

Terms of Reference (ToR) Provision of External Services:

Organization of mobility activities in Sicily for no. 15 Maltese young people and no. 5 Maltese employed participants.

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

Public selection procedure related to the provision of the following services:

- Organization of mobility activities in Sicily for no. 15 Maltese young people and no. 5 Maltese employed participants/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

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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 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.).

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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: 704.000,0€.

Within this framework, HERMES is selecting a qualified service provider (e.g. travel agency or mobility service provider) to which it will subcontract specific tasks related to the organisation and management of transnational mobility activities under the MOVE ON 2027 project.

In particular, the selected contractor will be responsible for supporting the organisation of mobility experiences in Sicily for the following target groups:

- no. 15 young Maltese participants;
- no. 5 Maltese employed participants and/or companies.

These mobility activities are part of the project's skills enhancement pathway and aim to complement the training and capacity-building actions implemented within the project.

For young participants, following their participation in the training activities, the mobility experience will consist of a one-week programme (5 days) in Sicily, including visits to companies, institutions and organisations operating in sectors relevant to the training content. These visits will be identified also with the involvement of the participants and will aim to reinforce learning outcomes and foster cross-border skills matching opportunities.

For employed participants and companies, following their participation in the webinar cycle, the mobility experience will consist of a programme lasting between 3 and 5 days in Sicily, including visits to companies, institutions and organisations active in the relevant sectors addressed during the workshops. These activities will contribute to strengthening professional competences and fostering cross-border B2B cooperation opportunities.

The contractor will be expected to ensure the effective logistical organisation and coordination of the mobility activities, including travel arrangements, accommodation, and related services necessary for the proper implementation of the mobility experience.

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 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 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.

Within the framework of WP4 – *Strengthening and Circulation of Skills in Cross-Border Areas*, the present assignment concerns exclusively the **organisation and management of transnational mobility activities** for project beneficiaries.

The mobility activities are linked to:

- **Activity A.4.4 – Skills Enhancement and Mobility for Young People**
- **Activity A.4.5 – Skills Enhancement and Mobility for Employed Participants and Enterprises**

and will involve:

- **no. 15** Maltese young participants **travelling to Sicily;**
- **no. 5** Maltese employed participants and/or company representatives **travelling to Sicily.**

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The duration of the mobility experiences will be:

- 5 days **for young participants**;
- 3 to 5 days **for employed participants and enterprises**.

2.1 Scope of the Services

The Contractor will be responsible for the **full organisation, coordination and management of all logistical aspects** related to the mobility activities in Sicily.

In particular, the services to be provided shall include:

2.2 Travel arrangements

- Booking and purchase of **round-trip air tickets** (Malta – Sicily – Malta);
- Selection of the most appropriate travel solutions in terms of cost-efficiency and scheduling;

2.3 Transfers

- Organisation of **airport transfers** in Malta (departure and return);
- Organisation of **airport transfers in Sicily** (arrival and departure);
- Local transfers, where necessary, between accommodation and planned activity locations;

2.4 Accommodation and subsistence

- Booking and provision of **accommodation in Sicily** for the entire duration of the mobility;
- Accommodation shall be provided in **hotel facilities of appropriate standard**;
- Provision of **full board treatment** (breakfast, lunch and dinner);

2.5 Insurance

- Provision of **travel and health insurance coverage** for all participants for the entire duration of the mobility, including travel days;

2.6 On-site logistical support

- Coordination and assistance during the mobility period;
- Availability of a contact point for participants in case of organisational needs or emergencies;

2.7 Deliverables

The Contractor shall ensure the delivery of the following:

- Organisation and implementation of mobility for:
 - no. 15 young participants (5 days);
 - no. 5 employed participants/companies (3–5 days);

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- Provision of:
 - flight tickets;
 - transfers;
 - accommodation in full board;
 - insurance coverage;

- Submission of:
 - travel documentation (tickets, booking confirmations);
 - accommodation details;
 - insurance certificates;
 - summary report of the services provided.

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 24.000,00 € VAT included.

Travel and accommodation costs related to the participation of the Contractor's personnel in activities relevant to the implementation of this contract are not included in the contract value.

Any travel or mission expenses incurred by the Contractor's staff shall be considered eligible for reimbursement only if previously authorised in writing by HERMES and duly supported by appropriate documentation.

Participation in project-related meetings or events, where required, shall be agreed in advance with HERMES.

The fees will be paid in no. 2 installments on presentation of a duly issued and detailed invoices:

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- 1st invoice in July 2026 (50 % of the total cost of the service)
- 2nd invoice in September 2026 (balance of the total cost of the service)

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 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.

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: "Organization of mobility activities in Sicily for Maltese participants" 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– [Instalment No. _]"

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

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force of the contract, which will take place from the date on which it is signed. The service contract will last for 5 months, presumably from 30/05/2026 to 30/10/2026.

Selection Criteria, Evaluation and Award Procedure

Eligibility

Applicants must meet the following eligibility requirements:

- Be a natural or legal person duly established in accordance with the applicable national legislation and authorised to provide travel, mobility or related services;
- 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 € 24,000.00 (VAT included). Any offer exceeding this amount will be considered inadmissible.

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 designated staff members) shall demonstrate the following experience, skills and qualifications:

- Proven and documented experience in the organisation and management of travel and mobility services, preferably in the context of EU-funded projects, study visits, or group mobility programmes;
- Demonstrated experience in organising logistics for groups, including travel arrangements, accommodation, transfers and on-site coordination;
- Possession of all required licenses, authorisations and certifications necessary to operate as a travel agency or mobility service provider in accordance with applicable national legislation;
- Proven capacity to ensure reliable service delivery, including coordination, problem-solving and management of unforeseen situations;

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- Ability to work both independently and in coordination with project partners;
- Good organisational and communication skills, including the ability to interact with international participants and stakeholders;
- As specified in the section “Other Specifications”, proficiency in written and spoken English is required;
- Full technical and operational capacity to deliver the services described in these Terms of Reference;
- Possession of a valid VAT number.

Preference will be given to applicants demonstrating experience in organising transnational mobility activities involving international participants.

How apply

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

Instruction to Proposers	Specific Requirements
Deadline for the submission the offer	22 May 2026 – by 13:00 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: “Organization of mobility activities in Sicily for Maltese participants”— 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; - Financial offer in Euro (€), taking into account that the maximum budget available for this service is € 24,000.00 (twenty-four thousand euros), VAT included. <p>Applications submitted after the deadline or not complying with the above requirements will not be considered.</p>
Language for submitting the offer	English only
Currencies	EURO (€)

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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**, according to the best quality/price ratio, following the procedure outlined below:

- Upon receipt of all offers, HERMES will assess the applications by verifying compliance with the eligibility requirements and evaluating the professional experience and technical capacity of the applicants, in full respect of the principles of transparency, equal treatment, non-discrimination and fair competition;
- Information about this procedure is published on the following websites:
<https://italiamalta.eu/>
<https://www.hermesmalta.com/en/>
- Bidders shall submit their offers no later than **22 May 2026 at 13:00 (CET)** to the email address indicated above. Offers received after the deadline will not be considered;
- Offers must be submitted in **Euro (€) and VAT included**;
- The evaluation will be carried out in two steps:
- verification of eligibility and minimum technical requirements;
- evaluation of the offers based on the best quality/price ratio, in accordance with the criteria defined in these Terms of Reference;
- The contract will be awarded to the tender obtaining the **highest overall score**;
- The maximum budget available for the services described above is **€ 24,000.00 (twenty-four thousand euros), VAT included**. Any offer exceeding this amount will be considered inadmissible.

Other issues

HERMES reserves the right to proceed with the award of the contract even in the event that only one valid offer is received, provided that it is considered appropriate and in line with the objectives of the contract.

In the event that two or more offers obtain the same score or propose the same price, HERMES may request additional clarifications from the bidders and, where deemed necessary, organise interviews via telephone and/or online meetings in order to support the final evaluation.

HERMES, as contracting authority, reserves the right not to award the contract if none of the offers received is considered suitable or economically advantageous in relation to the subject of the contract, without any right to compensation or claim by the bidders.

All costs, charges and risks related to the execution of the services under this contract shall be borne entirely by the Contractor and shall be deemed included in the agreed remuneration.

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The successful bidder shall assume full responsibility for the execution of the services and shall be liable for any damages caused to persons or property during the performance of the contract. The Contractor shall indemnify and hold HERMES harmless from any claims arising from such damages.

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

A service contract will be concluded with the selected bidder, incorporating all the provisions set out in these Terms of Reference.

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.

Appendix

General Scoring System of the Offers

Attachments

Bid form

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Appendix: General Scoring System of the Offers

1. Technical offer (Maximum 80 points)

The technical evaluation will be based exclusively on the **professional experience and qualifications of the applicant**, as demonstrated in the submitted Curriculum Vitae.

1.1 Relevant Experience of the Applicant (Maximum 80 points)

The evaluation will focus on the applicant's proven experience in relation to the services required under this Terms of Reference.

In particular, the following aspects will be assessed:

- Proven experience in organising travel and mobility services, including booking of flights, accommodation, transfers and related logistics;
- Experience in managing group travel arrangements, preferably in international or cross-border contexts;
- Experience in supporting mobility activities within EU-funded projects or similar programmes;
- Reliability and continuity of experience in similar assignments.

Scoring:

- Extensive and highly relevant experience: up to 80 points
- Adequate and relevant experience: up to 50 points
- Limited experience: up to 20 points
- No relevant experience: 0 points

Technical Score Calculation

$$TSC = \left(\frac{\text{Technical score of the candidate}}{\text{Highest technical score}} \right) \times 80$$

2. Financial Offer (Maximum 20 points)

Only offers obtaining a minimum technical score of 40 points will be admitted to the financial evaluation.

- The maximum available budget is € 24,000.00 (VAT included)
- Offers exceeding this amount will be considered inadmissible

The financial score will be calculated as follows:

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$$PC = \left(\frac{\text{Lowest financial offer}}{\text{Financial offer under evaluation}} \right) \times 20$$

3. Final Score and Award

Final Score=Technical Score+Financial Score

The contract will be awarded to the tender obtaining the highest overall score.



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