

EXPRESSION OF INTEREST

*Call for partners in the ESF Project 'Networked: ICT
Competences for Better Employability and Workforce Adaptability'*

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TABLE OF CONTENTS

1.	INTRODUCTION.....	1
2.	ELIGIBILITY.....	2
	2.1 Eligibility of Voluntary organisation	2
	2.2 Training centre specifications	2
	2.3 Trainers’ eligibility	2
3.	SELECTION.....	3
4.	DESCRIPTION OF ACTIVITIES.....	4
	4.1 Services related to the management of applications & scheduling.....	4
	4.2 Administration of training.....	4
	4.3 Post training reporting and general administration.....	4
5.	FURTHER INFORMATION.....	6
6.	APPLICATION FORM	7

1. INTRODUCTION

This Expression of Interest (Eoi) is aimed at identifying Voluntary Organisations willing to become partners in an ESF funded project titled 'Networked: ICT Competences for Better Employability and Workforce Adaptability'.

Entities selected through this call will be partnering with the MCA for the delivery of basic ICT training to Maltese adults.

The partners will contribute to the project by offering training facilities and related training administration services that will include the scheduling of training and the coordination of sessions at the respective centre.

The partners will be eligible to claim and recover the costs incurred in trainer remuneration for the delivery of the training sessions and for administrative staff engaged in training administration. Furthermore the partners will be eligible to claim an additional 4% on all costs to cover overheads.

Selected partners will enter into a Grant Agreement with the MCA and the Planning & Priorities Coordination Department (PPCD) which sets out the parameters of the project.

2. ELIGIBILITY

In order to be considered an eligible partner, Voluntary Organisations must meet the following requirements:

2.1 ELIGIBILITY OF VOLUNTARY ORGANISATIONS

The organisation must:

- be registered with the Commissioner for Voluntary Organisation;
- demonstrate an ethos of service to the community (specified in statute and in activities undertaken over the past 12 months);
- have been established with a statute for not less than 24 months; and
- be willing to accept for training all eligible trainees identified by the MCA.

2.2 TRAINING CENTRE SPECIFICATIONS

The organisation's facilities must:

- feature classroom accommodation for up to 10 participants and a trainer;
- be equipped with 11 computers (1 for trainer) running windows 7 and connected to the internet; and
- be equipped with a large screen/projector and a shared printer.

2.3 TRAINERS' ELIGIBILITY

Organisations should preferably have trainers employed with the organisation (full or part-time) who are suitably qualified or experienced in teaching basic ICT competences to adults. Trainers proposed by the organisation must:

- be a qualified teacher, or have more than 200 hours experience in teaching adult classes;
- possess basic knowledge of the main ICT applications covered in the training programme;
- be engaged directly by the organisation or when the need arises, be provided by MCA directly *(the service to a third-party training firm; contracting and sub contracting, will not be accepted); and
- must attend the initial Train the Trainer's Course offered by the MCA.

***Note:**

The MCA will provide its own trainers in cases where the organisation does not have enough trainers directly employed with it to cover the training courses organised by it.

3. SELECTION

The MCA will identify a maximum of 30 organisations that satisfy the above eligibility criteria and that show an interest to partner in the project.

4. DESCRIPTION OF ACTIVITIES

Organisations accepted to join the project as partners will be expected to render the following services:

4.1 SERVICES RELATED TO THE MANAGEMENT OF APPLICATIONS & SCHEDULING

The project partner will:

- administer and deliver the two training programmes to all individuals that the MCA may authorise to participate in the training and that the MCA shall assign to the contractor;
- accept and process vouchers issued by the MCA;
- organise a schedule of the training sessions to be held by it, contact the applicants assigned to it by the MCA and provide the said applicants with the schedule of sessions at least three weeks in advance of the commencement of the training sessions;
- take any reasonable measure to limit abuse by applicants and beneficiaries.

4.2 ADMINISTRATION OF TRAINING

The project partner will:

- host the training sessions at its premises;
- assign trainer to deliver the training on the basis of the material curriculum that the MCA will lay down, and in accordance with the directions of the MCA;
- assign the Training Administrator to be responsible to check the identity of each applicant and ensure that it matches the identity reported on the voucher issued by the MCA to the same applicant;
- make alternative arrangements in case of sickness or circumstantial indisposition of a trainer;
- will take the necessary measures in the event that the trainer does not adequately meet the required standards of the curriculum, based on either trainees' feedback or on MCA's direction; and
- issue certificates of completion to all those applicants that would have attended a minimum of eighty per cent (80%) of the Programme sessions.

4.3 POST TRAINING REPORTING AND GENERAL ADMINISTRATION

The Training Administrator will:

- be responsible for the administration and the reporting requirements that will be established by the MCA and which will include:
 - the collection of the vouchers issued by the MCA from the applicants attending the Programme sessions during the first training session;
 - the completion and collection of Attendance sheets of all participants;
 - the completion and collection of timesheets of all trainers and administrative staff;
 - the administration of the feedback forms completed by the beneficiaries; and

- the compilation of all reporting that will have to be sent to the MCA prior to any payment being claimed.
- retain copies of all the above documentation for the duration of 24 months following the termination of the training; and
- process the above documentation strictly in accordance with Data Protection obligations and shall not use the above documentation for its own marketing purposes or purposes other than those strictly related to the administration of the training.

Note:

The fees that will be actually paid by MCA to the Project Partner Organisation will be tied to the amount of hours spent on the project over detailed Attendance sheets and Timesheets claimed. Payment of invoices shall be made within 60 calendar days from receipt of invoice.

5. FURTHER INFORMATION

For further information about this EoI, interested organisations are to contact Ms. Irene Dillon on 21255 495 during office hours or by email on irene.dillon@mca.org.mt

6. APPLICATION FORM

Interested voluntary organisations are to fill in the form and send it by the 31st of January to:

The Awareness and Training Coordinator,

Ms. Irene Dillon

Malta Communications Authority

Valletta Waterfront

Pinto Wharf

Floriana FRN 1913

Name of Organisation:

Address:

Contact Person:

Contact Number:

Registration Number of Commission for NGOs only:

VAT no:

I declare that my organisation :

- *has an ethos of service to the local community and has been established with a statute for not less than 24 months;*
- *can provide the training facilities: adequate classrooms for 10 trainees;*
- *can provide the necessary equipment: 10 computers for trainees and 1 for trainer;*
- *can provide support for trainees: assistance in their applications, training schedules, training materials;*
- *can provide the required software and ICT resources: running Win7/8, large screen either interactive white board or large TV, projector, shared printer and internet connection;*
- *can provide trainers with basic knowledge of the main ICT applications; and*
- *commits itself to accept all eligible trainees on its premises without any form of discrimination*

Signature:

Date:

Designation:

Please attach the following documents:	
1.	A copy of the Statue of the Organisation
2.	A copy of the setting up document of the organisation as proof of being established for 24 months
3.	CV of trainers engaged for the Training Programme
4.	Photos of the training facilities