



Reference no.: EOI/JOBSPPLUS/01/20

UPSKILLING SCHEME

**Expression of Interest
for the Provision of Training Services to the
Maltese Workforce**

Date Published: 08/10/2020

Deadline for submission of offers: 29/10/2020

Jobsplus

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General information

Jobsplus is issuing a call for expression of interest to all licensed/accredited national and international training organisations of a private nature (hereinafter the Providers) to participate in the Upskilling Scheme.

The scope of the Expression of Interest (Eoi) is to compile a catalogue of training courses available in Malta to be subsequently offered to the Maltese Workforce irrespective of the sector of employment as well as the employment status of the individual wanting to pursue further training.

The specific terms and conditions for participation of the individuals to the scheme will be further detailed in a call that Jobsplus will issue upon completion of the catalogue.

Submission of Eoi

Providers are requested to submit their proposal in pdf format via email on tenders.jobsplus@gov.mt.

The deadline for the submission of proposals is by not later than Thursday 29th October 2020. Applications received after this date will be automatically discarded.

Clarifications

	DATE
Deadline for request for any additional information from the Contracting Authority. Clarifications are to be sent in writing to tenders.jobsplus@gov.mt	15/10/2020
Last date on which additional information can be issued by the Contracting Authority on its website	22/10/2020
Deadline for Submission of Tenders (unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering)	29/10/2020

Pricing of Services

Providers are requested to set the price for each course offered through the Upskilling Scheme.

All prices must be presented in Euro and include VAT and any other taxes if applicable.

Prices need to clearly indicate the unit costs per head, per course and shall only refer to the training activities. Additional services such as accommodation, transport, meals etc. should not be included in the price and are not eligible under this scheme.

When quoting for the individual courses, Providers cannot exceed the prices that they are currently offering to the market. When a course presents a significant price difference compared to the market, Jobsplus may request the Provider additional information and clarifications. Courses that present an excessive price, when compared to the relevant market, will not be included in the Catalogue.

Only offers submitted through this call by the deadline given in this document (page 1) shall be accepted.

Jobsplus reserves the right to cancel this call if the need arises and shall not be liable for any costs/damages incurred by those submitted their offer.

Eligible training providers and courses

The following eligibility criteria apply to training providers and courses offered within the Upskilling Scheme

- All providers shall be accredited by NCFHE or equivalent body. Industry accreditation of training provider is admitted for ICT, Aviation and Maritime sectors.
- All Courses offered within the Upskilling Scheme shall be pegged at EQF/MQF levels 5 to 7 by NCFHE or equivalent body. Courses accredited by sectoral authorities or that are in line with international industry standards are eligible for the ICT, Aviation and Maritime sectors.
- In the case of courses leading to EQF/MQF level 5, the cost of training must exceed €1,000 since courses whose fee amounts to less than €1,000 may be funded through another Jobsplus' scheme (<https://jobsplus.gov.mt/schemes-jobseekers/training-pays-scheme>).
- Courses could be offered face-to-face, through e-learning or integrating the two forms of delivery (blended learning).
- In case of face-to-face training, the Providers shall ensure that all Health Regulations applicable at the time of delivery are in force. In addition, the Provider shall have the necessary infrastructure in terms of venues and/or equipment (where applicable) to deliver the training in full.
- In case of e-learning (or blended learning) the Provider shall have the necessary hardware and software infrastructure to deliver the training in full.

Terms of Reference

1. Scheme Description

Changing economic and technological scenarios entail a labour force that can adapt to fluctuating labour market demands. In line with national and European policies to improve the labour force's skills set, this project is expected to facilitate upskilling and continuous learning. The economic repercussions of Covid-19 have further reinforced the need to equip individuals with new skills and competences. In addition, over the years, the amount of private training operators and courses increased in absolute terms, bringing along an overall improvement on the quality of the courses being offered. Jobsplus has a strong interest in the sustainability of the training sector as a whole, as a mean to guarantee the continuous strengthening of the competences available in the labour market.

Within this context, Jobsplus wants to establish effective partnerships with Providers through the Upskilling Scheme. This new scheme complements the various schemes that Jobsplus is offering to the working population, unemployed as well as to the employers and is aimed at enabling the Maltese workforce to uptake a wide range of training opportunities including e-learning.

This Expression of Interest will enable Jobsplus to compile a Catalogue of courses that will be promoted at National level through various media.

In a subsequent call addressed to the final beneficiaries, Jobsplus will provide all the relevant information about the refund of the training costs incurred in relation to undertaking training available on the Catalogue.

A. Beneficiaries of the training

The Maltese workforce, including those in employment, unemployed or inactive are the final beneficiaries of the Scheme.

B. Economic Sectors and Exclusions

Training offered under this scheme may cover all economic sectors.

C. Eligible Training

Long and Short Courses accredited at MQF/EQF Level 5 (cost is more than €1,000), 6 or 7

Industry accredited training

Training which is carried out to comply with National or International Mandatory Standards is not eligible.

Each Provider shall propose a maximum of three (3) courses to be included in the catalogue.

D. Training Timeframe

Once the Upskilling Scheme is launched, Jobsplus intends to continue receiving applications from interested individuals until end December 2022 subject to availability of funds. End of course date shall not exceed the 30th June 2023.

General Conditions

Providers must adhere to the specifications given in this Expression of Interest;

Providers must also ensure that the set objectives are reached in a consistent and timely manner;

Providers shall treat all documents and information received in connection with the EoI as private and confidential, and shall not, save in so far as may be necessary for the purposes of the performance thereof, publish or disclose any particulars of the contract without the prior consent in writing of Jobsplus.

Upon completion of the evaluation of the proposals arising in relation to this Expression of Interest, Jobsplus will enter into individual agreements with the Providers that will regulate the listing of training courses in the Catalogue.

Providers shall furnish any person authorized by Jobsplus with such information relating to the services and the project as they may at any time request.

Special Conditions

This call for Expression of Interest is for face-to face training and E-learning. In case of blended learning (i.e. a course that blends the physical participation of the trainees with e-learning), Providers must ensure that during the modules requiring a physical presence of the trainee all the Public health measures in force at the time of delivery are fully adhered to.

Delivery process under the Scheme

The Catalogue will be part of Jobsplus website and promoted to the relevant target groups. Interested trainees will register on Jobsplus website and select the training they wish to undertake and the Provider from the Catalogue. Jobsplus will check the eligibility of each trainee and will notify the relevant provider accordingly. From there on, the Provider will be fully responsible for the management and delivery of the selected training.

Jobsplus will refund the costs incurred for such training directly to the participants after successful completion and after the presentation of the relevant evidence. These aspects will be further regulated through a public call for the final beneficiaries. As a general rule, each participant would be refunded up to a maximum of 75% of the training costs incurred with a capping of euro three thousand (3,000) per year, irrespective of the amount of courses undertaken.

Selection process

The Selection Process will be carried out by an Adjudication Committee appointed by Jobsplus.

The Adjudication Committee will assess the courses based on the following criteria:

Selection Criteria	
1. Training provider is licensed/accredited	Yes/No
2. Training course is accredited	Yes/No
3. Training course meets the eligibility criteria (Section 1.c. Terms of Reference)	Yes/No
4. Price quoted for each course is consistent with market prices	Yes/No

In case Condition 1 is not met, the Provider and all the courses it submitted as part of this EoI will not be considered further.

In case Condition 2, 3, and/or 4 are not met, the specific Course will be excluded from the Catalogue.

ANNEX A - FORMS TO BE USED IN RESPONSE TO THE EXPRESSION OF INTEREST

DETAILS OF PROVIDER

Name of Provider	
In case of Company - Name of Director /Partner signing	
Address	
E-mail Address	
Tel. Nos.	
Web Site	
Mobile Phone No.	
Company Registration No.	
Educational Licence No. (if applicable)	
VAT Registration No. (if applicable)	
Signature	Date
ID. Card No.	
General information about the Training Provider (Max. 1/2 Page/s)	

Technical Section

1. Bidders must detail the relevant information on the training provided and company background; provide evidence of accreditation as training centre (Max, 2 pages)

2. Providers shall list the course to be included in the Catalogue; provide information such as: duration, entry level, course description, delivery method, learning outcomes, assessment method (if applicable), accreditation and other relevant information. The provider may attach additional documents describing the training.

This section is to be completed for each course offered. Each Provider can present maximum 3 courses.

For each course, please indicate the related economic sector

Please attach relevant material

3. Providers shall quote the price for each course intended to be included in the Catalogue. Price shall be quoted per person per course VAT and other taxes included. Additional services such as accommodation, transport, meals etc. should not be included in the price.