

CALL FOR TENDER FOR EXTERNAL SERVICES

Malta Vocational Centre - MVC (partner n.3 in the Interreg Italia-Malta “JobMatch 2020” project) is issuing a Call for Tenders for externalisation of activities related to “WP6 – Smart Working Experience”.

The Call is open until 25th September 2020

MVC intends to select a consultant and/or an expert for the assignment of tasks to achieve the activities of the aforementioned project for the period from September 2020 to February 2021. The main task will be to manage planning, recruiting and monitoring phases of the “smart working experience”.

This call aims, in particular, at externalising to a third part the following activities:

WP6

D 6.1 - Project Management

- Support in the definition of working plan and activities to be carried out.
- Drafting of reports and minutes (v. D 6.2.1, D 6.3.1, D 6.4.1, D 6.5.1).
- Planning of monitoring activity.

D 6.3 – Selection of host companies

- Support in the selection of host companies.
- Drafting of selection activity’s report

D 6.4 – Selection of participants

- Support in the selection and recruiting process of participants (NEETs – Not in Education, Employment or Training) and young unemployed.
- Drafting of selection activity’s report
- Support in the realisation of preliminary information session on how to use the “Smart Working Tool”

D 6.6 Follow-up and Customer satisfaction

- General monitoring of all the activities.
- Drafting of surveys for Customer satisfaction analysis
- Customer satisfaction Report



Malta Vocational Centre
Azzopardi flt 2 - Parisio Street -
Sliema SLM1225
Malta

Tel/fax: +356 27040008



EXPERIENCE AND SKILLS FOR THE REQUESTED SERVICES

- Experience in recruiting and preparation of plans, analysis and reports focused on labour market sector.
- Proven experience in project management.

The requirements of the selected consultants delineated above, skills and experience as well as all information deemed relevant should be clearly indicated as satisfied by means of Curriculum Vitae (based on Europass format).

The assignment will be governed by a contract drawn up in accordance with current regulations. The submission of the curriculum does not constitute for MVC any form of commitment for any reason.

MVC will evaluate the curricula and also request in any moment additional documentation about the declarations reported in the CV/Company Profile and invite the candidates for an interview.

For applying and information concerning the Call for Tenders please send documents or write to: info@mvcentre.org or call to 79228911.



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