



REFERENCE NUMBER: [CROSSWORK001]

REQUEST FOR TENDERS – SERVICES,
TUTORING AND CAPITALISATION OF
RESULTS FOR
CROSSWORK – CROSS-BORDER
NETWORK FOR MOBILITY OF WORKERS
UNDER INTERREG ITALIA-MALTA

Cod. PROG- C2-2.2-128 - CUP LPP1 G59J21005790004 and CUP PP2 E93D21002920007, funded under the "INTERREG V - A Italia Malta cross-border cooperation program for the period 2014-2020", Axis 2, Investment priority 8e, Specific objective 2.2, Thematic objective 8

- No Bid Bond is requested for this tender.



Date Published: 12th January 2023

Deadline for Submission: 30th January 2023

At 12:00pm CET/CEST

Tender Opening: 12th January 2022

At 12:00pm CET/CEST

Malta Chamber of SMEs

Contact details (43/45, Kapuccini Street, Floriana, FRN 1052, t: 21232881)



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SECTION 1 – INSTRUCTIONS TO TENDERERS

1. General Instructions

- 1.1 In submitting a tender, the tenderer accepts in full and in its entirety, the content of this tender document, including subsequent Clarifications issued by the Non-Governmental Organisation (NGO), whatever the economic operator's own corresponding conditions may be, which through the submission of the tender is waived. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender document. These Instructions to Tenderers complement the General Rules Governing Tenders for NGOs.

No account can be taken of any reservation in the tender in respect of the procurement documents; any disagreement, contradiction, alteration or deviation shall lead to the tender offer not being considered any further.

Prospective tenderers must submit their offer by email to admin@smechamber.mt. Prospective tenderers take full responsibility to submit their offer by the set tender submission deadline.

Note:

Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.

- 1.2 The subject of this tender is for the provision of services pertaining to the following activities in connection with the "Crossworks – Cross border network for mobility of worker", which is financed under the Interreg Italia-Malta.



The activities include:

- Organisation of project interim conference
- Company tutoring for 30 Italian stagiers
- Capitalisation of results (expert helpdesk for cross border mobility)
- Capitalisation of results (collaborative tool)
- Insurance for 30 beneficiaries
- Organisation of project workshops
- Targeted information and pre-departure activities for 6 recipients

- 1.3 The place of acceptance of the services/supplies/works shall be at Malta Chamber of SMEs, 43/45, Kapuccini Street, Floriana, the time-limits for the execution of the contract shall be 8 months, and the INCOTERM²⁰²⁰ applicable shall be Delivery Duty Paid (DDP).
- 1.4 This is a global price contract.
- 1.5 This call for tenders is being issued under an open procedure.
- 1.6 The beneficiary of this tender is Malta Chamber of SMEs.
- 1.7 This tender is not a reserved contract.

2. Timetable

2.	DATE	TIME
Clarification Meeting (Refer to Clause 6.1)	N/A	N/A



<p>Deadline for request for any additional information from the Malta Chamber of SMEs</p> <p>Clarification requests should be addressed to: admin@smechamber.mt</p>	<p>17th January 2023</p>	<p>12:00</p>
<p>Last date on which additional information can be issued by the Malta Chamber of SMEs</p>	<p>22nd January 2023</p>	<p>17:00</p>
<p>Deadline for submission of tenders/Tender opening session (unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering for NGOs)</p>	<p>30th January 2023</p>	<p>12:00</p>
<p>* All times Central European Time (CET) / Central European Summer Time (CEST) as applicable</p>		

3. Lots

- 3.1 This tender is not divided into lots, and tenders must be for the whole quantities indicated. Tenders will not be accepted for incomplete quantities



4. Variant Solutions

4.1 Variant solutions are not permissible.

5. Financing

5.1 The project is co-funded by the Interreg Italia-Malta

5.2 The Contracting Authority of this tender is Malta Chamber of SMEs

6. Clarification Meeting/Site Visit

6.1 No clarification meeting/site visit is planned.

7. Selection and Award Requirements

In order to be considered eligible for the award of the contract, economic operators must provide evidence that they meet or exceed certain minimum criteria described hereunder.

(A) Eligibility Criteria

Economic Operators are to complete the Eligibility Section and the necessary documents as follows: ^(Note2)

(i) No Bid Bond is required. ^(Note 1)



- (ii) Declare agreement, conformity and compliance with the provisions of the Statement on Conditions of Employment by completing and submitting the form with title Statement on Conditions of Employment.
- (iii) Declare agreement, conformity and compliance with the provisions of the Statement on Conditions of Employment by completing the minimum hourly workers' costs declaration involving the provision of the employees' services. ^(Note 2)
- (iv) Power of Attorney (if applicable) ^(Note 2)
- (v) Information re Joint Venture/Consortium (if applicable) ^(Note 2)

(B) Exclusion (including Blacklisting) and Selection Criteria – information to be submitted through the completion of the following declaration form:

- (i) Declaration concerning exclusion grounds
- (ii) Declaration concerning Selection Criteria

(C) Technical Specifications

- (i) Tenderer's Technical Offer in response to specifications. ^(Note 3)

Key Experts Form; the Statement of Availability Form; the Self-declaration form for Key Experts (relating to public employees); and CVs ^(Note 2)

- (ii) Tenderer's Technical Offer (Organization and Methodology) (Note ³)



- (iii) The Key Experts eligible for consideration to provide inspection and/ or verification services in relation to this tender must as a minimum provide evidence of the below:

Key expert/s need to present the and at a minimum have the following: ^(Note 2)

1. Key expert 1 – Project manager

- A copy of the CV of the Key Expert/s who will carry out the work, highlighting their educational and professional qualifications, capabilities and background must be submitted.
- Have excellent written and spoken skills in English
- Knowledge of Italian language would be highly regarded
- Possess specific skills gained in the training sector and in the field of tutoring and/or guidance activities in education, professional training, master's and/or research doctorates.

2. Key expert 2 – Italian teacher

- The Italian language tutor must have a minimum EQF/MQF Level 6 in Italian
- A copy of the CV of the Key Expert/s who will carry out the work, highlighting their educational and professional qualifications, capabilities and background must be submitted.



Qualifications required are defined with reference to the Malta Qualifications Framework (MQF) or the European Qualifications Framework (EQF) (or equivalent) level descriptors issued through the Malta Qualifications Council

(<https://ncfhe.gov.mt/en/Pages/MQF.aspx>).

It shall be the Tenderers' obligation to ascertain that the qualifications possessed by the Key Experts proposed by them are equivalent to the established MQF/EQF Level prior to tender submission. The Evaluation Committee reserves the right to request the determination of the Malta Qualifications Council (MQC) in checking the equivalency of the qualifications, which shall be final. The Malta Qualifications Recognition Information Centre (MQRIC) is the competent body within the NCFHE that recognizes qualifications against the Malta Qualifications Framework (MQF) and whose portal can be accessed here:

<https://ncfhe.gov.mt/en/services/Pages/All%20Services/mqric.aspx>

Key Experts whose qualifications do not meet the minimum requirements in terms of equivalency, or the equivalency of which is dubious or cannot be determined, shall be rejected.

The Evaluation Committee reserves the right to request the tenderers to substantiate their claims in respect to the staff proposed by requesting Documentation during the evaluation stage. If requested, the Documentation must be submitted within ten (10) working days of being notified to do so. If Documentation is not submitted within the specified timeframe the offer will not be considered further.

All expert/s must be independent and free from conflicts of interest in the responsibilities accorded to them.



The selection procedures used by the Consultant to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience. The findings of the selection panel shall be recorded. The selection of experts shall be subject to approval by the Malta Chamber of SMEs.

(D) Financial Offer

- (i) The Tender Form and Tenderer's Declaration are to be completed and submitted with the offer; ^(Note 3)

- (ii) A financial offer is to be submitted by filling in **Financial Bid Form**, and is to be calculated on the basis of Delivered Duty Paid (DDP)²⁰²⁰ (Grand Total) for the **services** tendered.

Notes to Clause 7:

1. Tenderers will be requested to clarify/rectify, within five (5) working days from notification, the tender guarantee only in the following four circumstances: incorrect validity date, and/or incorrect value, and/or incorrect addressee and incorrect name of the bidder. Rectification in respect of the Tender Guarantee (Bid Bond) is free of charge.

2. A) Tenderers will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five (5) working days from notification.

3. No rectification shall be allowed. Only clarifications on the submitted information may be requested.

Request for Clarification and / or rectifications concerning a previous request dealing with the same shortcoming shall not be entertained.



8.1 8. Tender Guarantee (Bid bond)

No tender guarantee (bid bond) is required.

9. Criteria for Award

9.1 The sole award criterion will be the price. The contract will be awarded to tenderer submitting the cheapest priced offer satisfying the administrative technical criteria.

9.2 The evaluation process

At this step of the evaluation process, the Evaluation Committee will analyse the administratively-compliant tenders' technical conformity in relation to the published Terms of Reference/Technical Specifications (Section 4).



SECTION 2 – EXTRACTS FROM THE PUBLIC PROCUREMENT REGULATIONS

Part X of the Public Procurement Regulations

270. Where the estimated value of the public contract meets or exceeds five thousand euro (€5,000) any tenderer or candidate concerned, or any person, having or having had an interest or who has been harmed or risks being harmed by an alleged infringement or by any decision taken including a proposed award in obtaining a contract, a rejection of a tender or a cancellation of a call for tender after the lapse of the publication period, may file an appeal by means of an objection before the Public Contracts Review Board, which shall contain in a very clear manner the reasons for their complaints.

271. The objection shall be filed within (10) ten calendar days following the date on which the NGO has by fax or other electronic means sent its proposed award decision or the rejection of a tender or the cancellation of the call for tenders after the lapse of the publication period.

272. The communication to each tenderer or candidate concerned of the proposed award or of the cancellation of the call for tenders shall be accompanied by a summary of the relevant reasons relating to the rejection of the tender as set out in regulation 242 or the reasons why the call for tenders is being cancelled after the lapse of the publication period, and by a precise statement of the exact standstill period.

273. The objection shall only be valid if accompanied by a deposit equivalent to 0.50 per cent of the estimated value set by the NGO of the whole tender or if the tender is divided into lots according to the estimated value of the tender set by the NGO for each lot submitted by the tenderer, provided that in no case shall the deposit be less than four hundred euro (€400) or more than fifty thousand euro (€50,000) which may be refunded as the Public Contracts Review Board may decide in its decision.

274. The Secretary of the Review Board shall immediately notify the Director and/or the NGO as the case maybe that an objection had been filed with his authority thereby immediately suspending the award procedure.



275. The NGO involved, as the case may be, shall be precluded from concluding the contract during the period of ten calendar days allowed for the submission of appeals. The award process shall be completely suspended if an appeal is eventually submitted.

276. The procedure to be followed in submitting and determining appeals as well as the conditions under which such appeals may be filed shall be the following:

- (a) any decision by the General Contracts Committee or the Special Contracts Committee or by the NGO shall be made public by affixing it to the notice-board of the same NGO as the case may be or by uploading it on Government's e-procurement platform prior to the award of the contract if the call for tenders is administered by the NGO;
- (b) the appeal of the complainant shall also be affixed to the notice-board of the Review Board and shall be communicated by fax or by other electronic means to all participating tenderers;
- (c) the NGO and any interested party may, within (10) ten calendar days from the day on which the appeal is affixed to the notice-board of the NGO and uploaded if/where applicable on the Government's e-procurement platform, file a written reply to the appeal. These replies shall also be affixed to the notice-board of the Review Board and where applicable it shall also be uploaded on the Government's e-procurement platform;
- (d) within three working days of the publication of the replies, the Secretary of the Review Board shall prepare a report (the Analysis Report) analysing the appeal and any reply to it. This report shall be circulated to the persons who file an appeal and to all parties who submitted a reply to the appeal;
- (e) after the preparatory process is duly completed, the Director or the Head of the NGO shall forward to the Chairman of the Review Board all documentation pertaining to the call for tenders in question including files, tenders submitted, copies of deposit receipts and any motivated letter;
- (f) The secretary of the board shall inform all the participants of the call for tenders, the NGO of the date or dates as the case maybe when the appeal will be heard;



(g) When the oral hearing is concluded, the Public Contracts Review Board, if it does not deliver the decision on the same day, shall reserve decision for the earliest possible date to be fixed for the purpose, but not later than six weeks from the day of the oral hearing: Provided that for serious and justified reasons expressed in writing by means of an order notified to all the parties, the Public Contracts Review board may postpone the judgment for a later period.

(h) The secretary of the board shall keep a record of the grounds of each adjournment and of everything done in each sitting;

(i) After evaluating all the evidence and after considering all submissions put forward by the parties, the Review Board shall decide whether to accede or reject the appeal.



SECTION 3 – SPECIAL CONDITIONS

These conditions amplify and supplement, if necessary, the General Conditions governing the contract. Unless the Special Conditions provide otherwise, those General Conditions remain fully applicable. The numbering of the Articles of the Special Conditions is not consecutive but follows the numbering of the Articles of the General Conditions. Other Special Conditions should be indicated afterwards.

For the purposes of contracts issued by NGOs, the term 'approval from the Central Government Authority' shall be substituted by the term 'approval by the Head responsible for that NGO'; Furthermore, any references to the Contracting Authority throughout the General Conditions shall be deemed to be referring to the NGO responsible for that procurement.

Article 2: Notices and Written Communications

- 2.4 Any requests for clarifications and communication relating to the contract between the Contracting Authority and the contractor must state the contract title and the contract reference number and must be sent by post, e mail or by hand to:

Ms. Abigail Mamo
Crossworks Project Partner
43/45
Triq Il-Kapuccini
Floriana

Email: admin@smechamber.mt

Article 5: Supply of Information



5.1 As per General Conditions.

Article 6: Assistance with Local Regulations

6.1 As per General Conditions.

Article 7: Obligations of the Contractor

7.12 The Contractor shall, within 15 calendar days of receipt of the contract, sign and date the contract and return it together with a copy of the Performance Guarantee. The Contractor is further obliged to forward the original performance guarantee to the Contracting Authority. The Contract will not be endorsed by the Contracting Authority/Central Government Authority until the performance guarantee is submitted. The amount of the guarantee shall not exceed 4% where the amount of the total contract value is between €10,000 and €500,000 ex VAT, and 10% where the amount of the total contract value is €500,000 or above.

7.15 The performance guarantee shall be released, following the successful completion of research and on presentation of the final report followed by a final presentation.

Article 13: Medical, Insurance and Security Arrangements

13.1 N/A

Article 14: Intellectual and Industrial Property Rights

14.3 The Contracting Authority shall not be liable for any infringements pertaining to illegal software and/or licensing. It is the responsibility of the Contractor to comply with the intellectual property laws, plagiarism and regulations for the





provision of all works to be carried out for the successful completion of this tender

The Contractor shall not have the right to use any data, reports, works or other property referred to in this Clause for its own purposes without obtaining the prior written consent of Project Leader

Article 15: Scope of the Services

- 15.1 The scope of the services is defined in Section 4 (Terms of Reference).

Article 16: Personnel and Equipment

- 16.3 Further to the provisions of the General Conditions, any equipment which may be deemed necessary by the Contractor for the execution of the contract shall be at the cost of the contractor.

- 16.4 As per General Conditions.

Article 18: Execution of the Contract

- 18.1 The performance of the contract is to commence from the date of the last signature of the Contract.

- 18.2 The period during which the services shall be conducted is 8 months from the commencement date, stipulated in the previous sub-Article 18.1 and cannot elapse the end date of the project, unless extensions are granted.

Unless where otherwise stated, Should the period of execution of on-site works be extended for any reason, the period of execution of the present contract shall





be extended accordingly. The contractor shall not be entitled to request any additional payment in this respect in a court or tribunal.

Article 19: Delays in Execution

- 19.2 The number of liquidated damages for every day, or part thereof, elapsing by the end of the period of execution will be of 1/5000 of the contract price per day's delay, up to a limit of 20% of the total price.

Article 20: Amendment of the Contract

- 20.2 As per General Conditions.

Article 24: Interim and Final Progress Reports

- 24.1 Further to the General Conditions, The Contractor shall prepare an Interim report at the end of the qualitative and quantitative research undertaken and as detailed under the terms of reference.

Additionally, a final report presented not later than 15 days after the implementation period of the contract. The draft final report must be submitted beforehand as detailed under the terms of reference.

Article 26: Payments and Interest on Late Payment

- 26.1 This is a global-price contract.

Payments will be made in Euro.





Further to the provisions of the General Conditions, the unit prices/rates submitted shall be fixed and shall not be subject to adjustment in the event of fluctuations in the cost of duties or any other matter affecting the cost

Global Price Contract

Narrative	Percentage (%)
Pre-financing Payment	A pre-financing payment of 60% of the total price against an invoice and proof of the 4% performance guarantee and upon completion of Activity 1 (minutes of the Kick-off meeting) as outlined in Section 4.2 of the Terms of Reference by the Contracting Authority
Interim Payment	Interim Payment of 30% of the total amount following workshop completion
Balance	The balance (10%) of the contract value stated within 30 days of the completion of all contract activities specified under the terms of reference. A final report shall accompany the final invoice.
TOTAL	100%

26.2 Further to the General Conditions, on completion, payments will be made in Euro by the Contracting Authority against a fiscal invoice, following satisfactory



acceptance testing by the Contractor to the satisfaction of the Contracting Authority's Project Leader.

Article 27: Pre-Financing Guarantee

27.2 In its entirety Article 27 is not applicable.

27.5 Not applicable.

Article 30: Revision of Prices

30.1 As per General Conditions

30.5 As per General Conditions

Article 32: Breach of Contract

32.1 Without prejudice to the General Conditions and to Contracting Authority's right to dissolve 'ipso jure' the contract in the case of infringement of any condition thereunder and apart from the deduction established for delay in delivery, any such infringement shall render the contractor, in each case, liable to a deduction by way of damages of 5 per cent of the value of the contract, unless the Contracting Authority elects, with regard to each particular infringement, but not necessarily with regard to all infringements, to claim actual damages incurred.

As per General Conditions



32.2.

Article 39: Further Additional Clauses

39.1

Unless otherwise agreed with the granting authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge Interreg Italia-Malta support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate) included as per below, but not limited to:

- All reports;
- Power point presentations;
- Surveys;
- Info Graphics;
- Newsletters;
- All printed or digital material produced throughout this Contract; and
- Attendance Sheets

The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text. Apart from the emblem, no other visual identity or logo may be used to highlight the EU support.

When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.

The Contractor will be providing the necessary logos for use of the project.

Quality of information — Disclaimer

39.2



INTERREG V-A Italy-Malta Programme
Programme part financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 85% EU Funds; 15% National Funds



Any communication or dissemination activity related to the action must use factually accurate information.

Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them.”

Gender Equality

39.3

Gender Equality In carrying out his/her obligations in pursuance of this contract, the tenderer shall ensure the application of the principles of gender equality and equal opportunities to all and shall thus ‘inter alia’ refrain from discriminating on the grounds of sex/gender and family responsibilities, sexual orientation, age, religion or belief, racial or ethnic origin, and gender identity, gender expression or sex characteristics in employment; banks and financial institutions, as well as education.

All publicity and marketing relating activities are also to be free from stereotypes and any form of discrimination. This will ensure that any publicity and marketing activities are socially inclusive.



SECTION 4 – SPECIFICATIONS/TERMS OF REFERENCE (Note 3)

Note:

Where in this tender document a standard, brand or label is quoted, it is to be understood that the NGO will accept equivalent standards, brands or labels. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the NGO.

1. Background Information

1.1 - Beneficiary Countries

Malta
Italy

1.2 – Registered Social Partners

1. LOGOS Società Cooperativa
2. MALTA CHAMBER OF SMES
3. Istituto Professionale di Stato "Principi Grimaldi" (Alberghiero - Agrario - Ottico) - Modica

1.3 - Relevant Country Background

Not Applicable

1.4 - Current State of Affairs in the Relevant Sector

Create a virtuous mechanism that, by placing human capital in the cross-border area at the centre and exploiting the extremely varied characteristics of the labour market in the two territories, can contribute to the smart, sustainable and inclusive



growth of the area, developing the competitiveness of the MSMEs, improving the employment rate, increasing the socio-economic inclusion rate of young people.

This is the challenge to which CrossWork answers, with concrete actions that will lead to the creation of virtuous paths both for companies that aim to improve their competitiveness and for the workforce looking for employment. In addition, the project stimulates cross-border interaction between the priority economic sectors (blue economy, health and quality of life, environmental protection and services for sustainable tourism), the Italian and Maltese labour market and stakeholders.

The general objective is to finance cross-border mobility, in a context where the Sicilian market is characterized by unemployment at high levels and with qualified units looking for employment, while for the Maltese market the situation is reversed, a very low rate unemployment, with growing demand of workforce. The provision of 36 vouchers for the activation of internships for young and new graduates (first job seekers, unemployed or disadvantaged young people) in MSMEs, the creation of a highly qualified cross-border network to offer targeted services of cross-border scouting and matching between the supply and demand of labour are the main results of the project. Through the sett-up of a collaborative tool made available to crossborder MSMEs and workers, the creation of Helpdesks available in the cross-border area, the project will ensure the capitalization of the results and the continuity of the cross-border network's activity even after the horizon of the project.

1.5 - Related Programmes and Donor Activities

The activities envisaged by the project are designed to create the mechanism/network and the procedure for fostering and supporting the cross-border mobility with the aim of integrate better the two labour markets from the area and generate employment, thus economic and social development. CrossWork realizes the activation of cross-border internships for employment insertion of young people and new graduates in SMEs operating in the sectors of the program strategy.

2. Contract Objectives and Expected Results



2.1 - Overall Objectives

The overall objectives of the project of which this contract will be a part are as follows:

- Foster the cross-border mobility of youths and new graduates, by activating 36 work placements for jobseekers, unemployed or disadvantaged persons using financial support
- Create and consolidate a cross-border network which will foster the mobility of workers in the program area

2.2 - Specific Objectives

The objectives of this contract [which are not necessarily those of the project] are as follows:

Objective 1: Organisation of project interim conference - Organisation of a physical interim conference in Malta, giving strengths to the cross-border aspect of the initiative and network.

Objective 2: Company tutoring for 30 Italian Stagers - The activity aims to prepare the host companies to support their mobility guests with answers and information regarding social aspects but it is especially targeted to work placement challenges. Once mobility started, the tutors assist the recipients to held their responsibilities, to manage the relationship within the company, to respect the agreed working hours. Ongoing monitoring activities will collect information and interactions between the parties and the Project Partner responsible (via IT platform).

Objective 3: Capitalisation of results (expert helpdesk for cross border mobility - Helpdesk created by each Project Partner, operating from the 2nd year, will assure specialised guidance/support with a cross-border approach, for youths & new graduates looking for work placement and companies looking for workforce.

Objective 4: Capitalisation of results (collaborative tool) - The activity aims to collect best practices, lessons learned, observations and recommendations regarding crossborder mobility but also to create specific tools (IT collaborative



tool, CrossWork platform, helpdesks) that will allow Project Partner's to continue to support and facilitate the cross-border mobility of workers after the closure of EU funding and to strengthen the CrossWork network fostering the adhesion of other stakeholders and integrate and interact with other similar programs and initiatives.

Objective 5: Insurance for 30 beneficiaries – Providing accident insurance for all 30 Italian stagiers.

Objective 6: Organisation of project workshops - Organisation of physical project workshop in Malta.

Objective 7: Targeted information and pre-departure activities for 6 recipients - The activity aims to inform and prepare the selected target group for mobility. Recipients will follow a skills assessment; they will be assisted to elaborate the work project in synergy with the host company. They will participate at information and induction sessions (regarding safety at work, working and living in another Country- Malta/Italy, elements of intercultural interaction, team working, basic English/Italian language). Each will receive the prepaid round trip and accident insurance.

2.3 - Results to be Achieved by the Consultant

NA

3. Assumptions and Risks

3.1 - Assumptions Underlying the Project Intervention

It is assumed that the contractor is equipped in terms of expertise and resources to perform the work according to these terms of reference.

3.2 – Risks



The Contracting Authority has highlighted the below as possible risks;

- Mobility lasting less than 6 months
- Unable to match stagiers to companies

4. Scope of the Work

4.1 – General

4.1.1 Project Description

Create a virtuous mechanism that, by placing human capital in the cross-border area at the centre and exploiting the extremely varied characteristics of the labour market in the two territories, can contribute to the smart, sustainable and inclusive growth of the area, developing the competitiveness of the MSMEs, improving the employment rate, increasing the socio-economic inclusion rate of young people.

This is the challenge to which CrossWork answers, with concrete actions that will lead to the creation of virtuous paths both for companies that aim to improve their competitiveness and for the workforce looking for employment. In addition, the project stimulates cross-border interaction between the priority economic sectors (blue economy, health and quality of life, environmental protection and services for sustainable tourism), the Italian and Maltese labour market and stakeholders. The general objective is to finance cross-border mobility, in a context where the Sicilian market is characterized by unemployment at high levels and with qualified units looking for employment, while for the Maltese market the situation is reversed, a very low rate unemployment, with growing demand of workforce.

The provision of 36 vouchers for the activation of internships for young and new graduates (first job seekers, unemployed or disadvantaged young people) in MSMEs, the creation of a highly qualified cross-border network to offer targeted services of cross-border scouting and matching between the supply and demand of labour are the main results of the project. Through the sett-up of a collaborative tool made available to crossborder MSMEs and workers, the creation of Helpdesks available in the cross-border area, the project will ensure the capitalization of the results and the continuity of the cross-border network's activity even after the horizon of the project.



4.1.2 Geographical Area to be covered

The contract will cover partner countries forming part, but not limited to, this consortium partners mainly relate to;

- Malta
- Italy

4.1.3 Target Groups

- Youth and new graduates from the reference sectors being either jobseekers or unemployed or disadvantaged persons. During the project implementation, the geographical coverage will be the eligible areas from both territories. After the project closure, the target group will be extended to all the Sicilian and Maltese territory
- SMEs operating in the reference sectors seeking for professional profiles, workforce or interns. During the project implementation, the geographical coverage will be the eligible areas from both territories. After the project closure, the target group will be extended to all the Sicilian and Maltese territory and also to other sectors, additional
- PES (Public Employment Services), labour agencies, professional institutes, SMEs associations, business support organisations

4.2 - Specific Activities

Activity 1: Organisation of project interim conference

The contractor will be responsible for the organisation of a physical interim conference in Malta.

Responsible for:



- Invitation packs,
- Agenda of the event,
- Attendance lists
- Report
- Feedback questionnaire
- Report of the event including a follow-up plan
- Uploading the documents for each event in project web site

Activity 2: Company tutoring for 30 Italian stagiers

The activity aims to prepare the host companies to support their mobility guests with answers and information regarding social aspects but it is especially targeted to work placement challenges. Once mobility started, the tutors assist the recipients to hold their responsibilities, to manage the relationship within the company, to respect the agreed working hours. Ongoing monitoring activities will collect information and interactions between the parties and the Project Partner responsible (via IT platform).

To carry out the role of assistance and guidance of the trainees during their traineeship stay in Malta and in particular:

- carries out work placement support tasks (including administrative duties, e.g. signing of agreements with companies; daily verification of time-sheets; keeping of the attendance register, organization and control of the documentation necessary for the purpose of reporting the vouchers).
- Elaborates, together with the mobility Lead partner, the personalized training path of the intern;
- Verify the correct performance by the recipients of the training internship;
- Manages relationships with the context in which the experience develops;
- monitors activities and critical issues;
- administers questionnaires and carries out interviews in connection with the Partner to evaluate the objectives achieved and to test the skills developed by the trainee;
- constantly informs the Partner on the progress of the work placements;



- assists the Partner in evaluating the structures with which agreements have been stipulated to carry out the work placement;
- guarantees administrative support and the recovery of all the documentation necessary for reporting.

Activity 3: Capitalisation of results (expert helpdesk for cross border mobility)

Capitalisation of results (expert helpdesk for cross border mobility - Helpdesk created by each Project Partner, operating from the 2nd year until its conclusion, will assure specialised guidance/support with a cross-border approach, for youths & new graduates looking for work placement and companies looking for workforce.

The creation of the Helpdesk is part of the project of capitalization of the results which aims to collect good practices, lessons learned, observations and recommendations regarding cross-border mobility but also to create specific tools (IT collaborative tool, CrossWork platform, helpdesk) which they will allow PPs to continue to support and facilitate the cross-border mobility of workers at the end of the project and to strengthen the CrossWork network by encouraging the adhesion of other stakeholders and integrating and interacting with other similar programs and initiatives.

The Helpdesk's activities and operations will be ensured by a resource who, under the direction of Malta Chamber of SMEs, will carry out front office activities for information and assistance to the target groups of interest to the CrossWork project (young people, students, companies interested in hosting internships and stakeholders) and in relation to the activities in progress and envisaged in the project. In addition, he will carry out the back office activities necessary for the organization and proper functioning of the counter.

Specifically, the selected subject will be responsible for carrying out the following activities:



- reception, information and orientation to the services offered for the target user, also providing indications and details on what is promoted on the project website;
- management of reporting and user monitoring through the compilation of first contact forms and ongoing monitoring tools;
- management and updating of the data collection database of the target users;
- periodic reports on access flows to services, on a quarterly basis and a final summary report;
- organizational and logistical management of the Helpdesk information point/desk;
- dissemination and promotion, at the Helpdesk desk, of cross-border mobility opportunities, of the positive experiences achieved by the project;
- information and assistance to users on guides for cross-border job mobility;
- information/orientation activities aimed at companies in the Italy - Malta Program Area on procedures, employment opportunities, tools and subsidies that can be activated to encourage the recruitment/stabilization of young people;
- research, collection and dissemination of transnational job mobility opportunities;
- networking with other organisations/help desks active in the labor market (employment centres, EURES help desks, employment agencies, etc.);
- matching between job demand and offer;
- collection of feedback on the services offered by the counter and information on best practices on transnational labor mobility.



Activity 4: Capitalisation of results (collaborative tool)

The activity aims to collect best practices, lessons learned, observations and recommendations regarding crossborder mobility but also to create specific tools (IT collaborative tool, CrossWork platform, helpdesks) that will allow Project Partner's to continue to support and facilitate the cross-border mobility of workers after the closure of EU funding and to strengthen the CrossWork network fostering the adhesion of other stakeholders and integrate and interact with other similar programs and initiatives.

As part of the capitalization of the results, the action is intended to use the IT tools of the project, specifically the IT TOOL, and to update and analyse the contents with the aim of allowing the Project Partners to continue to support and facilitate the cross-border mobility of workers after the closure of EU funding and to strengthen the CrossWork network by encouraging the adhesion of other stakeholders and by integrating and interacting with other similar programs and initiatives.

- Monitoring, periodic updating of the contents of the collaborative IT tool, data collection and analysis of the mobility implemented or in progress.

Activity 5: Insurance for 30 beneficiaries

Providing accident insurance at the workplace for all 30 Italian stagiers.

Activity 6: Organisation of project workshops

Organisation of physical project workshop in Malta.

Activity 7: Targeted information and pre-departure activities for 6 recipients

The activity aims to inform and prepare the selected target group for mobility.

To organise:

- A skills assessment; participants will be assisted to elaborate the work project in synergy with the host company.
- Information and induction sessions (regarding safety at work, working and living in another Country- Malta/Italy, elements of intercultural interaction, team working, basic English/Italian language).

4.3 - Project Management

4.3.1 Responsible Body

Malta Chamber of SMEs (Project Partner)

4.3.2 Management Structure

The Project is led primarily by LOGOS and the day-to-day communication and decision-making body is its secretariat, led by the Project Leader. The Malta Chamber of SMEs is a project partner.

The Project Leader will be taking all decisions related to the project with the assistance of the executives working on the project as project administrators. While all correspondence should be sent to the project leader.

The Project partners are

1. MALTA CHAMBER OF SMES
2. Istituto Professionale di Stato "Principi Grimaldi" (Alberghiero - Agrario - Ottico) - Modica

4.3.3 Facilities to be provided by the Malta Chamber of SMEs and/or other parties

As appropriate.

5. Logistics and Timing



5.1 – Location

The contracting authority for this project is based in Malta.

5.2 - Commencement Date & Period of Execution

The intended commencement date is the date of the last signature on the contract between the Contracting Authority and the selected Contractor and the period of execution of the contract will be eight (8) months and cannot elapse the end date of the project, until an extension is granted.

Article 18.1 of the Special Conditions will determine the actual commencement date and period of execution

6. Requirements

6.1 – Personnel

6.1.1 Other Experts

A minimum of 2 Key Experts is required for the implementation of this contract. However, bidders may propose more than one Key Expert.

It is the Contractor's responsibility to allocate the required resources and third-party services in order to execute the service requirements as outlined in this tender in an efficient and effective manner, to the highest standards, on time, and within budget. As a minimum, the Contractor is expected to designate a Project Manager.

The Key Experts eligible for consideration to provide inspection and/ or verification services in relation to this tender must as a minimum provide evidence of the following:

3. Key expert 1 – Project manager



- A copy of the CV of the Key Expert/s who will carry out the work, highlighting their educational and professional qualifications, capabilities and background must be submitted.
- Have excellent written and spoken skills in English
- Knowledge of Italian language would be highly regarded
- Possess specific skills gained in the training sector and in the field of tutoring and/or guidance activities in education, professional training, master's and/or research doctorates.

4. Key expert 2 – Italian teacher

- The Italian language tutor must have a minimum EQF/MQF Level 6 in Italian
- A copy of the CV of the Key Expert/s who will carry out the work, highlighting their educational and professional qualifications, capabilities and background must be submitted.

These resources are explained in further detail hereunder.

Qualifications required are defined with reference to the Malta Qualifications Framework (MQF) or the European Qualifications Framework (EQF) (or equivalent) level descriptors issued through the Malta Qualifications Council (<https://ncfhe.gov.mt/en/Pages/MQF.aspx>).

It shall be the Tenderers' obligation to ascertain that the qualifications possessed by the Key Experts proposed by them are equivalent to the established MQF/EQF Level prior to tender submission. The Evaluation Committee reserves the right to request the determination of the Malta Qualifications Council (MQC) in checking



the equivalency of the qualifications, which shall be final. The Malta Qualifications Recognition Information Centre (MQRIC) is the competent body within the NCFHE that recognizes qualifications against the Malta Qualifications Framework (MQF) and whose portal can be accessed here:

<https://ncfhe.gov.mt/en/services/Pages/All%20Services/mqric.aspx>

All experts must be independent and free from conflicts of interest in the responsibilities accorded to them.

The selection procedures used by the Consultant to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience. The findings of the selection panel shall be recorded. The selection of experts shall be subject to approval by the NGO.

6.1.2 Support Staff and Backstopping

Any expenses related to this have to be covered by the Contractor and no extra funds will be allocated for this purpose.

6.2 – Flights & Accommodation

NA

6.3 - Facilities to be provided by the Consultant

The Consultant shall ensure that experts are adequately supported and equipped. In particular it shall ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support its activities under the contract and to ensure that its employees are paid regularly and in a timely fashion.



If the Consultant is a consortium, the arrangements should allow for the maximum flexibility in project implementation. Arrangements offering each consortium partner a fixed percentage of the work to be undertaken under the contract should be avoided.

6.4 – Equipment

No equipment is to be purchased on behalf of the Contracting Authority / beneficiary country as part of this service contract or transferred to the Contracting Authority / beneficiary country at the end of this contract. Any equipment related to this contract which is to be acquired by the beneficiary country must be purchased by means of a separate supply tender procedure.

7. Reports

7.1 - Reporting Requirements

Further to the General Conditions and the terms of reference, the contractor shall prepare reports as detailed under the terms of reference.

Additionally, a final report presented not later than 15 days after the implementation period of the contract. The draft final report must be submitted beforehand as detailed under the terms of reference.

7.2 - Submission & approval of progress reports

Copies of the progress and final reports referred to in Article. 7.1 must be submitted to the Project Leader of Malta Chamber of SMEs. Reports must be written in English. The Project Leader is responsible for approving the progress reports.

8. Monitoring and Evaluation



8.1 - Definition of Indicators

The timeframes for activities highlighted and presented by the service provider for the activities listed in section 4.2 of the terms of reference that are approved by the contracting authority will be adopted as project progress indicators.

The Key Indicator is the response time for storing and retrieving records, which shall be equivalent to current market standards.

8.2 - Special Requirements

All communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge Interreg Italia-Malta support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate) included as per below, but not limited to:

- All reports;
- Power point presentations;
- Surveys;
- Info Graphics;
- Newsletters;
- All printed or digital material produced throughout this Contract; and
- Attendance Sheets

The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text. Apart from the emblem, no other visual identity or logo may be used to highlight the EU support.

When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.

The Contractor will be providing the necessary logos for use of the project.

Quality of information — Disclaimer



Any communication or dissemination activity related to the action must use factually accurate information.

Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them.”

SECTION 5 – SUPPLEMENTARY DOCUMENTATION

5.1 – Draft Contract Form

5.2 – Glossary

5.3 – Specimen Performance Guarantee

5.4 – General Conditions of Contract

The full set of General Conditions for Works Contracts, for Supplies Contracts and for Services Contracts (latest version as applicable on the date of the publication of this tender) can be viewed/downloaded from the ‘Resources Section’ at:

www.etenders.gov.mt

It is hereby construed that the tenderers have availed themselves of these general conditions, and have read and accepted in full and without reservation the conditions



outlined therein, and are therefore waiving any standard terms and conditions which they may have.

These general conditions will form an integral part of the contract that will be signed with the successful tenderer/s.

5.5 – General Rules Governing Tendering for NGOs

The contents of this procurement document complement the latest version of the General Rules Governing Tenders applicable on the date of the publication of this tender, the Terms of Use and the Manual for Economic Operators applicable to Government's e-Procurement Platform (available from the Resources section of www.etenders.gov.mt).

Financial Offer

Global Price for Tender for Research -Increasing SME Organisations Representativeness for more Effective Social Dialogue for Malta Chamber of SMEs as outlined in the Tender Document Reference Number IORESME001.

Description	Total Including Taxes and Other Duties, Discounts <u>but</u> Exclusive of VAT Amount in EURO (€)
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<p>Research Services as Outlined under the Terms of Reference:</p>	<p>€.....</p> <p>Amount in Words.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>The above amount must not be broken further down.</p>
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Signature: (the person or persons authorised to sign on behalf of the tenderer)

Date:



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European Regional Development Fund (ERDF)
Co-financing rate: 85% EU Funds; 15% National Funds

