

Terms of Reference (ToR) Provision of External Services:

Evaluation committee experts

PROJECT "MOVE ON 2027: QUALIFICAZIONE E MOBILITÀ DEL
CAPITALE UMANO NELL'AREA TRANSFRONTALIERA ITALIA-MALTA"
- C1-1.2-58 - CUP: G15H24000090007

PROGRAMME INTERREG VI – A ITALIA MALTA 2021 - 2027

MAY 4, 2026

Subject

Request for quotation related to the provision of the following external experts:

- no. 02 Experts participating in committees evaluating young Maltese candidates
- no. 02 Experts participating in committees evaluating employed candidates/Maltese companies

The services are necessary for the implementation of the activities entrusted to the company HERMES CORPORATION LTD located in Pinto Building Triq San Albert GZR 1159 MALTA, Email info@hermesmalta.com Telephone +35627181517 (hereafter HERMES) under the PROJECT MOVE ON 2027: QUALIFICAZIONE E MOBILITÀ DEL CAPITALE UMANO NELL'AREA TRANSFRONTALIERA ITALIA-MALTA" - C1-1.2-58 - CUP: G15H24000090007 and, in particular, of those falling within:

WP 4 - STRENGTHENING AND CIRCULATION OF SKILLS IN CROSS-BORDER AREAS: WP4 aims to strengthen the qualification and cross-border circulation of skills, with a focus on the priority areas of the Sicilian and Maltese RIS3 strategies and on emerging needs identified under WP3. Conceived as a pilot action with strong transnational value, WP4 supports both skills development and long-term cooperation between territories. The core of WP4 is the activation of two territorial hubs in Sicily and Malta, providing information, guidance and support services to three main target groups: young people in transition from

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education to work, employed individuals and enterprises, and key stakeholders. The hubs will support participants involved in cross-border training and mobility activities and facilitate stakeholder engagement for capitalisation actions. WP4 includes two public calls for participation in skills enhancement and mobility actions, involving 75 beneficiaries (60 young people and 15 employed participants), with at least 50% female participation. Activities will be tailored to beneficiaries' profiles, focusing on employability and entrepreneurship for young people, and on innovation and internationalisation for employed participants, while promoting awareness of RIS3 priorities and key EU strategies. WP4 will conclude with the signature of an operational Memorandum of Understanding establishing a cross-border network for skills qualification and mobility, ensuring sustainability beyond the project duration. Through these actions, WP4 contributes to Programme indicator RCO84 and reinforces the long-term impact of the project.

Background

The PROJECT MOVE ON 2027: QUALIFICAZIONE E MOBILITÀ DEL CAPITALE UMANO NELL'AREA TRANSFRONTALIERA ITALIA-MALTA" - C1-1.2-58 - CUP: G15H24000090007 is an EU territorial cooperation project co-financed by the EU under the INTERREG VI – A ITALIA MALTA 2021 - 2027, Priority and Specific Objective 1.2

The MOVE ON 2027 project has the aim to fill the gap that the territorial analysis of the cross-border area (April 2021) and the CP Italy/Malta 2021-2027 (December 2022) confirm among the point of weakness the "weak exchange of skills and of mobility of people between the two territories of the area". To overcome this weakness, in addition to an improved qualification of human capital, it is necessary to continue to invest in mobility as it can favour a better balance in the cross-border labour market and can increase innovation and internationalization of the entrepreneurial systems.

In this regard, starting from the success achieved by the recent "MOVE ON" project (Code: C2-2.2-112), "MOVE ON 2027" wants to involve in cross-border mobility experiences not only young people in transition from training to the labour market but also employed people (e.g. entrepreneurs, managers, professionals, etc.). Furthermore, the new initiative focuses also on the issue of qualification of human capital. MOVE ON 2027, therefore, capitalizes on the lessons learned with the MOVE ON project and introduces significant elements of innovation capable of strengthening the impact of a model already successfully tested. Moreover, MOVE ON 2027 wants to involve policy makers more actively and to consolidate and expand a result achieved by MOVE ON - the "cross-border network" - making it a dynamic platform for cross-border cooperation not only for employment and mobility but also for entrepreneurship and innovation, in particular in the RIS3 areas of Sicily and Malta and, more generally, in sectors of common interest.

Finally, MOVE ON 2027 promotes synergies with the main local development programs (especially ERDF/ESF+ programmes), with cooperation strategies for the Mediterranean area (e.g. West MED, EUSAIR, other ETC programs) as well as with other EU programs (e.g. Erasmus+, Horizon, etc.).

Project Lead Partner:

ASS.FOR.SEO. Società Consortile ar.l.

Project Partners:

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The project duration is 24 months (Start Date: 02.01.2025 - End Date: 02.01.2027) with a total budget of: 880.000,00 € ERDF Contribution of which: 704.000,0€.

Within this framework, HERMES is selecting a supplier/consultant to which it will subcontract some tasks related to the implementation of activities and skills enhancement and mobility for employed people of which it is responsible. In particular, the services that will be related to carrying out on behalf of the HERMES the provision of the following external services and experts:

- no. 02 Experts participating in committees evaluating young Maltese candidates
- no. 02 Experts participating in committees evaluating employed candidates/Maltese companies

To these ends, by means of request for quotation HERMES will identify qualified suppliers/consultants evaluating the cheapest compliant offer (Price Award). The contract will be awarded to the tender offering the lowest quotation.

Description of the Service

1. Objectives of the contract

The main objective of the contract is to contribute to the goals of the MOVE ON 2027 project by subcontracting services that are necessary for the implementation of the tasks forming part of the activities that the HERMES needs to carry out within the project.

The services will be accomplished through the execution of the tasks as described in the following paragraph.

2. Detailed description of the tasks to be performed and deliverables to be achieved

WP 4 - STRENGTHENING AND CIRCULATION OF SKILLS IN CROSS-BORDER AREAS: WP4 aims to strengthen the qualification and cross-border circulation of skills, with a focus on the priority areas of the Sicilian and Maltese RIS3 strategies and on emerging needs identified under WP3. Conceived as a pilot action with strong transnational value, WP4 supports both skills development and long-term cooperation between territories. The core of WP4 is the activation of two territorial hubs in Sicily and Malta, providing information, guidance and support services to three main target groups: young people in transition from education to work, employed individuals and enterprises, and key stakeholders. The hubs will support participants involved in cross-border training and mobility activities and facilitate stakeholder engagement for capitalisation actions. WP4 includes two public calls for participation in skills enhancement and mobility actions, involving 75 beneficiaries (60 young people and 15 employed participants), with at least 50% female participation. Activities will be tailored to beneficiaries' profiles, focusing on employability and entrepreneurship for young people, and on innovation and internationalisation for employed participants, while promoting awareness of RIS3 priorities and key EU strategies. WP4 will conclude with the signature of an operational Memorandum of Understanding establishing a cross-border network for

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skills qualification and mobility, ensuring sustainability beyond the project duration. Through these actions, WP4 contributes to Programme indicator RCO84 and reinforces the long-term impact of the project.

Main Responsibilities

Evaluators will carry out the following tasks:

1. Assessment of Applications

- Review and assess applications submitted by candidates (young individuals and employed participants/companies).
- Verify the eligibility and admissibility of each application in line with the criteria defined in the call.
- Evaluate applications based on predefined qualitative and quantitative criteria (e.g. relevance, motivation, profile coherence, expected impact).

2. Scoring and Ranking

- Assign scores to each application according to the evaluation grid.
- Contribute to the ranking of candidates, ensuring transparency, fairness, and equal treatment.
- Support the selection process aimed at identifying:
 - admitted candidates,
 - eligible but not funded candidates,
 - non-eligible applications.

3. Participation in Evaluation Sessions

- Take part in periodic evaluation sessions.
- Discuss and validate assessment results collectively when required.

4. Preparation of Evaluation Reports

- Contribute to the drafting of official evaluation minutes (evaluation reports) for each session.
- Ensure that all evaluation outcomes are properly documented, including justification of scores and decisions.

5. Compliance and Quality Assurance

- Ensure that the evaluation process complies with:
 - project rules and procedures,
 - transparency and equal opportunity principles (including gender balance provisions),
 - ethical standards and confidentiality requirements.
- Identify and report any inconsistencies or issues during the evaluation process.

Approach and Methodology

Evaluators will operate within a structured and transparent selection process based on:

- standardized application forms and evaluation tools,
- clear documentation of results through formal evaluation minutes.

Expected Outputs

Evaluators will contribute to the production of:

- Evaluation minutes/reports for each selection round,
- Final lists of:
 - selected beneficiaries,
 - reserve candidates,
 - rejected applications.

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Other specifications

To ensure the quality of the service, the Contractor shall guarantee appropriate and consistent standards in its execution. Moreover, the Contractor must produce task related documents and communication in a high-level English.

Expected schedule

During the contractual period, the Contractor must submit periodical reports, which must be written in English and which must contain comprehensive information on the activities put in place with a view to achieving the tasks set out in the contract.

Contractual and financial terms

The maximum amount available for this service is 2.400,00 € VAT included.

The travel and accommodation costs for the participation of the expert in the workshops and events relevant to the scope of this contract are not included in the contract.

The participation to project meetings and events will be agreed among HERMES and the expert. The expenses incurred for traveling will be reimbursed by HERMES only if the working trips have been previously authorized by HERMES and fully documented with supporting documents by the expert.

The fees will be paid in no. 1 installment on presentation of a duly issued and detailed invoice after the conclusion of the activities.

Other conditions for the payments:

- Satisfactory acceptance of services.
- Submission of the evidence of the activities carried out/report.
- Submission by the Service Provider of a detailed invoice/claim for expenses.

Reporting

The Contractor must report to HERMES about the achievements of the entrusted tasks, by providing electronic version of the documents and deliverable. Electronic files shall be editable and in Microsoft® Office or equivalent for Windows format. Moreover, during the and at the end of the contract period, the Contractor must submit task achievement reports and a final report which must be written in English.

Payment Instructions

The payment term for the invoices will be Bank transfer within 30 days after the acceptance of the original

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invoice. The bank account details will be asked to the Contractor. HERMES maintains the right to require additional fiscal documentation if considered needed. The tax legislation in force at the date of acceptance of the offer will be applied.

The Awarded Provider shall submit to HERMES both an electronic (by emailing to info@hermesmalta.com) and the original hard copy of the invoice/claim for expenses.

The invoices must include the following information:

Header: HERMES CORPORATION LTD Pinto Building Triq San Albert GZR 1159 MALTA

Vat number: MT21070234

Registration No. C58707

Object: "Evaluation committee experts" PROJECT "MOVE ON 2027: QUALIFICAZIONE E MOBILITÀ DEL CAPITALE UMANO NELL'AREA TRANSFRONTALIERA ITALIA-MALTA" - C1-1.2-58 - CUP: G15H24000090007
PROGRAMME INTERREG VI – A ITALIA MALTA 2021 - 2027"

Description: Details of the service provided.

Hermes is not in the condition to pay in advance the invoice.

Duration

The contract is expected to be signed in May 2026. Execution of the tasks is to start upon the entry into force of the contract, which will take place from the date on which it is signed. The service contract will last for 3 months, presumably from 01/05/2026 to 30/07/2026.

Selection Criteria, Evaluation and Award Procedure

Eligibility

- Citizens in possession of her/his full civil and political rights.
- Against the applicants, no charges shall be pending such as disqualification, prohibition, suspension or decadence, or even indictments, pending convictions and / or preventive measures, pursuant to current legislation.
- The maximum limit for the offer is set at € 2.400,00 (two thousand four hundred euros), VAT included.

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Experience and required skills and qualifications of the Applicant (or its legal representative or one of its staff members)

- The Applicant (or its legal representative or one of its staff members) should have the following experience and skills:
 - university degree or diploma.
 - able to work independently as well as within team dynamics.
 - good communication skills (especially in public speaking);
 - The Applicant (or its legal representative or one of its staff members) should have proven a strong documented experience in similar activities requested in this ToR.
- As detailed in the section "Other Specifications", to ensure the high-quality of the execution of the assigned tasks, the Contractor (or its legal representative or one of its staff members) must guarantee proficiency in written and spoken English.
- Applicant shall have full technical ability to perform the service described in this ToR.
- Having VAT number (or availability to request a VAT number in May 2026).

How apply

All interested bidders should submit a quotation respecting the following requirements.

Instruction to Proposers	Specific Requirements
Deadline for the submission the offer	14 MAY 2026 – by 16:00 PM. (Zagreb/Rome time GMT+1). Any offers received after this date and time will not be accepted
How to submit the offer	<p>The candidate must send in one file in PDF format to the following e-mail address: info@hermesmalta.com with the following subject: "Evaluation committee experts"— PROJECT "MOVE ON 2027: QUALIFICAZIONE E MOBILITÀ DEL CAPITALE UMANO NELL'AREA TRANSFRONTALIERA ITALIA-MALTA" - C1-1.2-58 - CUP: G15H24000090007 PROGRAMME INTERREG VI – A ITALIA MALTA 2021 - 2027</p> <p><u>The application must include the following documents in English language:</u></p> <ul style="list-style-type: none"> - Updated Curriculum vitae (CV) in Europass format of the company; - Economic quotation in Euro (taking to account that the ceiling amount available for this service is € 2.400,00 (two thousand four hundred euros), VAT included.
Language for submitting the offer	English only

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Currencies

EURO (€)

The sending of the offer does not in any way constrain HERMES to request the service in question.

Invitation, selection, evaluation and award criteria

As a subcontractor, HERMES will award the service based on the lowest price following the procedure specified below:

- HERMES after receiving all the offers will carry on in comparing the curricula and evaluating professional experience and technical skills, respecting and guaranteeing the principles of transparency, equal treatment, non-discrimination and competition.
Bidders shall send their offers **no later than 14 MAY 2026 – by 16:00 PM** to the email address indicated above. Offers received after the deadlines will not be evaluated.
- Offers shall be sent in Euro and VAT included.
- As a first step, HERMES will assess if the bids meet the eligibility requirements and the experience and required skills of the applicant (or his legal representative or one of his staff members). Secondly, HERMES will evaluate the offers based on the lowest price.

Other issues

HERMES will proceed to award the requested services even in case a single valid quotation is received, in the case that it is considered appropriate and convenient.

If two or more offers of the same amount will be received, HERMES will contact the bidders and conduct interviews via telephone and /or web meeting, to better evaluate the offers.

HERMES, as a contracting entity, reserves the right not to proceed with the awarding of contracts if no offer is convenient or suitable in relation to the subject of the contract, without the bidders having nothing to claim, not even as a pre-contractual liability.

All the charges and risks relating to the activities and obligations necessary for fulfilling the contract, being considered part of the agreed remuneration, shall be borne by the Contractor.

The Successful bidder assumes full and direct management liability for the services and supplies entrusted to him/her, thereby freeing up HERMES.

It will directly, criminally and civilly, respond for the damages to people and things caused in the execution of the services and supplies, and will bear the full and exclusive charge for any compensation, without the right to recourse or remuneration from HERMES.

Consequently, the Contractor exonerates HERMES from these responsibilities, undertaking to relieve it of any request that, for this reason, should be presented.

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The results of the present selection procedure will be communicated within 5 days after the deadline for submission of bids to all bidders.

A service contract will be concluded with the selected bidder, which must contain all the parts indicated in this tender.

Contacts

In case additional information is required to submit the proposal, we kindly invite you to contact HERMES by writing to the following e-mail address info@hermesmalta.com

Only relevant questions in writing concerning clarifications of the tender will be answered.

APPENDIX

General Scoring System of the Offers

ATTACHMENT

Quotation form

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Appendix: General Scoring System of the Offers

1. Evaluation Approach

In line with the provisions set out in the Terms of Reference (ToR), the evaluation of the offers will be carried out in **two sequential steps**, ensuring full compliance with the principles of transparency, equal treatment and non-discrimination.

2. Step 1 – Administrative and Technical Compliance (Eligibility Check)

All applications will be assessed to verify compliance with the requirements defined in the ToR.

The evaluation committee will apply the following **evaluation grid**:

Criterion	Description	Outcome
Administrative compliance	Submission within deadline and completeness of documentation	Pass / Fail
Eligibility	Fulfilment of eligibility requirements	Pass / Fail
Qualifications	Academic background and required skills	Pass / Fail
Professional experience	Proven experience in activities relevant to the ToR	Pass / Fail
Language skills	Proficiency in written and spoken English	Pass / Fail

Only applications obtaining a **“Pass” for all criteria** will be considered compliant and admitted to the financial evaluation phase.

Applications that do not meet one or more of the above criteria will be excluded.

3. Step 2 – Financial Evaluation

The financial evaluation will be carried out only for the offers that have successfully passed the compliance check.

The contract will be awarded according to the lowest price criterion.

- The maximum budget available for the contract is € 2,400.00 (VAT included).
- Offers exceeding this amount will be considered inadmissible and excluded.

Among the compliant offers:

The contract will be awarded to the tenderer submitting the lowest financial offer.

4. Additional Provisions

In case of:

- only one compliant offer, the contracting authority may proceed with the award, if the offer is considered appropriate and in line with market conditions;

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- two or more offers with the same price, the contracting authority may request additional clarification or conduct interviews (as already foreseen in the ToR) to support the final decision.

5. Transparency and Traceability

The entire evaluation process will be:

- properly documented through evaluation minutes;
- based on objective and predefined criteria;
- conducted in full respect of transparency, equal treatment and sound financial management principles.



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