



Atlantic Cities' Study: frequently asked questions

1. The workload seems heavy – is it modifiable? Who provides the documents?

The consultant should not forget that the Atlantic Cities association has its own Secretariat running since its creation in 2000. We have access to information, the stakeholders and may help as mentioned in the ToR, even if the main responsibility falls upon the consultant.

2. The budget seems too tight concerning the workload –is it definitive?

The budget is definitive, please see the reply above.

3. Can I offer to join the bid, but only at one dimension, cooperating with other consultant?

Yes, you can. The call is open to partial proposals.

4. Have you included travel expenses for the interviews? Are there a minimal number of interviews?

We think that the interviews can be made with modern media (Skype and similar). The number of interviews has to be representative; it also depends on the interviewees.

5. What about languages, both for research and for the presentation of the study?

As per the documentary research, please read answer 1. As per the presentation of the study, it can be written in English, with a thorough abstract in the other three languages, as a minimum.

6. Do I have to be present for the presentations in July and October?

As far as possible it is recommended, in order to reply questions from members.

7. - Who identifies the cities? Should we experts propose a set of cities to be analyzed in this study? If so, in which of the three documents should we identify them? Who identifies the cities?

The consultant has to identify the most adequate cities, but s/he can request the advice of the Secretariat. Any modification / completion of the methodology are welcome, taking into account that a balanceⁱ is sought. It can also be done after the selection of the consultant.

8. My understanding of the methodology is XXX. Is that correct?

The methodology is a proposal; it should suit the consultant and respect the objective of the study. Any modification / completion of the methodology are welcome.

9. What is the deadline? Where do we have to send the proposals?

End of March (with 2 days flexibility). Proposals must be sent to [sg \(a\) atlanticcities.eu](mailto:sg(a)atlanticcities.eu)

ⁱ Members / Non members, Maritime / Non maritime, Small/Medium/ Big etc...