



## Call for Tenders (“CfT”) CfT#: 01/22

# Research Study on Bullying and Ostracism at the Workplace in Malta

**Response to Request for Clarifications – 18<sup>th</sup>  
September 2022**

**This project is being financed through EU funds**

ESF Project Ref: ESF.02.150

**This project is being co-financed through local funds**

NCF Project Ref: NCF 21.2021

**IMPORTANT:**

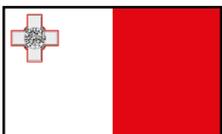
No Bid Bond is requested for this tender

<b>Date Published:</b>	<b>25<sup>th</sup> August 2022</b>	
<b>Deadline for Submission:</b>	<b>26<sup>th</sup> September 2022</b>	<b>at 17:00hrs CET/CEST</b>
<b>Tender Opening:</b>	<b>27<sup>th</sup> September 2022</b>	<b>at 18:30hrs CET/CEST</b>

**bBrave (VO 1422)**

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Operational Programme II - European Structural and Investment Funds 2014-2020  
“Investing in human capital to create more opportunities and promote the well-being of society”  
Project part-financed by the European Social Fund  
Co-financing rate: 80% European Union; 20% National Funds



# **Response to Request for Clarifications**

## **in relation to Call for Tenders (“CfT”)**

**CfT#: 01/22**

*Received on the 9<sup>th</sup> September 2022*  
*Published on the 18<sup>th</sup> September 2022*

## **Research Study on Bullying and Ostracism at the Workplace in Malta**

- 1. Could you please explain the role of bBrave in this research? Will bBrave participate in the carrying out of the research in any way**

As the Contracting Authority, bBrave will be the client of the eventual contract awarded. Although it will not be involved directly in the actual execution of the research, it will require to be kept updated on the developments and progress of the research. At times, the Contractor shall need to seek the approval of bBrave.

The Contractor is naturally expected to liaise with bBrave throughout the carrying out of the Study as necessary. The CfT outlines certain key junctures where bBrave would be more heavily involved, *for instance*:

- Briefing (see page 16)
- Approval of quantitative questionnaire (see page 17)
- Training (see page 24)
- Approval of qualitative questionnaires (see page 17)
- Approval of final report (see page 17)

The Contractor shall also be required to report at certain determined intervals to bBrave (see pages 26-28).

As summarized in page 21 of the CfT, Section 3.1 - Assumptions Underlying the Project Intervention:

*“Relationship with bBrave: The Contractor shall consult and expect good co-operation from bBrave. It is vitally important to establish close and strong working relationships between the two parties, based on trust and transparency. However, the responsibility of implementing this contract lies with the Contractor.”*

2. Can you please clarify the reference to training in the tender? Why is this required? Who will decide if it should be held or not? Who will deliver the training? Who is expected to attend the training?

For details on training, please refer to page 24 of the CfT, Section 4.2 - Specific Activities, para III:

*“III. Training*

*Joint training sessions lasting around 90 minutes each shall be held between the Contractor and bBrave after the draft quantitative questionnaire shall be drafted:*

- a. Session 1: General training on the Study in general, bullying, tips on how to approach disabled interviewees, and the introduction of the questionnaire; and*
- b. Session 2: after some days from Session 1, giving interviewers time to test the questionnaire, to meet again to go through the questionnaire and address any questions or comments to ensure that a uniform interpretation is given to all the questions. Moreover, interviewers should be trained on support options available for interviewees if these are required (including crisis) and other ethical considerations.”*

The training will ensure that the individuals working on behalf of the Contractor are well-versed with:

- i. the topic of bullying;
- ii. accessibility issues when interviewing disabled persons;
- iii. the purpose of the questions being put forward; and
- iv. testing the Questionnaire for uniform interpretation.

This training is not an optional element and is to be held before the quantitative element of the Study is carried out. bBrave is expected to deliver the training, although it will consult with the Contractor on certain aspects, for instance in relation to the Questionnaire which the Contractor would have drafted.

The persons required to participate in the training shall be the following:

- the Key Expert - Study Coordinator; and
- any other individuals working on behalf of the Contractor who shall be involved in collecting responses from interviewees for both the Quantitative approach (Questionnaires) and the Qualitative approach (Focus Groups).

**3. Could you provide more information about the sampling grid bBrave will be providing?**

The sample of individuals selected for the Study will be representative of the national working population, based on a sampling grid to be provided by bBrave, cutting across age groups, gender, economic sector and the regions of Malta.

The sampling grid is a tool that will aid in having a fair distribution of the working population, so that equality is ensured throughout the research and no result is biased because of an imbalance in the population selection.

Enclosed please find an indicative sampling grid that the Contractor will be given by bBrave to utilise and adhere to.

**4. Can you confirm that the quantitative data can be collected through a mix of methods i.e. online questionnaire, telephone survey and face-to-face interview?**

Yes, all the aforementioned means are acceptable for the quantitative data collection element. Hence, the 2400 individuals participating in the Questionnaire may do so through face-to-face, online or phone methods or a mix thereof.

The following information is also relevant to this question (see page 22 of the CfT, Section 3.2 - Risks, para III, bullet 4):

*“Hence, the Contractor is expected to:*

*...*

*- Modify the data collection process in response to force majeure (that includes but is not limited to a COVID-19 outbreak) or public health restrictive measures that limit face-to-face data collection methods. In such situations, the Contractor shall be expected to switch to remote data collection (100% online) in support of continued research. Any amendments to the data collection method of this research study are subject to approval by bBrave. Bids submitted by prospective contractors should be primarily based on a methodology whereby the quantitative surveys shall be held face-to-face, by phone and/or online; whereas the qualitative focus groups shall be held face-to-face.”*

Moreover, as laid down on page 25 of the CfT:

*“The quantitative questionnaires being carried out online should offer the option for the individuals to opt for a phone interview, should they prefer, to avoid excluding interviewees who are less comfortable or able to using online solutions.*

*Both the quantitative questionnaires and focus groups should:*

*- reasonably accommodate to cater for the impairment-related requirements of disabled interviewees, where necessary. These requirements include, but are not limited to, the provision of sign-*

*language interpreting, the provision of an 'easy-read version', the explanation of interview questions to persons with intellectual disability, and communication with persons with communication difficulties; in the case of the quantitative questionnaires, disabled interviewees should be offered a face-to-face option if this facilitates their participation;..."*

**5. Besides the questions related to the survey topic what demographic data is expected to be collected?**

One has to firstly bear in mind that the sample of individuals selected for the study must be representative of the national working population without discrimination. The data collected needs to satisfy the requirements of the sampling grid, namely age, gender, economic sector and the region of Malta. Moreover, as a minimum, the Contractor is expected to collect the following demographic data: ethnicity/race, nationality, level of education, employment status, whether living with a significant other, dependents, disability, and religious beliefs.

**6. Is there an expected length / number of questions for the quantitative questionnaires?**

There is no fixed number of questions or pages for the quantitative Questionnaire - this Questionnaire is to be prepared by the Contractor and must effectively achieve the overall and specific objectives of the Study, attaining the expected results, in line with the requirements of the CfT. The questions need to be oriented to provide sufficient detail for scope of analysis.

bBrave considers that the Questionnaire should not take long to complete in order not to serve as a disincentive for potential respondents to complete the Questionnaire in its entirety. bBrave therefore envisages that each Questionnaire should take approximately a maximum of 15 minutes; however the tender specifications leave room for flexibility so that the Questionnaire can reflect the needs on the ground and the state of play at the time the Questionnaire is being distributed.

The questions for the quantitative Questionnaire will be finalised with bBrave's approval before being circulated and put in practice.

**7. Will bBrave provide the contact details of the respondents from where to collect the sample?**

No, this shall be the responsibility of the Contractor, who needs to achieve 2,400 successful respondents in line with the sampling grid (see question 5 above too).

8. Since the tender submission is by email and there is more than a 24-hour lag between the closing time for receiving tender offers and the opening of the tender, what checks and control mechanisms are there to ensure fairness, transparency and non-tampering?

The time-factor between the closing time for receiving tender offers and the opening of the tenders should not be an element of concern for any bidder. The receipt of tenders by email is actually an effective and transparent manner of submitting tenders, as each submission is electronically time-stamped accordingly, as the emails come in.

In order to guarantee fairness and transparency, any emails sent to bBrave at [quotes@bbrave.org.mt](mailto:quotes@bbrave.org.mt) are received by more than one individual, to disable any one person from having total control on the procurement process.

Two individuals shall open the submissions and issue a report, which shall be published on bBrave's media (at least on the website and Facebook page), containing the tenderer(s)' name and tendered price(s).

All tender submissions are then evaluated by bBrave's Evaluation Committee - all voting members on this Committee would be individuals that were not directly involved in the preparation of the CfT. Once submissions are considered to be technically compliant, the determining factor shall be the cheapest price.

The communication of the Award to the successful bidder and appeal procedures are explained on page 7 of the CfT, Section 10 - Award & Appeals.

For the avoidance of any doubt, bBrave is the sole organisation that will deal with any tenders received. No other tenderers or third parties will have access thereto, and submitted Tenders will be viewed by the bBrave officers / committee/s on a need to know basis, and not widely available to ensure sufficient segregation of duties.