britain and Finland. Findings on mode effects](#)

CST membership

Submitted proposals should be made at an institutional level.

The successful institution will be a member of the ESS ERIC Director's Core Scientific Team (CST). The Institution will be represented in the CST by the expert presented in the proposal. The expert will lead the Work Package on Analysis and Training.

Membership of the CST involves interest in and contribution to the broader ESS (beyond the activities of a work package). This includes attendance at CST meetings (3 per year – 2 in-person, 1 virtual) where the work package leader(s) will be expected to provide updates on their activities and contribute to wider discussion on the ESS. Occasional attendance at other meetings will be required (a mix of in-person and virtual) – including ESS National Coordinator Forums and meetings of ESS's Methods and Scientific Advisory Boards. The work package leader will work closely with other members of the CST in delivering their work, in particular, with the ESS ERIC Headquarters.

For further information on the structure and governance of the ESS ERIC, and the role of the CST in this, please refer to this page: <https://www.europeansocialsurvey.org/about/structure-and-governance>.

3.1 Scope and Required experience, expertise and skills

The following experience, expertise and skills are seen as essential:

- Experience of analysing mixed-mode survey data sets, ideally in a cross-national context.
- Use of advanced statistical skills evidenced in published work in high-quality peer reviewed journals on the topic of survey mode effects.
- Experience of facilitating and delivering training materials and courses for different levels of data users.
- The ability to communicate complex information (in verbal and written form) in a clear and accessible way to non-specialist audiences.
- Wider knowledge and expertise in survey methodology, including a strong reputation in the survey methods community.

It is desirable, but not essential, that the work package leader(s) has prior experience of analysing ESS data sets.

A single institution will be appointed to join the CST to lead this work package. They should be represented by a lead person. A named alternative/deputy should also be named, and other team members can be included.

Given the varied nature of tasks covered by this work package (i.e. combining analysis and training), it is permitted to collaborate with researcher(s) at other institutions. This may be seen as appropriate if it is felt that certain tasks covered by the work package would benefit from collaboration with experts outside the institution. If this is proposed, those researcher(s) outside the lead institution would not form part of the CST but could join CST meetings to contribute to specific items relating to their activities.

It is essential that the proposed individuals have the experience, expertise and skills noted above, rather than this simply being held at a department/institution level.

4. Proposals

Proposals should contain the following sections and must be submitted in English (the working language of the ESS). All proposed personnel should be fluent in written and spoken English.

Proposers should set out their responses in the following four sections (in a single PDF document):

1. Relevant information on the institution, including expertise in survey methodology, institutional culture, and support for joining the CST (max. 2 pages)
(Please note that a letter of institutional support is required but is not included in the two page limit for this section. This should be submitted as part of the Proposal).
2. Experience, skills, and expertise of the individuals proposed to lead/contribute to the work package (max. 3 pages, CVs to a maximum 2 pages per person, can be additionally provided).
3. The proposed approach to delivering a work package on Training and Analysis, including analytical methods to be employed, challenges and opportunities foreseen (max. 4 pages).
4. The budget for delivering this work package should be justified (max 1 page). Proposals should state the number of person months per participant and provide the costs per person month (inclusive of all costs and institutional overheads). Costs for travel and other direct costs should also be provided and be itemised. A flat EUR 800 for trips is proposed. There will be around 12 trips in the contract period. The budget should include costs for commissioning external trainers, as proposed; EUR 12,000 is estimated for this activity.

All costs should be specified in Euro.

Supplies to the ESS ERIC may be VAT zero rated. This is to be assessed on appointment.

Please note:

A maximum budget of €177,600 has been allocated for this work package for the 2025-29 work period. Please note that most of the work (around two-thirds) is expected to fall in the 2027-29 period (01 June 2027 to 31 May 2029), with around a third from September 2025 to May 2027.

Proposals can be a maximum of 10 pages (CVs, and the letter of institutional support can be additional). Longer proposals will not be considered.

Proposals should be sent as a single PDF to Proposals.ESSERIC@city.ac.uk by 12.00 noon on **4 April 2025**.

All proposals received will be acknowledged within 5 working days.

Proposers may be asked to respond to further questions and the final contract with the successful Proposer will be subject to negotiation in order to effectively incorporate proposed activities in the ESS ERIC work programme for 2025 to 2029.

The Proposal Review Committee will be formed by the ESS ERIC Director and includes representatives from the ESS ERIC Methods and Scientific Advisory Boards.

Proposers may be invited to present to the Proposal Review Committee at the ESS ERIC HQ in London during June 2025. One among the following dates will be selected: 10, 18, 19 June 2025.

Decisions will be communicated in early August 2025. The successful Proposer should be available to start work from September 2025.

The decision of the Director shall be communicated to the ESS ERIC General Assembly for their approval (in line with the ESS ERIC Statutes).

5. Budget and reporting

A maximum budget of €177,600 is available.

Please note that the budget should be specified in Euro and payments to the contractor will be in Euro. See Section 4 above.

6. Award criteria

The criteria for the ESS ERIC in choosing the successful proposal(s) are:

Criteria	Weighting
1. Experience of institution in relevant areas, including expressed support for joining the CST	10%
2. Relevant skills, expertise, and experience of the expert and team to deliver the proposed work	30%
3. Quality of the proposed approach to leading the analysis and training work package in response to the specification for this task	50%
4. Price (within budget as defined in section 5) and justified	10%

The weights attached to each criterion in the decision process are indicated in the table above. Proposers should ensure that their Proposal demonstrates ability and compliance in each of these areas as well as highlighting value added. The successful Proposer(s) will subsequently be required to provide details of its insurance policy in relation to all aspects of cover, including public liability.

The proposal should be written to demonstrate the institution's ability to meet the above criteria. The scoring for the above criteria will be as follows:

Scoring	
9-10	excellent
7-8	very good
5-6	satisfactory
3-4	unsatisfactory
0-2	poor

Proposals demonstrating added value beyond the specified details but within the available budget will be especially welcomed.

Proposals to carry out the research services for the *ESS ERIC Core Scientific Team Member –Analysis and Training*, will be accepted from a named lead Proposer, on behalf of an institution. Details of any others involved in the Proposal are to be included.

7. Potential Business Available

The request for a proposal within this process may or may not result in a contract being awarded, the ESS ERIC does not commit to entering into a contract or commitment of any kind as a result of this process, commitment will only be by way of issue of a formal ESS ERIC purchase order.

8. Contract Duration and Scope

It is planned that the appointment will be made in early August 2025, the planned contract start date will be in September 2025 and all work will be completed by 31 May 2029.

9. Terms and Conditions

Any contract(s) resulting from this Call for Proposals will be subject to the General Conditions of Contract available from ESS ERIC website: [Procurement | European Social Survey](#). The preferred Proposer(s) may be asked to submit further corporate information appropriate to the business in hand.

You should particularly note the payment terms of the ESS ERIC (60 days).

10. Clarifications

All queries must be submitted to the ESS ERIC Director (Proposals.ESSERIC@city.ac.uk) **by 12 noon on 7 March 2025**. Clarifications (unless of a purely administrative or trivial nature) will be anonymised and made available via the European Social Survey website ([Procurement | European Social Survey](#)).

11. Submission of Proposals

Proposals must be submitted to the ESS ERIC Director via **Proposals.ESSERIC@city.ac.uk**. Proposals must be received no later than:

(Local time - BST). 12:00 noon on 4 April 2025

Late submissions will not be possible.

In the event of any problems, please contact ESS ERIC HQ (Tel: 0207 040 8387 or 0207 040 4901)

12. Decision process / Next steps

The proposals will be considered by the ESS ERIC Proposal Review Committee and a decision is likely to be taken **within three months** of the closing date for the proposal. [This timeframe includes time to convene the Proposal Review Board and consult the General Assembly and is responsive to seasonal closures.]

The ESS ERIC may invite Proposers to present/discuss the proposals, as appropriate.

Please state your availability for presentation/interview on the following dates in June 2025: 10, 18, 19 June 2025.

13. Schedule of pricing

Please submit your firm's quotation for the work in euros as follows:

ITEM	€
ESS ERIC Core Scientific Team Member – Analysis and Training	

Please state any assumptions or exclusions that you have made in your pricing proposal.

14. References and CVs

Please provide **two** referees whom we can contact to obtain references for similar type, size and scope of work undertaken, ideally at least one Institution of Higher Education. The contact details must include a telephone number and an email address.

Please provide the *curriculum vitae* of the key personnel whom you would plan to deploy to this contract (as a guide, two page maximum for each key member of staff). These should indicate their expertise and willingness to participate in the panel and the Work Package activities. You should also provide your procedure for knowledge transfer within your organisation in the event of a key member of staff leaving your organisation.

15. Intellectual Property

All work commissioned by ESS ERIC under this agreement shall be the property of the European Social Survey ERIC.

The intellectual property (including, but not limited to, copyright, trade-marks and patents) and any derivative intellectual property in work carried out by the appointed firm shall transfer to the ESS ERIC on delivery.

The ESS ERIC shall be at liberty to update such work as its needs dictate.

16. Proposal submission (documents required)

Your submission (in your organisation's standard format) must include, as a minimum:

- a) The proposal as specified above (section 4 above);
- b) Letter of institutional support;
- c) Pricing Schedule (as above, section 13);
- d) References (as stated above);
- e) Company registration number (if registered) or similar document (if available);
- f) Audited accounts for your institution's most recent financial year;
- g) A Statement of/ Evidence of professional indemnity cover of at least €5 million; and
- h) A Statement of /Evidence of public third party liability insurance cover of at least €10 million for any one claim.

Please note: Before appointment, the selected proposer may be asked to supply further details about the institution as part of the due diligence process.

17. Timetable

It is planned that the following timetable will apply; however, dates may be subject to change during the proposal submission process. **Note: Times are BST.**

Date	Event
<u>10 February 2025</u>	Issue date of the Call for Proposal
12 noon on 7 March 2025	Deadline for requests for Clarifications (these are to be submitted to Proposals.ESSERIC@city.ac.uk).
17 March 2025	Responses to clarification questions circulated by ESS ERIC Clarifications will be anonymised and deployed as an update on the ESS website – Procurement European Social Survey as soon as practical after this time.
12 noon on 4 April 2025	Deadline for submission of proposals via Proposals.ESSERIC@city.ac.uk (electronic submission only)
June 2025	Presentations by selected Proposers Please hold the following dates: 10, 18, 19 June.
<u>July 2025</u>	Award Decision
10 day period from Award Decision	‘Standstill’ period
<u>August 2025</u>	Award Notice to be issued
01 September 2025	Contract start date

Date of issue: 10 February 2025

Appendix 1: Conditions

- 1) **Proposals** must be submitted via the ESS proposals email: Proposals.ESSERIC@city.ac.uk
- 2) Proposals must be received no later **12 noon on 4 April 2025**. **Late submissions will not be possible**. ESS ERIC does not bind itself to accept the lowest proposal or any offer and reserves the right to accept a proposal either in whole or in part.
- 3) **Information**
 - a) Information supplied to Proposers as part of the procedure is supplied in good faith. However, Proposers must satisfy themselves as to the accuracy of such information and no responsibility is accepted for any loss or damage of whatever kind or howsoever caused, arising from the use by Proposers of such information.
 - b) This Call and any accompanying documents are and shall remain the property of ESS ERIC.
- 4) **Prices**
 - a) Prices must be stated in accordance with the response to the Specification and must remain open for acceptance for **at least 120 days from date of offer**.
- 5) **Proposal Documentation and Submission**
 - a) Services offered should, wherever possible, be in accordance with every element of the Proposed Approach. Alternative services may be offered but all differences between such items and the Proposed Approach must be indicated in detail on the response to scope of service requirement.
 - b) All queries or clarifications must be submitted via the ESS ERIC proposal email – Proposals.ESSERIC@city.ac.uk by 12 noon on 7 March 2025. Clarifications (unless of a purely administrative or trivial nature) will be anonymised and deployed as an update on the ESS website (www.europeansocialsurvey.org).
 - c) Proposals must be made up as per Item 16 of the Proposal Submission
 - d) If a proposal has gaps, omissions or obvious errors, ESS ERIC reserves the right to reject that offer.
- 6) **Collusive Proposing and Inducements**
 - a) Any Proposer who directly or indirectly canvasses any Member, Officer or Representative of ESS ERIC concerning the award of the Contract, or who directly attempts to obtain information about the Proposal or Contract other than from the published contact for the proposal will be disqualified.
 - b) Any Proposer, employee of the Proposer, or consultant acting on behalf of the Proposer, who is known to any Member, Officer or Representative acting on behalf of ESS ERIC concerning this Proposal or Contract, must declare the names of the persons and their relationship, in the Proposal submission.

c) Any Proposer who:

- i) fixes or adjusts the amount of his proposal by or in accordance with any agreement or arrangement with any other person; or
- ii) communicates to any person other than ESS ERIC the amount or approximate amount of his proposed proposal (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the proposal or for insurance purposes); or
- iii) enters into any agreement or arrangement with any other person that he shall refrain from submitting a proposal or as to the amount of any proposal to be submitted; or
- iv) proposes, or agrees to pay, or gives any sum of money, inducement, or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other proposal or proposed proposal for the Services any act or omission;

shall (without prejudice to any other civil remedies available to ESS ERIC and without prejudice to any criminal liability which such conduct by a Proposer may attract) be disqualified.

7) Proposed period of work

It is envisaged that the contract will be let in early August 2025, for work to start on 01 September 2025 and it is anticipated that the work should be completed by end May 2029. There will be a requirement for regular progress reviews.

8) Equality of Opportunity and Diversity Policy

- a) ESS ERIC has responsibilities to ensure that organisations that deliver services on its behalf, or from whom ESS ERIC purchases goods and services, do so in accordance with its policies. ESS ERIC expect all organisations with whom it has a contract to deliver services as required on an equal and fair basis and to have, and implement, equality and diversity policies that are compatible with those of ESS ERIC.