

# Terms of Reference (ToR) Provision of External Services:

## *External Experts, Facilitators and Speakers*

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

JANUARY 19, 2026

## Subject

Public selection procedure related to the provision of the following external experts:

- Dissemination and Results Capitalisation Expert
- Graphic Design and Final Publication Development Expert  
(for concept development and graphic layout of the final publication)
- Video Production Expert for Results Dissemination
- Web Survey and Online Data Collection Expert
- Focus Group Facilitator for Evaluation Activities
- Follow-up Reporting and Impact Assessment Expert
- Focus Group Facilitator for Results Capitalisation
- Focus Group Facilitator for Cross-Border Capitalisation
- Career Guidance and Orientation Consultant – Youth Focus Groups  
(for guidance activities involving young people)
- Career Guidance and Orientation Consultant – Employed Participants and Enterprises  
(for guidance activities involving workers and companies)
- Stakeholder Engagement, Promotion and Networking Expert

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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](mailto: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 2 Communication:** The Work Package plays a key role in ensuring the successful implementation of the project and pursues the following specific objectives: to promote broad participation of young people and enterprises in the proposed activities and services aimed at strengthening skills and fostering cross-border mobility; to raise awareness and actively engage key stakeholders within a cross-border network to support the capitalisation and long-term sustainability of the project results.

**WP 3- Research, Analysis and Capitalization:** WP3 aims to build a solid knowledge base on the project's core themes in support of the implementation of WP4 and the development of the Policy Paper on the qualification and circulation of skills in a cross-border context (OT1.1). The WP combines desk research, expert input and participatory tools involving young people, enterprises and key stakeholders to analyse labour market trends, skills needs and cross-border mobility dynamics. It also supports the monitoring and evaluation of WP4 activities through surveys and focus groups, and promotes the capitalisation of results via structured stakeholder engagement at local and transnational level.

**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.

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## 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:

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 which it will subcontract some tasks

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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:

- Dissemination and Results Capitalisation Expert
- Graphic Design and Final Publication Development Expert  
(for concept development and graphic layout of the final publication)
- Video Production Expert for Results Dissemination
- Web Survey and Online Data Collection Expert
- Focus Group Facilitator for Evaluation Activities
- Follow-up Reporting and Impact Assessment Expert
- Focus Group Facilitator for Results Capitalisation
- Focus Group Facilitator for Cross-Border Capitalisation
- Career Guidance and Orientation Consultant – Youth Focus Groups  
(for guidance activities involving young people)
- Career Guidance and Orientation Consultant – Employed Participants and Enterprises  
(for guidance activities involving workers and companies)
- Stakeholder Engagement, Promotion and Networking Expert

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.

## 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.

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

WP 2 Communication: The Work Package plays a key role in ensuring the successful implementation of the project and pursues the following specific objectives: to promote broad participation of young people and enterprises in the proposed activities and services aimed at strengthening skills and fostering cross-border mobility; to raise awareness and actively engage key stakeholders within a cross-border network to support the capitalisation and long-term sustainability of the project results.

Activity A.2.3: A final event to present the results achieved by the project will be organised in Sicily. In addition to experts and key stakeholders, young people and enterprises will also be invited to speak, representing the most significant experiences of training and cross-border mobility developed within the project. The event will be broadcast via live streaming. A final project publication and summary video will be produced and presented during the event, and will also be made available for download online.

Service to be purchased:

- Dissemination and Results Capitalisation Expert
- Graphic Design and Final Publication Development Expert  
(for concept development and graphic layout of the final publication)
- Video Production Expert for Results Dissemination

WP 3- Research, Analysis and Capitalization: WP3 aims to build a solid knowledge base on the project's core themes in support of the implementation of WP4 and the development of the Policy Paper on the qualification and circulation of skills in a cross-border context (OT1.1). The WP combines desk research, expert input and participatory tools involving young people, enterprises and key stakeholders to analyse labour market trends, skills needs and cross-border mobility dynamics. It also supports the monitoring and evaluation of WP4 activities through surveys and focus groups, and promotes the capitalisation of results via structured stakeholder engagement at local and transnational level.

Activity A.3.3: The skills development and cross-border mobility activities implemented under WP4 will be subject to evaluation and follow-up in order to further analyse their results, for example in terms of placement outcomes for young participants and in terms of professional and business growth for employed beneficiaries. In particular, a web survey will be carried out involving all beneficiaries, complemented by a transnational focus group aimed at exploring the most significant experiences in greater depth.

Service to be purchased:

- Web Survey and Online Data Collection Expert
- Focus Group Facilitator for Evaluation Activities
- Follow-up Reporting and Impact Assessment Expert
- Focus Group Facilitator for Results Capitalisation
- Focus Group Facilitator for Cross-Border Capitalisation

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

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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.

Activity 4.1 Engagement and Support for Target Groups and Stakeholder Facilitation: Two territorial hubs will be activated, one in Sicily and one in Malta, to provide information and assistance to young people and employed individuals interested in the training and mobility opportunities offered under the WP. In particular, guidance sessions on available opportunities and assessment meetings on the experiences carried out will be organised to evaluate possible future developments. In addition, dedicated events will be held to raise awareness among key stakeholders and encourage their commitment to the Memorandum of Understanding for the establishment of a cross-border network.

Service to be purchased:

- Career Guidance and Orientation Consultant – Youth Focus Groups  
(for guidance activities involving young people)
- Career Guidance and Orientation Consultant – Employed Participants and Enterprises  
(for guidance activities involving workers and companies)
- Stakeholder Engagement, Promotion and Networking Expert

## 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.

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## Contractual and financial terms

The maximum amount available for this service is 40.000,00 € 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. 4 installments on presentation of a duly issued and detailed invoices:

- 1st invoice in February 2026 (25 % of the total cost of the service)
- 2<sup>nd</sup> invoice in May 2026 (25 % of the total cost of the service)
- 3<sup>rd</sup> invoice in September 2026 (25 % of the total cost of the service)
- 4<sup>th</sup> invoice in December 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. 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 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](mailto:info@hermesmalta.com)) and the original hard copy of the invoice/claim for expenses.

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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: "External Experts, Facilitators and Speakers" 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 January 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 12 months, presumably from 31/01/2026 to 31/12/2026.

## 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 € 40.000,00 (EUR forty thousand), 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 and in implementing mobility projects to support 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.
- 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 January 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	<b>09 February 2026 – by 13:00 PM.</b> (Zagreb/Rome time GMT+1). Any offers received after this date and time will not be accepted

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## Italia - Malta

How to submit the offer	<p>The candidate must send in one file in PDF format to the following e-mail address: <a href="mailto:info@hermesmalta.com">info@hermesmalta.com</a> with the following subject: "External Experts, Facilitators and Speakers"— 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"> <li>- Updated Curriculum vitae (CV) in Europass format of the company;</li> <li>- Economic offer in Euro (taking to account that the ceiling amount available for this service is € 40.000,00 (EUR forty thousand), VAT included.</li> </ul>
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:

- 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 09 February 2026 – by 13:00 PM** to the email address indicated above. Offers received after the deadlines will not be evaluated.
- Offers shall be sent in Euro and excluding 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 may not exceed the amount of € 40.000,00 (EUR forty thousand), VAT included. Any higher offers will be declared ineligible.

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## 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.

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.

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](mailto: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.

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## Appendix

*General Scoring System of the Offers*

## Attachments

*Bid form*

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## Appendix: General Scoring System of the Offers

### 1. Technical offer

The technical offer will be evaluated out of a maximum of 80 points, based on the criteria outlined below.

#### 1. General Experience and Technical References (Maximum 80 points)

The technical quality of the offer will be assessed on the basis of the experience, qualifications and references provided by the candidates in relation to the profiles required under this Terms of Reference (ToR).

Candidates must submit an updated curriculum vitae highlighting relevant experience. The ability to provide innovative, participatory and high-quality services will be considered an added value.

##### 1.1 Proven Expertise in the Services Required

The evaluation will focus on demonstrated experience in one or more of the following areas, corresponding to the expert profiles sought:

Dissemination and results capitalisation of EU-funded projects;  
Graphic design, concept development and layout of publications;  
Video production for communication and dissemination purposes;  
Design and implementation of web surveys and online data collection tools;  
Facilitation and moderation of focus groups for evaluation, capitalisation and cross-border dialogue;  
Follow-up reporting and impact assessment of projects and interventions;  
Career guidance and orientation activities for young people, workers and enterprises;  
Stakeholder engagement, promotion and networking at local, regional and cross-border level.

##### 1.2 Type and Relevance of Outputs Delivered

Points will be awarded according to the relevance and quality of outputs delivered in previous comparable assignments:

Experience in international, cross-border or EU-funded projects, including innovative dissemination, capitalisation, evaluation or stakeholder engagement activities: up to 80 points;

Experience in similar activities implemented at national or regional level, in traditional or less complex contexts: up to 40 points;

No demonstrable experience relevant to the services required under this ToR: 0 points.

Special attention will be given to:

the coherence of past experience with the specific expert profiles required;  
the quality, diversity and innovation of outputs produced (reports, publications, videos, surveys, facilitation processes);  
experience working with youth, media professionals, enterprises and institutional stakeholders.

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$TSC = (\text{Initial technical score of the candidate} / \text{Best initial technical score}) \times 100$

## 2. Financial offer

Financial offers of the tenderers having a technical score of at least 20 points are examined. The financial offers are first compared with the maximum budget available for the contract.

Tenders exceeding the maximum budget allocated for the contract are considered unacceptable and are eliminated.

For the remaining bids, scores are assigned as follows: the lowest bid is given 20 points, and the other bids are awarded points according to the following equation:

$PC = (\text{Lowest financial offer} / \text{Financial offer of the tender being considered}) \times 20.$



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