

Quotation Ref: *ITMT/02/2025*

**Project “WAY Together - Walking And Yachting
Together”**

Project Code: C1-3.1-79

INTERREG VI – A Italia Malta

**Call for the Selection of an Administrative and Financial Officer to be
entrusted with the administrative and financial management of the above
project**

HAVING REGARD TO THE FOLLOWING LEGAL BASIS

This procedure is adopted in accordance with the following laws and regulations:

- Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum Fund, migration and integration, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy;
- Regulation (EU) 2021/1059 - Regulation of the European Parliament and of the Council of 24 June 2021 on specific provisions for the European territorial cooperation goal (Interreg) supported by the European Regional Development Fund and external financing instruments;
- Regulation (EU) 2021/1058 of the European Parliament and of the Council of 24 June 2021 on the European Regional Development Fund and on the Cohesion Fund;

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- Commission Regulation (EU) 2021/1237 of 23 July 2021 amending Regulation (EU) No 651/2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty;
- Commission Regulation No 240/2014 of 7 January 2014 on a European Code of Conduct on Partnership in the European Structural and Investment Funds;
- Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC, published in the Official Journal of the European Union (OJEU) L 94/65 of 28 March 2014;
- Commission Implementing Decision (EU) 2022/75 of 17 January 2022 establishing the list of areas of Interreg programmes to receive support from the European Regional Development Fund and the Union's external financing instruments, broken down by component and by Interreg programme under the European territorial cooperation goal
- Decision C(2022) 9624 of 13 December 2022 of the European Commission approving the INTERREG VI-A Italy-Malta Programme for the 2021-2027 programming period;
- Resolution no. 170 of 26 April 2023 of the Regional Council of the Sicilian Region with which the INTERREG VI-A Italy-Malta programme for the 2021-2027 programming period was adopted, approved by Decision C(2022)9624 of 13 December 2022;
- Note no. 8980 of 30/6/2023 of the Managing Authority with which the first version of the document "Description of the functions and procedures in place for the Managing Authority" was transmitted to the Audit Authority of the programme in accordance with the provisions of art. 69, paragraph 11 of Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021;
- Public Procurement Regulations of Malta – Subsidiary Legislation 601.03 of 28 October 2016 and MA Circular 06/2020 of 28 September 2020 setting out guidance on procedures to be applied by Voluntary Organisations (VOs), Non-Governmental Organisations (NGOs) (including Church Institutions and Social Partners) when procuring works, services and supplies co-financed by the Structural Funds;

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- Public notice 1/2023 for the submission of cooperation projects, under all the specific objectives of the INTERREG VI – A Italy Malta Programme, approved by the Programme Monitoring Committee with a written consultation procedure concluded on 24/11/2023;
- DDG 1273/A7 DRP of 29/12/2023 approving Public Notice 1/2023 for the submission of cooperation projects of the INTERREG VI – A Italy Malta Programme;
- DDG 938/A7 DRP of 17/12/2024 ratifying the rankings of the projects submitted under the Specific Objectives 1.1, 1.2 and 3.1 approved by the Monitoring Committee of the INTERREG VI – A Italy Malta Programme, with attached the rankings divided by specific objective and in particular the ranking of the specific objective 3.1 from which it appears that the WAY TOGETHER project is eligible for conditional funding;
- Note prot. no. 15871 of 13/12/2024 addressed to the project leader of the WAY TOGETHER project, with which the Managing Authority of the INTERREG VI programme – A Italy Malta:
 1. notified the project evaluation grid approved by the Monitoring Committee, which shows that no State aid has been identified for any beneficiary;
 2. communicated the requirements set by the Monitoring Committee of the Programme for the admission to funding of the project, expressly accepted by all partners through the signature "for acceptance" at the bottom of the same note;
 3. set the date of 31/01/2025 as the deadline for sending the reformulated application form, in accordance with the eligibility conditions established in the evaluation grid, under penalty of suspension of the grant contract;
- Grant contract for the "WAY TOGETHER" project, cod. C1-3.1-79, signed on 24/12/2024 by the Presidency of the Sicilian Region – Regional Planning Department, in its capacity as Managing Authority of the INTERREG VI-A Italy Malta Programme, represented by the General Manager and by the Special Silvo Pastoral Agency of the Municipality of Troina based in Troina (Enna), as Lead Partner, represented by its legal representative,

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- Decree no. 980/A7 DRP of 31/12/2024 the "WAY TOGETHER" project is eligible for funding

TAKING INTO ACCOUNT THAT

- Inspire Foundation, based in Zejtun (MT), BLB 801 Bulebel, VAT number 1922 3733, email address funding@inspire.org.mt, is a partner in the project proposal WAY Together, COD. C1- 3.1-79 and CUP G79I24001870007, together with I Corrieri Dell'Oasi Società Cooperativa Sociale and the Special Silvo Pastoral Company of the municipality of Troina, the University of Catania and Yachting Malta Ltd;

A CALL for QUOTATION (CfQ)

For the services of a qualified person/service provider to be assigned the administrative and financial management duties of the project "WAY Together – Walking And Yachting Together", code C1-3.1-79.

1. ACTIVITIES COVERED BY THE ASSIGNMENT

The service provides for the administrative/financial management of the project "WAY Together - Walking And Yachting Together" – C1-3.1-79, which will include the following duties:

2. Planning of the administrative activities of the project;
3. Assistance with procurement and expense tracking;
4. Collection and updating of technical-administrative documentation;
5. Progressive reporting and verification of project expenditure;
6. Drafting of monitoring, financial, technical and other reports as periodically requested;
7. Analysis and preparation of any re-modulations;
8. Preparation of documentation to be sent to the managing bodies;
9. Uploading of documentation on the project's and programme's CRM systems.
- 10.

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2. DURATION OF THE ACTIVITIES.

The activities envisaged by this CfQ must be carried out for the entire period necessary for the implementation of the project referred to in the preamble and **in any case not more than the duration of 18 months**, starting from the signing of the contract by both parties, without prejudice to any extensions authorized by the managing body, which will be listed with subsequent integration of the contract.

3. REMUNERATION

The **estimated total amount of the service shall not exceed € 7,000 (inclusive of VAT)** for the whole duration of the assignment, with payments based on periodic invoices of completion of tasks, including reporting and depending on the project exigencies. The final remaining amount shall be paid on submission of Final Report of the project. A financial guarantee might be requested if the final amount will have to be paid out before the project end-date.

4. ELIGIBILITY CRITERIA FOR SELECTION

a. General requirements of Economic Operators

Economic operators shall not fall under any of the exclusion grounds or are blacklisted under any offence listed under Part VI of the Public Procurement Regulations - Exclusion and Black Listing of Economic Operators. Preference will be given to those registered with relevant professional registers for self-employed economic operators.

To be eligible, an economic operator should have the following technical capacities:-

- Must have carried out in the last three years prior to the date of the issuance of this quotation, similar contracts to those covered by this procedure, for an amount of not less than € 7,000.00 (including VAT);
- Proven experience in EU-funded project implementation (experience with Interreg is considered an asset);

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- knowledge of the requirements established by (1) the Public Notice 1/2023 for the submission of cooperation projects, under all the specific objectives of the INTERREG VI – A Italy Malta Programme, approved by the Monitoring Committee of the programme with a written consultation procedure concluded on 24/11/2023 and (2) of the Manual on Expenditure Reporting Methods and Management Audits:
- VAT-registered or able to issue service invoices in accordance with national regulations.

These requirements must be justified by the submission of a relevant list in which the amounts, dates and recipients, public or private, of the services must be indicated. The contracting authority has the right to acquire proof of any such submission in the event of award or where reasonable doubts arise on the part of the contracting authority, if they are services provided to public administrations or bodies, with certificates issued and endorsed by the administrations or bodies themselves, in the case of services provided to private individuals with a declaration by the latter or, failing that, by the competitor himself;

b. Professional Requirements of officers working directly on the tasks

The officer, who will be taking up the assignment, should have a minimum academic qualification at MQF Level 6 or equivalent in accountancy, management and/or related disciplines.

He/she must also have:

- Strong administrative and financial management skills;
- Background in project management, finance, accounting, and/or public administration;
- Excellent organisational and communication skills;
- Good communication skills in Maltese, fluency in written and spoken English while basic knowledge of Italian will be considered an asset;
- Proficiency in MS Office, especially Excel.

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5. PROCEDURES AND DEADLINES FOR SUBMITTING THE APPLICATION FOR PARTICIPATION. CAUSES OF EXCLUSION.

Under penalty of exclusion, **the application form, attached to this announcement as Annex 1**, must be signed with a digital signature and must contain the personal data and the elements necessary to clearly and unequivocally conclude that all the admission and evaluation qualifications are included.

Together with the application form, there must be attached:

1. Curriculum or portfolio of the economic operator, in which the experience in activities already provided in the context of the services described above, are clearly described;
2. Copy of the Identity Card of the legal representative;
3. The Technical proposal, including CVs of the main key expert/s, who shall be implementing the tasks outlined above;
4. Economic offer based on a rate per hour, **as per Annex 2 attached**.

The above documentation must be sent, under penalty of exclusion, **exclusively by e-mail to carmen.dalli@inspire.org.mt**, with indication in the Subject "Quote Ref No ITMT/02/2025 - Notice for administrative/financial management of the project – INTERREG VI-A Italy-Malta - WAY Together" **not later than noon on 30/09/2025**.

6. SELECTION PROCEDURE.

The evaluation of the candidates will be carried out by an Evaluation Committee established by Inspire Foundation, which will meet after the deadline for the submission of applications and shall proceed with the selection and assignment of the award.

The commission will proceed with the verification of the admission requirements as well as the evaluation of the curricula and the technical offer. The Operator, who obtains the highest score, will be appointed to carry out the services provided for in this notice. The winning economic operator will receive communication on the positive outcome by certified email.

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7. CRITERIA FOR AWARDING THE SERVICE.

The selection criteria, based on qualitative evaluation elements, will take into account the requirements in terms of professionalism, as well as the quality and adequacy of the descriptive technical offer of the services offered. The sole award criterion will be the cost. The contract will be awarded to the tenderer submitting the lowest cost offer, satisfying the administrative and technical criteria.

The following scores will be awarded:

1. Experiences similar to those referred to in this Call in the organization and/or management of the financial and administrative activities of projects financed by EU/public funds. **From 1 to 40 points.**
2. Quality and relevance of the Technical Offer describing the services offered.
From 1 to 30 points.
3. Economical offer. **From 1 to 30 points.**

Total max 100 points

8. ADVERTISING.

This notice shall be published on the following websites:

1. <https://inspire.org.mt> – Partner Institution on the WAY Together project;
2. www.italiamalta.eu - Official website of the Interreg VI-A Italy-Malta programme.
3. Facebook page: <https://www.facebook.com/inspire.malta> (inviting interested parties to access the link on both websites)

9. RESPONSIBILITY OF PROJECT AND DATA PROCESSING.

By signing the application for participation in the selection procedure, candidates accept and authorize Inspire Foundation, in the person of the delegated legal representative, to process personal data for the exclusive purposes of the selection procedure.

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The data will be processed by Inspire Foundation in compliance with current legislation and, therefore, with the provisions of Legislative Decree 196 of 2003 and GDPR 679/2016.

Pursuant to art. 13 of Regulation (EU) 2016/679, the personal data provided by the candidates will be collected at Inspire Foundation, and will be processed for the purposes of managing the selection and used, even subsequently, for the purposes related to the management of the collaboration. The data subject enjoys the rights referred to in the aforementioned legislative decree, including the right of access to data concerning him/her as well as some complementary rights including the right to have data rectified, updated, completed or deleted that are incorrect, incomplete or collected in terms that do not comply with the law.

Issued at Zejtun, Malta

On 15th September 2025

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