

# **8. Sample Introduction Letter for Key Institutional Survey**

The following text can be adapted and used to prepare a letter of introduction to Key Institutions (Government, Non-Government, Education, Professional Associations) who will respond to the survey. It could also be adapted to be read as an introduction during an interview with Key Institutions and can be adjusted to serve as a cover sheet when sending the survey.

With this letter, (ORGANIZING ENTITY), on behalf of (IMPLEMENTING ENTITY) and our National Leadership Group on Social Service Workforce Strengthening, invite you to provide your input into the (COUNTRY NAME) National Social Service Workforce Mapping. The purpose of this mapping exercise is to have more information about the social service workforce in (COUNTRY NAME) in order to create stronger national plans to better support social service providers and workers to improve the lives of children and families. This will in turn strengthen the child protection and social service systems in the country.

This survey is for key institutions engaged in planning, developing or supporting the social service workforce in our country. It requests data and information pertaining to the workforce.

Your participation is voluntary, and you may choose to not respond to any or all questions or may withdraw without consequences. You will not be compensated for completing the survey.

The survey is being implemented by (NAME OF IMPLEMENTING ENTITY).

While the data we seek to gather is in the public sphere, we are able to keep your responses confidential if you wish. We do request that you complete the survey with your name, so that we can return to you with any follow up questions as needed. Responses will not be identified by individual and responses will be compiled together and analyzed as a group.

It is expected to take 30 minutes of your time.

We appreciate you taking the time to send the information requested in the survey and letting your voice be heard. If you prefer providing the information via a phone call or meeting, please let us know.

If you have any questions, please contact: (include contact details for team lead at implementing entity).

Please send by (DATE) the completed survey to: (include contact details for data manager at implementing entity).