



Expression of Interest:	Officer - Monitoring/EU Funded Schemes and Projects
Service:	Provision of Verifications of EU Funded Schemes and Projects by conducting online and physical on the spot checks.
Ref. No:	EOI/JP/02/25

1. Scope of work

Jobsplus is seeking to outsource the provision of online and on-site verifications with employers, educational establishments and participants of various Jobsplus scheme and projects. Including:

- Conduct thorough reviews and interviews with employers and participants including the collection of supporting documentation for EU-funded projects or any other schemes that Jobsplus administers 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.

2. Service Requirements

Geographic area:

Malta and Gozo

The service will be required:

- In Malta and Gozo.
- Visits may be conducted during the mornings, afternoons and evenings between Monday to Saturday depending on the pre-determined monitoring schedule.
- Average of 40 hours per week at €14 per hour. The total value of the contract for service shall not exceed €9,500 excluding VAT.

Contractor Obligations:

The Monitoring Officer hereafter referred to as the Contractor, shall report to the Jobsplus premises and shall be required to:

Justification and Reporting:

- Prepare and submit accurate and comprehensive reports to EU authorities and other relevant stakeholders.



GOVERNMENT
OF MALTA



- 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 the 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 familiar with 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 organized 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 the organization 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 will also be provided to the Unit Manager and Principal Executive.

3. Duration

The duration of the contract shall be of an average of 40 hours per week until the contract value of €9,500 excluding VAT is reached.

4. Payments

- Payments will be made upon submission of a detailed monthly invoice indicating the work carried out, highlighting the number of hours worked through the log in and log outs of the Jobsplus Dakar attendance system which will be used for verification purposes.
- Each invoice must include an Invoice date, the Contractor general details, the amount in Euro (net of VAT), and the VAT Component together with the total amount due.
- The Contractor shall be responsible to pay VAT, Income Tax and National Insurance Contributions and any other dues that may be applicable.



- When the Contractor is required to travel from Malta to Gozo or vice-versa for a single-day visit by taking the first morning trip (before 07.00hrs) and returning by an afternoon ferry trip, s/he will be entitled to breakfast and lunch at the rates of €5 and €10 for breakfast and lunch respectively.

5. Selection Requirements

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

Applicants shall be:

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

Applicants may be called for an interview at the discretion of Jobsplus.

6. Application Process

- Interested persons who are eligible to apply are to indicate their interest by sending an email on tenders.jobsplus@gov.mt by not later than **07th August 2025** indicating the subject and reference **EOI/JP/02/25 - Provision of Verifications of EU Funded Schemes and Projects**.
- Interest submitted by other means will not be considered.
- Emails submitted after the Closing Date for the 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 post and what experience they have in the occupation being applied for. The CV shall include the full name, address, contact number, email address and VAT number of the participant.
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 **07th August 2025**.

	Date	Time
Deadline for request for any additional information (clarifications) from Jobsplus.	31/07/2025	12:00
Last date on which additional information (reply to the clarifications) can be issued by Jobsplus.	04/08/2025	12:00
Deadline for submission of applications	07/08/2025	12:00

8. Further Information

- After the selection, the pool of accepted Contractors will be notified in writing. These will be assigned work as per the discretion of the Jobsplus management.
- In case that the contract with the Contractor is terminated, Jobsplus will contact another Contractor from the pool. If the full list of Contractors is exhausted, Jobsplus may opt to issue a new call to fill this 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 Contractor 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.: