

Terms of Reference (ToR) Provision of External Services:

Provision of services to strengthen the territorial hub

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

15/10/2026

Subject

Public selection procedure for the provision of services to strengthen the territorial hub under WP4, Deliverable D.4.1.1.

The services are necessary for the implementation of the activities entrusted to HERMES CORPORATION LTD, Pinto Building Triq San Albert GZR 1159 MALTA, Email info@hermesmalta.com, Telephone +35627181517 (hereafter HERMES), under PROJECT "MOVE ON 2027: QUALIFICAZIONE E MOBILITÀ DEL CAPITALE UMANO NELL'AREA TRANSFRONTALIERA ITALIA-MALTA" - C1-1.2-58 - CUP: G15H24000090007, specifically WP4, Activity 4.1 and Deliverable D.4.1.1 – Territorial hub.

WP 4 - STRENGTHENING AND CIRCULATION OF SKILLS IN CROSS-BORDER AREAS

Activity 4.1 Engagement and Support for Target Groups and Stakeholder Facilitation

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

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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:

HERMES Corporation LTD

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: 704.000,00€.

Within this framework, HERMES is selecting a supplier/consultant to strengthen the territorial hub for which it is responsible under WP4, Activity 4.1, Deliverable D.4.1.1.

- Provision of services to strengthen the territorial hub (WP4, Deliverable D.4.1.1).

To these ends, by means of market research and after comparing the curricula by all the offers that showed interest and evaluating professional experience and technical skills, HERMES will identify a qualified suppliers/consultants and evaluating the economic offer in response to the specifications described in the next section ("Description of the Service"). The contract will be awarded to the tender offering the most economically advantageous tender based on the best quality/price ratio.

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Description of the Service

1. Objectives of the contract

The main objective of the contract is to strengthen the territorial hub under WP4, Activity 4.1, Deliverable D.4.1.1, by providing information, guidance and practical assistance to young people and employed individuals, including entrepreneurs, participating in cross-border mobility.

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

The contract concerns exclusively WP4, Activity 4.1, Deliverable D.4.1.1 – Territorial hub.

WP4 – Strengthening Qualification and Cross-Border Skills Circulation

Objective:

WP4 aims to enhance the qualification and cross-border circulation of skills, particularly aligned with the RIS3 strategies of Sicily and Malta, as well as other relevant areas identified through WP3 research activities.

The territorial hub provides information and practical support to the target groups before, during and after their cross-border mobility.

Establishment of a transnational network to promote ongoing qualification and mobility of skills even after the project ends.

WP4 functions as a pilot action, culminating in the signing of a Memorandum of Understanding (MoU) by key stakeholders to ensure sustainability.

Implementation Approach:

Strengthening of the territorial hub in Malta to support:

Youth transitioning from education to work,

Employed individuals/enterprises,

Key stakeholders.

The hub will support participants in training and cross-border mobility activities and facilitate contacts with relevant stakeholders.

Participants:

60 young people (45 Sicilians, 15 Maltese) and 15 employed individuals (10 Sicilians, 5 Maltese) will be selected through public calls.

50% of spots will be reserved for female participants.

Support will be provided before, during and after mobility, including structured follow-up once each mobility has ended.

Focus Areas:

Youth: employment and entrepreneurship.

Employed individuals: innovation and internationalization.

Topics will include RIS3 sectors, economic trends, and broader EU strategies (e.g. Green Deal, EU Skills

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Agenda).

Outcomes:

75 beneficiaries will participate in training and mobility.

Signing of a Memorandum of Understanding to support a sustainable cross-border skills network.

The MoU will:

Include clear actions, responsibilities, timelines, and monitoring indicators,

Address labor market needs, training opportunities, and B2B cooperation,

Promote participation in EU programs and networks.

Sustainability:

The MoU will remain open for new members post-project.

At least 15 organizations (including 2 partners and 9 associates) are expected to sign.

The output contributes to Programme Indicator RCO84 (jointly developed and implemented pilot actions).

WP4 – Activity 4.1 – Deliverable D.4.1.1 Territorial hub

The Contractor shall strengthen the territorial hub by providing information, orientation and front-office assistance to young people and employed individuals, including entrepreneurs, participating in mobility.

The Contractor shall offer practical assistance during and after the mobility, respond to participants' needs, facilitate contacts with local organisations and businesses, and coordinate with HERMES on issues affecting the participants.

The Contractor shall ensure and reinforce follow-up after the conclusion of each mobility, including contact with participants, collection of feedback, identification of further training, employment or business cooperation opportunities, and referral to relevant local, regional and European support services.

The Contractor shall maintain records of assistance and follow-up activities and provide HERMES with supporting documentation for Deliverable D.4.1.1.

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 € 8,666.00, VAT included.

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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 fee will be paid in a single instalment at the end of December 2026, following satisfactory completion of the service and submission and acceptance of the final report and a duly issued detailed invoice.

Other conditions for the payments:

- Satisfactory acceptance of services.
- Submission of the requested interim and final reports.
- Submission by the Service Provider of a detailed invoice/claim for expenses.

Reporting

The Contractor must report to HERMES on the activities carried out for Deliverable D.4.1.1, providing electronic versions of the supporting documents. Electronic files shall be editable and in Microsoft® Office or equivalent format. At the end of the contract period, the Contractor must submit a final report in English documenting hub support during mobility and follow-up after mobility.

Payment Instructions

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

Income tax number: 996137537

Registration No. C58707

Object: "Services to strengthen the territorial hub – WP4, Deliverable D.4.1.1" – PROJECT "MOVE ON 2027: QUALIFICAZIONE E MOBILITÀ DEL CAPITALE UMANO NELL'AREA TRANSFRONTALIERA ITALIA-MALTA" - C1-1.2-58 - CUP: G15H24000090007

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Description: Details of the service provided.

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

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Duration

The contract is expected to be signed after completion of this selection procedure. Execution of the tasks will start on the date of signature and end on 31 December 2026.

Selection Criteria, Evaluation and Award Procedure

1. Eligibility

- Be in possession of full civil and legal capacity and not be subject to any exclusion grounds, including bankruptcy, insolvency, or any other situation of financial or legal incapacity;
- Not be subject to any pending charges, convictions, or preventive measures, nor to any disqualification, suspension or prohibition from entering into contracts under applicable legislation;
- Have the technical and professional capacity to provide the services described in these Terms of Reference;
- Accept that the maximum budget available for this service is € 8,666.00 (VAT included). Any offer exceeding this amount will be considered inadmissible.
- Be a natural or legal person duly established in accordance with the applicable national legislation.
- Natural persons shall be eligible to participate provided that they operate as duly authorised economic operators or sole traders, hold a valid VAT number.

2. 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 documented experience in front-office assistance, territorial facilitation and support for mobility participants, including follow-up activities.
- 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.

How apply

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

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Instruction to Proposers	Specific Requirements
Deadline for the submission the offer	27/10/2026– by 11:00 (Malta time). Any offers received after this date and time will not be accepted
How to submit the offer	The applicant must send in one file in PDF format to the following e-mail address: info@hermesmalta.com with the following subject: "Provision of services to strengthen the territorial hub — 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 The application must include the following documents in English language, combined into one PDF file: (1) completed and signed Annex 1 Bid Form, including eligibility declarations; (2) signed financial quotation showing the net amount, VAT rate and amount or exemption basis, and VAT-inclusive total; (3) updated Europass CV of the proposed professional(s); (4) company/sole-trader profile identifying the responsible professional; (5) copy of the signatory's identification document; (6) evidence of legal establishment and VAT registration or relevant exemption, and licences/authorisations if applicable; (7) supporting evidence of relevant professional experience. The same documents are listed in Annex 1. - Updated Curriculum vitae (CV) in Europass format of the applicant; - Economic offer in Euro (taking to account that the ceiling amount available for this service is € 8,666.00 (eight thousand six hundred sixty-six euros) included VAT).
Language for submitting the offer	English only
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 most economically advantageous tender on the basis of the best quality/price ratio, following the procedure specified below:

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- 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.
- Information about the present procedure is published on the following websites: <https://italiamalta.eu/>
<https://www.hermesmalta.com/en/>
Bidders shall send their offers no later than 27/10/2026 at 11:00 (Malta time) to the email address indicated above. Offers received after the deadline will not be evaluated.
- Offers shall state the price excluding VAT, the applicable VAT rate and amount (or the legal basis for exemption), and the total price including VAT. Financial evaluation shall compare total VAT-inclusive prices. The maximum admissible total is EUR 8,666.00 including any applicable VAT.
- 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 most economically advantageous tender (based on the best quality/price ratio) based on the scores awarded for satisfying the requirements outlined above.
- The offer that gathers the maximum score will be selected.
- The maximum amount payable for the services described above is € 8,666.00 (eight thousand six hundred sixty-six euros), VAT included. Higher offers will be declared ineligible.

Other issues

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

In case of equal final total scores, the tender with the higher technical score shall rank first; if still tied, the tender with the lower VAT-inclusive price shall rank first; if the tie persists, HERMES shall apply a documented transparent draw in the presence of the evaluation panel. No additional unannounced interviews shall affect scoring.

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.

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.

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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.

This procedure is available for consultation on HERMES website and on INTERREG VI – A ITALIA MALTA 2021 – 2027 official website.

Appendix

General Scoring System of the Offers

Attachments

Bid form

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Appendix – Evaluation and Scoring Method (80 technical + 20 financial)

Eligibility and completeness will be assessed first. Only admissible applications will be scored. A maximum of 100 points is available: 80 for technical quality and 20 for price. The technical minimum threshold is 50/80 points, assessed before financial offers are scored.

Technical criterion	Documentary assessment	Max points
A. Direct mobility participant support and follow-up	Documented comparable assignments supporting young people, employed persons or entrepreneurs before/during/after mobility	35
B. Territorial hub and front-office services	Documented experience providing orientation, helpdesk/front-office and local stakeholder facilitation	25
C. Stakeholder coordination and referral	Documented work with companies, institutions, hosting organisations and referral networks	10
D. English communication and reporting	Documented ability to produce English-language reports, guidance and participant communication	10

For each criterion, the evaluation panel shall award 0%, 25%, 50%, 75% or 100% of its maximum: 0 = no relevant evidence; 25 = limited evidence; 50 = adequate evidence; 75 = strong evidence; 100 = extensive, directly relevant evidence. The panel shall document the supporting CV references and its reasons. Technical score T is the sum of the four criterion scores (maximum 80); no technical renormalisation applies.

Financial score $P = 20 \times (\text{lowest admissible VAT-inclusive price} / \text{bidder's admissible VAT-inclusive price})$. The financial score is calculated only for offers with $T \geq 50$. Total score $S = T + P$ (maximum 100). Scores shall be rounded to two decimal places. Offers with VAT-inclusive totals above EUR 8,666.00 are inadmissible.

For equal total scores, apply the tie-break rules specified under "Other issues". The evaluation record shall document eligibility checks, technical points, financial calculations and the award decision.

Publication

The present call for tenders, together with the relevant application documents, will be published on the following official websites to ensure adequate publicity, transparency and equal access to the selection procedure:

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- **MOVE ON 2027 project website:** <https://www.moveon2027-italiamalta.it/>
- **HERMES Corporation Ltd website:** <https://www.hermesmalta.com/en/>
- **INTERREG VI-A Italia–Malta Programme website:** <https://www.italiamalta.eu/>

HERMES Corporation Ltd shall remain responsible for the management of the selection procedure, including the evaluation of applications, the award decision and the preparation and retention of all related documentation.

For HERMES CORPORATION LTD

First name and surname: Ana Patricia Anjos Estanqueiro Role: Managing Director.

Signature: _____



Date: 15/10/2026

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