



Expression of Interest:	For the Provision of Monitoring Services for Schemes and Projects
Ref. No:	EOI/JP/01/2026

1. Scope of work

Jobsplus is seeking to outsource the provision of monitoring services in relation to schemes and projects administered by Jobsplus. The service provider shall assist Jobsplus in fulfilling its duties and obligations by carrying out monitoring, verification and reporting activities, including:

- Conducting thorough reviews and on-site interviews with employers and participants, including the collection of supporting documentation for EU-funded projects and/or any other schemes or projects administered by Jobsplus, as needed.
- Identifying discrepancies, irregularities, risks and potential issues noted during monitoring visits, and working with the respective project managers to resolve them.

2. Service Requirements

Geographic area:

Jobsplus premises at Hal Far and elsewhere as identified by Jobsplus, including Malta and Gozo as required.

The service will be required:

- At Jobsplus, Hal Far and/or any other location identified by Jobsplus.
- On an average basis of forty (40) hours per week, depending on the scheduling of visits assigned to the service provider.
- From Monday to Friday between 07:30 and 16:30 during the months of October to June, and from Monday to Friday between 07:30 and 13:30 during the months of July to September.
- Additional hours, including Saturdays, may be requested depending on monitoring exigencies, at the same rate of €15/hour.
- The service provider may make use of the one-hour flexitime concession available to Jobsplus staff, subject to operational requirements.
- The agreed rate shall be fifteen Euros (€15.00) per hour, excluding VAT. The total value of the contract for service shall not exceed one hundred and thirty-nine thousand Euros (€139,000.00), excluding VAT, over a period of thirty-six (36) months, whichever comes first.



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- The service provider shall not sub-contract to any company or person any part of this contract.

Service Provider Obligations:

The Monitoring Service Provider hereafter referred to as the Contractor shall report to the Jobsplus premises and shall be required to provide the following services:

Verification of EU Funded Schemes and Projects:

- Conduct thorough reviews and on-site interviews with employers and participants, including the collection of supporting documentation for EU-funded projects and/or any other schemes or projects administered by Jobsplus, as needed.
- Identify discrepancies, irregularities and potential issues, and work with the respective project managers to resolve them.
- Identify risks noted during the respective visits.

Justification and Reporting:

- Prepare and submit accurate and comprehensive reports to EU authorities and other relevant stakeholders.
- Ensure timely and accurate justification of project deliverables in line with EU funding requirements or in line with any other schemes/projects that Jobsplus administers, as needed.
- Provide detailed explanations and documentation to support project outcomes whilst ensuring that documentation collected is in order and correctly filled in.

Compliance and Documentation:

- Monitor and maintain up-to-date knowledge of EU funding regulations, guidelines and best practices.
- Be knowledgeable of the Guidance Notes of any other schemes/projects that Jobsplus administers, as needed.
- Develop and implement procedures and controls to ensure compliance with EU funding requirements or any other schemes/projects that Jobsplus administers, as needed.
- Maintain organised and accurate records of all verification and justification activities.

Stakeholder Engagement:

- Liaise with project managers, financial officers and other internal and external stakeholders to facilitate the verification and justification processes.
- Provide guidance and support to project teams on compliance issues and reporting requirements.
- Represent Jobsplus in interactions with the relevant contact persons, as needed.



Continuous Improvement:

- Identify opportunities for improving verification and justification processes and contribute to the development of best practices.
- Participate in training and professional development to stay current with changes in EU funding regulations and procedures, including any other schemes/projects that Jobsplus administers, as needed.
- Support the Manager responsible for monitoring and his or her delegate.

Consultation:

- Consult with the respective Manager responsible for monitoring and his or her delegate in resolving issues and problems which are of a sensitive and/or strategic nature.
- Coordinate and communicate with other internal personnel as necessary.
- Coordinate and communicate with other external personnel implementing schemes/projects being monitored.
- Coordinate and communicate with participants and employers.

Self-Improvement:

- Keep up to date with new developments in the area related to training schemes and projects, as well as related technologies and methodologies.
- Keep up to date with the latest projects and initiatives undertaken by Jobsplus.

Other:

- Perform other service-related duties as necessary or as assigned.

The above list of duties is non-exhaustive and may be revised periodically to reflect the needs of Jobsplus.

3. Duration

The contract shall come into effect on the date stipulated in the contract for service and shall remain in force for a period of thirty-six (36) months, or until, the exhaustion of the approved contract budget of €139,000.00, excluding VAT, or termination in accordance with the contract.

4. Payments

- Payments will be made upon submission of a detailed monthly tax invoice in respect of services provided during the relevant billing period.
- Each invoice shall be accompanied by a detailed record of the hours of service provided during the relevant period, generated on the basis of the timings recorded through the Corporation's Dakar log-in and log-out attendance system, specifying the



dates and hours worked. The service provider shall ensure that the hours claimed correspond to the official records maintained through the said system.

- The Manager responsible for monitoring and his or her delegate shall verify the hours of service claimed against the records maintained through the Dakar attendance system and confirm that the services invoiced have been satisfactorily provided.
- Subject to the submission of a correctly completed invoice and all required supporting documentation, payment shall be effected by bank transfer within thirty (30) calendar days from the date of receipt of the approved invoice by the Corporation's Finance Department.
- The service provider shall ensure that all invoices reflect the agreed hourly rate of €15.00 per hour, excluding VAT.
- Upon receipt of payment, the service provider shall issue the original VAT fiscal receipt in respect of the payment received and submit it to the Corporation's Finance Department without undue delay.
- The Corporation reserves the right to withhold payment of any invoice pending clarification, verification, correction or resubmission in the event of discrepancies, omissions, inaccuracies, overbilling or inconsistencies with the Dakar attendance records.
- The service provider shall be responsible for VAT, Income Tax, National Insurance Contributions and any other dues that may be applicable.

5. Selection Requirements

To be eligible for this EOI, interested service providers must provide evidence that they meet or exceed the below criteria.

Applicants shall be:

- Fluent in speaking and writing in both Maltese and English.
- In possession of two A Levels or an MQF Level 4 Certification or equivalent.
- Technologically oriented and capable of operating computers.
- Able to pay attention to detail and produce timely and accurate reports.
- Familiar with data collection tools, such as tablets, GPS-enabled devices and photographic documentation.
- Objective and committed to upholding ethical standards during inspections.
- Of good moral character, trustworthy, team-driven and motivated to perform their duties diligently and enthusiastically. A valid conduct certificate must be provided.
- In possession of a clean Driving Licence – Category B.

Applicants are required to attend an interview as part of the selection process conducted by Jobsplus.



6. Application Process

- Interested persons who are eligible to apply are to indicate their interest by sending an email to tenders.jobsplus@gov.mt by not later than **9th June 2026** indicating the subject and reference **EOI/JP/01/2026 – Provision of Monitoring Services for Schemes and Projects administered by Jobsplus.**
- Interest submitted by other means will not be considered.
- Emails submitted after the closing date for submission will not be considered. No liability will be accepted for rejection of late submissions.
- This EOI does not constitute an offer to enter into any contract with the Government. In this regard, Jobsplus will not be liable for any costs or expenses incurred during this EOI process, including cancellation.

The Expression of Interest must include:

1. A detailed Curriculum Vitae including a covering communication detailing why the applicant is applying for this opportunity and what experience they have in the services being applied for. The CV shall include the full name, address, contact number, email address and VAT number of the applicant.
2. Copies of any relevant qualifications.
3. Police Conduct Certificate issued within two months prior to the date of submission of applications.
4. Proof of a valid Driving Licence – Category B.
5. Annex 1 – Declaration regarding Data Protection.

7. Clarification Requests

Interested persons may submit any clarification requests to Jobsplus by sending an email to tenders.jobsplus@gov.mt by not later than:

	Date	Time
Deadline for request for any additional information (clarifications) from Jobsplus.	04/06/2026	12:00
Last date on which additional information (reply to the clarifications) can be issued by Jobsplus.	05/06/2026	12:00
Deadline for submission of applications	09/06/2026	12:00



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8. Further Information

- After the selection, the pool of accepted service providers will be notified in writing. Work will be assigned at the discretion of Jobsplus management.
- In case that the contract with the service provider is terminated, Jobsplus may contact another service provider from the pool. If the full list of service providers is exhausted, Jobsplus may opt to issue a new call to fill the vacant position.
- Participants are to be individuals and not companies.
- This invitation to submit offers is in no way binding on Jobsplus. A commitment will be made only when a contract with the successful service provider has been signed. Until a contract is signed, Jobsplus may decide not to award a contract or to cancel the procedure, without the candidates being entitled to claim any compensation.
- Participants shall be assigned according to the level of merit obtained in line with the indicated evaluation criteria.



ANNEX 1 – DECLARATION REGARDING DATA PROTECTION

Declaration in terms of the Data Protection Act XX of 2018 and the General Data Protection Regulation (EU) 2016/679

I, the undersigned, undertake during the course of my services to Jobsplus, to treat the data I handle or view and belonging to Jobsplus, in a confidential, fair and lawful manner.

Particularly:

- To share such data with employees of Jobsplus strictly on a “need-to-know” basis only;
- Not to disclose any such data to third parties unless necessary in the course of the business activities of Jobsplus;
- Not to remove, copy or allow others to copy, without the prior authority of Jobsplus any such data;
- To process all such data only as instructed by Jobsplus and not to use it for any other purpose or in any other way;
- To keep such data securely;
- To return, upon request, and in any event on the termination of my engagement for any reason whatsoever, any computer disks, tapes or papers containing data as described above, to Jobsplus.

I,, acknowledge that I have read and understood the above and in particular, I understand that Jobsplus may take contractual action, and/or seek damages against me if I act in breach of the above.

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(Name)

Service Provider

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Date

ID No.: