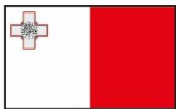


**REFERENCE NUMBER: SPD001/2021/102**

**The provision of a Master’s Degree that Specialises in Poverty, Social Inclusion and Early Leaving from Education and Training (ELET) with a main focus on the EU context, the Maltese context and the Home School Liaison for ten (10) Educators**



Operational Programme II - European Structural and Investment Funds 2014-2020  
“Investing in human capital to create more opportunities and promote the well-being of society”  
Project part-financed by the European Social Fund  
Co-financing rate: 80% European Union; 20% National Funds



**This project is being financed through EU funds.**

**IMPORTANT:**

- No Bid Bond is requested for this tender.

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<b>Date Published:</b>	<b>25/06/2021</b>	
<b>Deadline for Submission:</b>	<b>16<sup>th</sup> July 2021</b>	<b>at 09:30am</b> <b>CET/CEST</b>
<b>Tender Opening:</b>	<b>16<sup>th</sup> July 2021</b>	<b>At 10:00am</b> <b>CET/CEST</b>

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**IMPORTANT**

**Sectoral Procurement Directorate**  
55A, Transcontinental House, St. Zachary Street, Valletta VLT 1130  
email: [spd1.opm@gov.mt](mailto:spd1.opm@gov.mt) | telephone: 2598 0000

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## SECTION 1 - INSTRUCTIONS TO TENDERERS

### 1. General Instructions

- 1.1 In submitting a tender, the tenderer accepts in full and in its entirety, the content of this tender document, including subsequent Clarifications issued by the Contracting Authority, whatever the economic operator's own corresponding conditions may be, which through the submission of the tender is waived. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender document. These Instructions to Tenderers complement the General Rules Governing Tenders.

**No account can be taken of any reservation in the tender in respect of the procurement documents. any disagreement, contradiction, alteration or deviation shall lead to the tender offer not being considered any further.**

**Prospective tenderers must submit their offer by depositing it in the tender box, located at *address of Contracting Authority*. Prospective tenderers take full responsibility to submit their offer by the set tender submission deadline.**

**Note:**

**Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.**

The Estimated Procurement Value for this Call for Tenders has been based on comprehensive research including appropriate financial analysis. In the context of this procurement, the Estimated Procurement Value, based on market research, is that of € 94,000 excluding VAT.

The purpose of this value shall be the guidance of prospective bidders when submitting their offer and is not to be considered as a binding capping price.

Therefore, the published Estimated Procurement Value is not restrictive and final on the Contracting Authority. Economic Operators are free to submit financial offers above or below the Estimated Procurement Value. However, the Contracting Authority reserves the right to accept or reject Financial Offers exceeding the Estimated Procurement Value.

- 1.2 The subject of this tender is the provision of a Master's Degree for ten (10) educators to specialise in Poverty, Social Inclusion and Early Leaving from Education and Training (ELET) with a main focus on the EU context, the Maltese context and the Home School Liaison.
- 1.3 The place of acceptance of the services shall be remotely, the time-limits for the execution of the contract shall be twenty-four (24) months from date specified in Administrative Order issued by MFED Project Leader, and the INCOTERM2020 applicable shall be Delivery Duty Paid (DDP).

The administrative Order shall be issued within five (5) working days from date of last signature on contract.

**The course requires to be completed by end of June 2023.**

- 1.4 This is a unit-price contract.
- 1.5 This call for tenders is being issued under an open procedure.
- 1.6 The beneficiary of this tender is *Ministry for Education (MFED)*.
- 1.7 This tender is not a reserved contract.

## 2. Timetable

|                                                                                                                                                                                                        | DATE           | TIME     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------|
| Clarification Meeting/Site Visit (Refer to Clause 6.1)                                                                                                                                                 | Not Applicable |          |
| Deadline for request for any additional information from the Training Institutions - Universities.<br><br>Clarification requests should be addressed to: <i>Contracting Authority's e-mail address</i> | 05/07/2021     | 09:30hrs |
| Last date on which additional information can be issued by the Contracting Authority.                                                                                                                  | 08/07/2021     | 09:30hrs |
| Deadline for submission of tenders/Tender opening session (unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering for Contracting Authority)                       | 16/07/2021     | 10:00hrs |

\* All times Central European Time (CET) / Central European Summer Time (CEST) as applicable

Any clarification request must be submitted electronically on [spd1.opm@gov.mt](mailto:spd1.opm@gov.mt) by Monday, 5<sup>th</sup> July 2021 at 9:30 AM.

The deadline for submission of tenders is **Friday, 16<sup>th</sup> July 2021 at 10:00AM**. The tender submission box shall be in the below location:

Director DRLLE (Directorate Research Lifelong Learning and Employability)  
Ministry for Education  
Great Siege Road  
Floriana VLT 2000  
Malta

**Room 125/126 (Level 0)**

## 3. Lots

- 3.1 This tender is not divided into lots, and tenders must be for the whole of quantities indicated. Tenders will not be accepted for incomplete quantities.

## 4. Variant Solutions

- 4.1 Variant solutions are not permissible.

## 5. Financing

- 5.1 The project is *co-financed* by the European Union/Government of Malta, in accordance with the rules of Operational Programme II - European Structural and Investment Funds 2014-2020 "Investing in human capital to create more opportunities and promote the well-being of society".

5.2 The Contracting Authority of this tender is:

Directorate for Research, Lifelong Learning and Employability  
Ministry for Education  
Education Building  
Great Siege Road  
Floriana VLT 2000  
Malta  
Tel: +356 25980000  
E-mail: [info@mfed.gov.mt](mailto:info@mfed.gov.mt)

## **6. Clarification Meeting/Site Visit**

6.1 No clarification meeting/site visit is planned.

## **7. Selection and Award Requirements**

In order to be considered eligible for the award of the contract, economic operators must provide evidence that they meet or exceed certain minimum criteria described hereunder.

### **(A) Eligibility Criteria**

- (i) No Bid Bond is required. <sup>(Note 1)</sup>
- (ii) Declare agreement, conformity and compliance with the provisions of the Statement on Conditions of Employment by submitting a declaration to this effect.
- (iii) Declare agreement, conformity and compliance with the provisions of the Statement on Conditions of Employment by completing the minimum hourly workers' costs declaration involving the provision of the employees' services. <sup>(Note 2)</sup>
- (iv) Power of Attorney (if applicable) <sup>(Note 2)</sup>
- (v) Submission of the declaration form that stipulates that following signature of contract, the successful bidder, will provide evidence in respect of the requirements stipulated regarding Energy Efficiency through the Energy Efficiency Form (if applicable) <sup>(Note 2)</sup>  
  
Not Applicable.
- (vi) Information re Joint Venture/Consortium (if applicable) <sup>(Note 2)</sup>

(B) Exclusion (including Blacklisting) and Selection Criteria - information to be submitted through the completion of the following declaration forms:

- (i) Declaration concerning exclusion grounds
- (ii) Declaration concerning *Selection Criteria*  
Suitability <sup>(note 2)</sup>

Economic Operator to be suitable to participate in this tender requires to be a recognized educational institution which possess a valid license to provide Master's degree Course MQF Level 7 or equivalent. This certification requires to be submitted with the offer.

**(C) Technical Specifications**

(i) Tenderer's Technical Offer shall consist of the following: <sup>(Note 3)</sup>

**a) Key Expert 1: Professor (Note 2)**

One (1) key expert who shall act as professor to manage the course holding a minimum qualification level of MQF Level 8 or equivalent in Education/ Social Disadvantage/ Social Justice and expertise in the subject of Early Leavers in Education and Training and the EU through a number of publications and/or research projects commissioned by the EU. These publications are to be included in the submitted CV.

**b) Key Expert 2: Lecturer (Note 2)**

A minimum of two (2) lecturers to deliver the course with a minimum qualification level of MQF Level 8 or equivalent in Education/ Social Disadvantage/ Psychology/ Social Justice.

Economic Operators have the opportunity to offer one (1) Key Expert acting both as Key Expert 1 and Key Expert 2.

**Key Expert Forms; Statement of Availability Form, Public Employees Declaration Form and Professionals Declaration Form and CVs for each Key Expert/s to be provided.** <sup>(Note 2)</sup>

c) Tenderer's Technical Offer Questionnaire <sup>(Note 3)</sup> including

Course Content (which includes information regarding the Master's Credits, Modules and Assessment) <sup>(Note 3)</sup>

**All technical criteria listed in the Technical Offer Form are of a mandatory nature and thus failure to complete any item will disqualify the submitted offer.**

(ii) **Literature** as per Form marked 'Literature List' to be submitted with the Technical offer at tendering stage. <sup>(Note 2)</sup>

**(D) Financial Offer**

(i) A financial offer is to be submitted by filling in Financial Bid Form and is to be calculated on the basis of **Delivered Duty Paid (DDP)<sup>2020</sup> (Grand Total)** for the services tendered. <sup>(Note 3)</sup>

**Notes to Clause 7:**

*1. Tenderers will be requested to clarify/rectify, within five (5) working days from notification, the tender guarantee only in the following four circumstances: incorrect validity date, and/or incorrect value, and/or incorrect addressee and incorrect name of the bidder. Rectification in respect of the Tender Guarantee (Bid Bond) is free of charge.*

*2. Tenderers will be requested to either clarify/rectify any incorrect and/or incomplete documentation, and/or submit any missing documents within five (5) working days from notification.*

*3. No rectification shall be allowed. Only clarifications on the submitted information may be requested.*

*Request for Clarification and / or rectifications concerning a previous request dealing with the same shortcoming shall not be entertained.*

**8. Tender Guarantee (Bid bond)**

- 8.1 No tender guarantee (bid bond) is required.

**9. Criteria for Award**

- 9.1 The sole award criterion will be the price. The contract will be awarded to the tenderer submitting the cheapest priced offer satisfying the administrative and technical criteria.

## SECTION 2 - EXTRACTS FROM THE PUBLIC PROCUREMENT REGULATIONS

### Part X of the Public Procurement Regulations

270. Any tenderer or candidate concerned, or any person, having or having had an interest or who has been harmed or risks being harmed by an alleged infringement or by any decision taken including a proposed award in obtaining a contract, a rejection of a tender or a cancellation of a call for tender after the lapse of the publication period, may file an appeal by means of an objection before the Review Board, which shall contain in a very clear manner the reasons for their complaints.

271. The objection shall be filed within ten calendar days following the date on which the Contracting Authority has by electronic means sent its proposed award decision or the rejection of a tender or the cancellation of the call for tenders after the lapse of the publication period.

272. The communication to each tenderer or candidate concerned of the proposed award or of the cancellation of the call for tenders shall be accompanied by a summary of the relevant reasons relating to the rejection of the tender as set out in regulation 242 or the reasons why the call for tenders is being cancelled after the lapse of the publication period, and by a precise statement of the exact standstill period.

273. The objection shall only be valid if accompanied by a deposit equivalent to 0.50 per cent of the estimated value set by the Contracting Authority of the whole tender or if the tender is divided into lots according to the estimated value of the tender set by the Contracting Authority for each lot submitted by the tenderer, provided that in no case shall the deposit be less than four hundred euro (€400) or more than fifty thousand euro (€50,000) which may be refunded as the Public Contracts Review Board may decide in its decision.

274. The Secretary of the Review Board shall immediately notify the Director and/or the Contracting Authority as the case maybe that an objection had been filed with his authority thereby immediately suspending the award procedure.

275. The Contracting Authority involved, as the case may be, shall be precluded from concluding the contract during the period of ten calendar days allowed for the submission of appeals. The award process shall be completely suspended if an appeal is eventually submitted.

276. The procedure to be followed in submitting and determining appeals as well as the conditions under which such appeals may be filed shall be the following:

- (a) any decision by the General Contracts Committee or the Special Contracts Committee or by the Contracting Authority shall be made public by affixing it to the notice-board of the same Contracting Authority as the case may be or by uploading it on Government's e-procurement platform prior to the award of the contract if the call for tenders is administered by the Contracting Authority;
- (b) the appeal of the complainant shall also be affixed to the noticeboard of the Review Board and shall be communicated by fax or by other electronic means to all participating tenderers;
- (c) the Contracting Authority and any interested party may, within ten calendar days from the day on which the appeal is affixed to the notice-board of the Contracting Authority



and uploaded if/where applicable on the Government's e-procurement platform, file a written reply to the appeal. These replies shall also be affixed to the noticeboard of the Review Board and where applicable it shall also be uploaded on the Government's e-procurement platform.

- (d) within three working days of the publication of the replies, the Secretary of the Review Board shall prepare a report (the Analysis Report) analysing the appeal and any reply to it. This report shall be circulated to the persons who file an appeal and to all parties who submitted a reply to the appeal.
- (e) after the preparatory process is duly completed, the Director or the Head of the Contracting Authority shall forward to the Chairman of the Review Board all documentation pertaining to the call for tenders in question including files, tenders submitted, copies of deposit receipts and any motivated letter;
- (f) The secretary of the board shall inform all the participants of the call for tenders, the Contracting Authority of the date or dates as the case maybe when the appeal will be heard.

(g) When the oral hearing is concluded, the Public Contracts Review Board, if it does not deliver the decision on the same day, shall reserve decision for the earliest possible date to be fixed for the purpose, but not later than six weeks from the day of the oral hearing:  
Provided that for serious and justified reasons expressed in writing by means of an order notified to all the parties, the Public Contracts Review board may postpone the judgment for a later period.

(h) The secretary of the board shall keep a record of the grounds of each adjournment and of everything done in each sitting.

(i) After evaluating all the evidence and after considering all submissions put forward by the parties, the Review Board shall decide whether to accede or reject the appeal.

## SECTION 3 - SPECIAL CONDITIONS

These conditions amplify and supplement, if necessary, the General Conditions governing the contract. Unless the Special Conditions provide otherwise, those General Conditions remain fully applicable. The numbering of the Articles of the Special Conditions is not consecutive but follows the numbering of the Articles of the General Conditions. Other Special Conditions should be indicated afterwards.

For the purposes of contracts issued by Contracting Authority's, the term 'approval from the Central Government Authority' shall be substituted by the term 'approval by the Head responsible for that Contracting Authority; Furthermore, any references to the Contracting Authority throughout the General Conditions shall be deemed to be referring to the Contracting Authority's responsible for that procurement.

### Article 2: Notices and Written Communications

- 2.4 Any written communication relating to this Contract between the Contracting Authority and the Contractor must state the Contract Title and reference number.

The language of the contract and of all written communication between the Contractor and the Contracting Authority must be in English.

Any communications between the successful Contractor and the Contracting Authority shall be as follows: The Contracting Authority, after award and upon last signature on contract by both parties, shall notify the successful Contractor of the official person on this project on behalf of the Contracting Authority. The successful Contractor awarded the contract shall nominate the contact person and the line of communication shall be established upon the signing of the contract

### Article 5: Supply of Information

- 5.1 As per General Conditions.

### Article 6: Assistance with Local Regulations

- 6.1 As per General Conditions.

### Article 7: Obligations of the Contractor

- 7.12 Not applicable.

- 7.15 Not applicable.

### Article 13: Medical, Insurance and Security Arrangements

- 13.2 As per General Conditions.

- 13.3 As per General Conditions.

## **Article 14: Intellectual and Industrial Property Rights**

- 14.3 The Contractor shall forward copy of the Thesis submitted by the participate to the Contracting Authority following participant completion of coursed. The Contracting Authority shall be analyzing these Thesis and using the information included in the Thesis for MFED exigencies.

## **Article 15: Scope of the Services**

- 15.1 The scope of the services is defined in Section 4 (Terms of Reference).
- 15.5 Not Applicable.

## **Article 16: Personnel and Equipment**

- 16.4 As per General Conditions.

## **Article 18: Execution of the Contract**

- 18.1 The contract is to commence from the date of last signature on contract.
- 18.2 The time-limits for the execution of the contract shall be June 2023.

## **Article 19: Delays in Execution**

- 19.2 If the Contractor fails under his own responsibility to deliver the course within the time limit specified in the contract, the Contracting Authority shall, without formal notice and without prejudice to its other remedies under the contract, be entitled, for every calendar day which shall elapse between the expiry of the contractual period and the actual date of completion, to liquidated damages equal to one thousand Euro (€1,000) per day including Sundays and public holidays up to a limit of 20% of the total contract value.

The Contracting Authority reserves the right to terminate the contract if there is a breach of part or of the whole contract by the contractor

## **Article 20: Amendment of the Contract**

- 20.2 As per General Conditions.
- 20.5 Not Applicable
- 20.6 Not Applicable.

## **Article 24: Interim and Final Progress Reports**

- 24.1 Further to the provisions of the General Conditions, the Contractor shall submit a final report on the students' learning progress including submission of thesis, attendance and must be submitted by the completion of the course - June 2023.

## **Article 26: Payments and Interest on Late Payment**

**26.1** Indicate whether this is a unit price contract.

Payment for each academic year for each trainee shall be affected on confirmation that candidates have been accepted into the course initially and for each year of course.

Should any of the participants decide to drop from attending the Course the CA shall not continue to pay the remaining of the semesters.

The Contractor must provide a valid invoice together with the interim report covering each academic year including the attendance sheet of attendees. If the interim report will not be submitted with the invoice, payment shall not be issued.

**26.2** As per General Conditions.

## **Article 27: Pre-Financing Guarantee**

**27.2** Not applicable.

**27.5** Not applicable.

## **Article 30: Revision of Prices**

**30.1** No price revision is allowed through this contract.

**30.5** Not applicable.

## SECTION 4 -TERMS OF REFERENCE (Note 3)

### 1. Background Information

#### 1.1 - Beneficiary Country

Malta and Gozo.

#### 1.3 - Relevant Country Background

Malta, although through recent years has had a decrease in ELET (Early Leavers from Education and Training), has still one of the highest rates in Europe. This project targets one of the identified gaps that would continue to target the rate of ELET. This identified gap is educators specialised in poverty and social exclusion within the phenomena of ELET in order to be able to effectively identify disadvantaged children and facilitate effective communication and strategies and/or directly work with disadvantaged families within schools.

The Early School Leaving Unit is within the Directorate for Research and Lifelong Learning within the Ministry for Education responsible for national policy and provision initiatives specifically in the areas of lifelong learning and early leaving from education and training. At national level, the Directorate has access to research information and networks of providers and policy makers working in this area across Malta. At international level, the Directorate is active in various networks including the EU Agenda for Adult Learning National Coordinators Network and the European Basic Skills Network. This access to both national and European networks will ensure that the project will benefit from expertise and will have wide visibility.

Notwithstanding many national initiatives, according to Social Justice Index in the EU (2017), Malta holds a low rate for child and opportunity index (p.10) and scores low when it comes to offer an equitable education (p.28)<sup>1</sup>. The European Commission has suggested that a whole school approach (WSA) to learning could support a more equitable education. A whole school approach recognises that all stakeholders within the school community can have a major impact on students' learning and wellbeing. Recommendation 10 (p.125) of an 'Assessment of the Implementation of the 2011 Council Recommendation on Policies to Reduce Early School Leaving states that 'to date, more focus should be placed on the dimensions of teaching which can influence Early School Leaving, including raising awareness of the phenomenon and spotting warning signs early. To date, this issue - in line with the lack of focus on ESL in educational research at universities - has been relatively neglected in educator education.'<sup>2</sup>

This project consequently foresees the training of ten (10) educators.

At least one (1) Key Expert forming part of the contract shall form part of a working group organised by Early School Leaving Unit MFED in order to support the Master's participants in contributing to develop a home school community policy borrowing strategic framework feasible for the Maltese context.

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<sup>1</sup> Daniel Schraad-Tischler, D. S. T., Christof Schiller, C. S., Sascha Matthias Heller, S. M. H., & Nina Siemer, N. S. (2017). Social Justice in the EU–Index Report 2017 Social Inclusion Monitor Europe. Bertelsmann Stiftung Social Inclusion Monitor Europe 2017.

<sup>2</sup> Donlevy, V., Day, L., Andriescu, M., & Downes, P. (2019). Assessment of the implementation of the 2011 council recommendation on policies to reduce early school leaving. *European Commission*.

## 1.4 - Current State of Affairs in the Relevant Sector

- a) Malta has issued its first ELET policy in 2015<sup>3</sup>. Malta has carried out a review through EU's SRSS funding through which a number of recommendations have emerged. A new ELET policy has been developed for 2020-2030 based on these recommendations and other local research projects. These recommendations include a main strategy, that of targeting a whole school approach to ELET. This entails developing the appropriate structures for schools to be able to target disadvantaged students by also supporting their families.
- b) For schools as the relevant institutions to be able to support families, educators need to be qualified in one of the main areas of ELET that is poverty and social exclusion. That is why this project is targeting ten (10) educators, one from each college or as directed by the Project Leader. The Early School Leaving Unit will be liaising with these educators to develop a national guideline for the build-up of the strategic measure within the new ELET policy. The developing of a home school liaison programme shall target family disadvantage through a support programme for parents, educators and students.
- c) The main aim is to be able to identify ten (10) educators from the ten (10) different colleges in Malta or as directed by the Project Leader.

## 1.5 - Related Programmes

The new Early Leaving from Education and Training policy just published for public consultation is closely related to this project and contract<sup>4</sup>. This contract will lead to a proposed national strategy that will be directly related to this policy as a working document for schools and the ESLU in order to build a link between school and home and target the socio-economic gap.

## 2. Contract Objectives and Expected Results

### 2.1 - Overall Objectives

The provision of a Master's Degree for ten (10) educators to specialises in Poverty, Social Inclusion and Early Leaving from Education and Training (ELET) with a main focus on the EU context, the Maltese context and the Home School Liaison. The knowledge and skills acquired through this Master's shall serve as a tool that targets social disadvantage through educational and psychological approaches, thus assisting educators to develop a strategic framework in liaison with Malta's National ELET policy through the setup of working group.

The primary objective of the project is to address a skills gap within schools in order to develop potential agents of change with regard to strategic policy making and measures concerning equality in education at the school level, local community level, and national level.

To target a whole school approach to learning within schools. The European Commission has suggested that a whole school approach (WSA) to learning could support a more equitable education. A whole school approach recognises that all stakeholders within the school community can have a major impact on students' learning and wellbeing.

To address the issue of educator education with regards to Early School Leaving/Early Leaving from Education and Training which has been relatively neglected in educator

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<sup>3</sup> <https://education.gov.mt/ESL/Documents/School%20Leaving%20in%20Malta.pdf>

<sup>4</sup> [https://meae.gov.mt/en/Public\\_Consultations/MEDE/Pages/Consultations/EarlyLeavingfromEducationandTrainingELETTheWayForward20202030.aspx?IsPrintPrev=1](https://meae.gov.mt/en/Public_Consultations/MEDE/Pages/Consultations/EarlyLeavingfromEducationandTrainingELETTheWayForward20202030.aspx?IsPrintPrev=1)

education. 'Recommendation ten (10) (p.125) of an 'Assessment of the Implementation of the 2011 Council Recommendation on Policies to Reduce Early School Leaving states that 'to date, more focus should be placed on the dimensions of teaching which can influence ESL, including raising awareness of the phenomenon and spotting warning signs early.

## 2.2 - Specific Objectives

The objectives of the project of which this contract will be a part are as follows:

- a) A training institution or university, which is capable and willing to provide the education and training offer of an already accredited part time distance learning Master's Degree in Education with a special focus on Early Leaving from Education and Training through specialised modules or units of study in poverty and social inclusion in Education, that not only holds an educational component but also a psychological one.
- b) All learning modules need to be provided in the English Language.
- c) Some content needs to be adapted to the Maltese Early Leaving from Education and Training context in the prospect of developing a national HSCL (Home School Community) programme in Malta.
- d) A key expert from said institution/university needs to be willing to form part of a working group organised by Early School Leaving Unit MFED in order to support the Master's participants in contributing to develop a home school community policy borrowing strategic framework feasible for the Maltese context. The working group will be held online for a minimum of three (3) sessions maximum 2-hours duration during the execution of the contract.
- e) Provide necessary online portal to students and technical assistance for students in order for training to be provided seamlessly online.
- f) Support MFED in selecting participants through online interviews.

## 2.3 - Results to be Achieved by the Training Institution/University

1. Selection of ten (10) educators to participate in Master's programme through interview and liaise with Early School Leaving Unit,
2. Provide details of all assessment details, including the dates and the procedures used in determining the final grade.
3. Support students in achieving Master's Degree and carry out a relevant research project for Malta's needs in Early Leaving from Education and Training (rights of dissertation project will be shared with the training institution and MFED),
4. Support students in developing guidelines for a national framework for the development of an HSCL programme in Malta during working group.
5. End Master's programme by latest June 2023.
6. Supporting all ten (10) participants to complete Master's programme successfully.
7. Provide certificates to students following Master's programme completion.

## 3. Assumptions and Risks

### 3.1 - Assumptions Underlying the Project Intervention

All ten (10) participants will graduate and submit a successful Master's dissertation.

### 3.2 - Risks

Any participant that decides not to complete Master's Programme.

## **4. Scope of the Work**

### **4.1 - General**

#### *4.1.1 Project Description*

- a) This ESF funded project aims to address this shortage and sponsor educators for training in these areas at Master's level.
- b) The Early School Leaving Unit, within the Directorate for Lifelong Learning and Research, Ministry for Education, has embarked on a project entitled 'Home School Community Support'. This project is part financed by ESF funds. The primary objective of the project is to address a skills gap within schools in order to develop potential agents of change with regard to strategic policy making and measures concerning equality in education at the school level, local community level, and national level. Potential participants will be better equipped to identify students at risk of Early Leaving from Education and Training and develop strategies within schools to minimise educational disadvantage by also being equipped with a range of concrete psychology skills for communication with parents and children most at risk of ELET and by critically analysing current system supports/gaps in seeking to address poverty and social inclusion in education and by liaising with the Early School Leaving Unit within MFED.
- c) The specialised Master's programme being sought of a period of 2 scholastic years will enable Malta to address the educational needs of the most marginalised in society, including parents and develop strategies within schools through the set-up of a working group that will develop a strategic framework (annexed within the national Early Leaving from Education and Training policy) to target this gap.
- d) The purpose of this contract is to consequently identify and contract a training institution or university that offers an already accredited Master's Degree in Education with a special focus on Early Leaving from Education and Training through specialised modules or units of study in poverty and social inclusion in the English Language that not only hold an educational component but also a psychological one. Additionally, the already accredited Master's programme would need to be slightly modified in order to include the Maltese educational context in relation to the HSCL (Home School Community Liaison programme) as a tool to be developed in Malta for the prevention of Early Leaving from Education and Training in order for enrolled Master's students and a key person from the training institution or university to support MFED to develop a strategic framework (matching the objectives of the Early Leaving from Education and Training policy) that helps to identify students at risk of Early Leaving from Education and Training and targets social disadvantage through effective parental involvement and a whole school approach, particularly those hailing from a disadvantaged background.

#### *4.1.2 Target Groups*

- Universities and Training institutions that offer an already accredited part time distance learning Master's Degree in Education with a special focus on Early Leaving from Education and Training through specialised modules or units of study in poverty and social inclusion in Education, that not only holds an educational component but also a psychological one.



## 4.2 - Specific Activities

1. Selection of ten (10) educators to participate in Master's programme,
2. Support for student's enrolment (registration process),
3. Progress report following first year of study that includes attendance sheet,
4. Progress report during second year of study by latest June 2023 including attendance sheet,
5. Support students in achieving Master's Degree and develop a relevant research project for Malta's needs in Early Leaving and Education Training (rights of dissertation project will be shared with the training institution and MFED),
6. Support students in developing guidelines for a national framework for the development of an HSCL programme in Malta by also participating in a working group organised by the Early School Leaving Unit, MFED,
7. End Master's programme by latest June 2023.
8. Supporting all ten participants to complete Master's programme successfully.
9. Share dissertations with Early School Leaving Unit, MFED.
10. Issuing of Certifications to the students upon course completion.

## 4.3 - Project Management

### 4.3.1 *Responsible Body*

ESLU- DRLLE will be the direct beneficiary but this project is under the One Tablet Per Child project which is directly managed by the OTPC project leader and Director DLTS).

### 4.3.2 *Management Structure*

Decision making processes will be carried out by Early School Leaving Unit - Directorate of Research Lifelong Learning and Employability.

## 5. Logistics and Timing

### 5.1 - Location

The training provision will be provided as part time distance learning, so the university/training institution needs to provide an online portal that is suitable for online learning and supports the students in moving forward.

### 5.2 - Commencement Date & Period of Execution

The commencement of the contract shall be the date of the last signature on contract and shall end latest June 2023. Article 18.1 of the Special Conditions will determine the actual commencement date and period of execution.

## 6. Requirements

### 6.1 - Personnel

#### 6.1.1 *Key Experts*

**Key Expert 1: Professor**

One (1) key expert who shall act as professor to manage the course holding a minimum of MQF Level 8 or equivalent such as Education/ Social Disadvantage/ Social Justice and expertise in the subject of Early Leaving from Education and Training and the EU through a number of publications and/or research projects commissioned by the EU.

**Key Expert 2: Lecturer**

- A minimum of two (2) lecturers to deliver the course with a minimum of MQF Level 8 or equivalent in Education/ Social Disadvantage/Psychology/Social Justice or equivalent.

Bidders can offer one (1) Key Expert who obtain both the Professor and Lecturer roles simultaneously during the contract.

**6.3 - Facilities to be provided by the Consultant**

The training provider needs to provide good online facilities and technical support for students to be able to follow this part time distance learning programme.

**7. Reports**

**7.1 - Reporting Requirements**

- a) Progress report following first year of study that includes attendance sheet,
- b) Progress report following second year of study that includes attendance sheet,

**7.2 - Submission & approval of progress reports**

One (1) soft copy of the progress reports referred to above must be submitted to the Project Manager identified in the contract within one (1) month from closing of each academic year. The progress reports must be written in English.

**8. Monitoring and Evaluation**

**8.1 - Definition of Indicators**

- a) Ten (10) educators successfully qualified in Master's Programme
- b) Ten (10) dissertations that focus on ELET in particular poverty and social exclusion and or the HSCL programme
- c) Working group issuing Proposal of a strategic framework in liaison with Malta's national ELET policy

**8.2 - Special Requirements**

One or more members of the academic staff present expertise in the subject of Early Leaving from Education and Training and the EU through a number of publications and/or research projects commissioned by the EU.

## **SECTION 5 - SUPPLEMENTARY DOCUMENTATION**

### ***5.1 - Draft Contract Form***

### ***5.2 - Glossary***

### ***5.4 - General Conditions of Contract***

The full set of General Conditions for Services Contracts (latest version as applicable on the date of the publication of this tender) can be viewed/downloaded from the 'Resources Section' at:

[www.etenders.gov.mt](http://www.etenders.gov.mt)

It is hereby construed that the tenderers have availed themselves of these general conditions, and have read and accepted in full and without reservation the conditions outlined therein, and are therefore waiving any standard terms and conditions which they may have.

These general conditions will form an integral part of the contract that will be signed with the successful tenderer/s.

### ***4.8 - General Rules Governing Tendering***

The contents of this procurement document complement the latest version of the General Rules Governing Tenders applicable on the date of the publication of this tender, the Terms of Use and the Manual for Economic Operators applicable to Government's e-Procurement Platform (available from the Resources section of [www.etenders.gov.mt](http://www.etenders.gov.mt)).