

## Q&A

### **Call for External Service Providers for Implementing Content Mapping Activity Across Regions of Georgia**

#### **a) How will the CCG team support the project implementation?**

*All services related to the implementation of the content mapping activity should be carried out by the service provider. CCG team will be available for content related support, including suggesting key stakeholders or contacts to engage with, where possible.*

#### **b) What kind of additional documents can be used to prepare the project proposal?**

*For reference, short summary of the methodology will be provided to applicants upon request. Applicants may include other materials they find relevant, but it is their responsibility to source these independently.*

#### **c) What kind of fees can be included in the budget?**

*All relevant costs should be part of the application including possible travel expenditures, etc. Applicants can decide how to present their offer and are responsible for allocating the budget as they see fit. All prices should be net. If applicable, taxes should be indicated separately.*

#### **d) What is the range of the budget considered for fulfilling these services?**

*Applicants are encouraged to develop a budget that reflects the scope and complexity of the work described in the TOR. While we cannot provide a fixed range, proposals should be competitive and include a clear justification of costs. These will be evaluated as part of the proposal selection process.*

#### **e) What are the topics the project is interested to learn from this mapping exercise?**

*As described in the TOR, the activity “aims to provide an in-depth understanding of the cultural landscape, including human capital (such as professionals in creative industries),*

*stakeholders (including local public and private cultural institutions, civil society organisations (CSOs), businesses, and academia), and various local resources (e.g. natural resources, intangible cultural heritage, creative industries events, touristic attractions).”*

*This process entails collecting detailed and structured information about various aspects of the CCIs as described above and outlined in the short summary of the methodology (provided upon request). This could include information about stakeholders, organisations, institutions, infrastructure, activities, needs and challenges, etc.*

*CCG is interested in understanding which organisations represent CCIs locally and what are specific needs, challenges, and growth opportunities of the sector. Qualitative data should focus on needs, challenges, skill gaps, and the potential for future collaboration or development within the sector.*

*The process includes physical fieldwork in each municipality to gather and validate data, ensuring accuracy and reliability in the reports. The information sought is both quantitative and qualitative, forming a foundational understanding of the current CCI landscape in the respected municipality.*

#### **f) For which purposes this data will be utilised?**

*This information will serve multiple purposes, primarily the establishment of local CCI platforms in eight municipalities. These platforms will act as hubs for communication, knowledge sharing, and fostering creativity. Platforms and project activities will be based on the information that will be collected, systematised, analysed and presented by the selected service provider.*

#### **g) What topics are supposed to be discussed during focus groups?**

*The project expects applicants to outline their approach to the entire process (including fieldwork activities) as part of their proposal. Through, the general purpose of the focus groups will be to:*

- *Gather qualitative data about the overall state of CCIs locally, including identifying challenges, opportunities, strengths, and skills gaps.*
- *Validate data collected from secondary sources (e.g. open statistical databases) to ensure its accuracy and relevance.*
- *Review and validate the final draft reports of each municipality, ensuring that no incorrect or unrealistic information becomes part of the final documentation.*

*The project is particularly interested in seeing how applicants would approach these aspects and design the discussions to achieve these objectives. This topic will also be discussed after selecting the service provider.*

**h) Can only organisations or also individuals apply?**

*Only legal entities can apply – depending on the respective local legal framework in the country of the applicant’s origin, this might include an individual or groups of individuals.*