

## **WAY Together**

27<sup>th</sup> October 2025

### **EVALUATION REPORT**

**Quotation Ref: *ITMT/02/2025***

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

**Project Code: C1-3.1-79**

**CUP CODE PP5: G19I24001410007**

**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**

In reply to the Call for Quotation with regards to the external position of Administrative and Financial Officer published on 15th September 2025, ONE candidate responded to the call and sent all necessary documentation as requested in the Call.

Ms Adelaide Sammut sent her email (annex 1) on 30th September 2025, including the following documents:-

1. A covering letter (annex 2)
2. CV (annex 3)
3. Copies of her certificates (annex 4)
4. A copy of her identity card (annex 5)
5. RFQ Annex 1 (annex 6)
6. RFQ Annex 2 (annex 7)

All documentation were verified and Ms Sammut was called in for an interview on 27th October, 2025.

The Evaluators all agreed that Ms Sammut is highly qualified and have extensive experience in both management and therapeutic practices. Besides that, she has had previous knowledge of, and experience working on, the same project for a short period of time before she resigned from her full-time post at Inspire Foundation. Today, she is offering her services on WAY Together as an external expert for the administrative and management aspect of the project.

#### **PARTNERS**



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#### **CONTACT**

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Administration: [aimpellizzeri@oasisrl.it](mailto:aimpellizzeri@oasisrl.it)

## WAY Together

She informed the selection board that she was very much interested in accepting the post and would be available to start immediately! For that purpose, she was provided with the necessary documentation, including, but not exclusively, the Manual of Expenditures and other annexes related to it and the reporting process.

The Selection Board members, signed hereunder, agree that Ms Adelaide Sammut shall be offered the post of Administrative and Financial Officer with immediate effect, at the rate of €25 an hour, until the budgeted amount of €7,000 (inclusive of VAT) is exhausted.

Her services shall cover the following duties and other related ones, namely:-

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

Signed by:-



Ms Kerry Anne Vivier

Today, 27th October 2025

Zejtun Malta



Ms Goksu Demir

### PARTNERS



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