

Request for Quotations

Ref No: RFQ001-2025GXF

**Terms of Reference for:
Programme Management Assistance Services**

Gal Xlokk Foundation
GAL XLOKK Foundation 269, Main Street, Qormi, QRM1107
info@galxlokk.com;

INSTRUCTIONS TO INTERESTED BIDDERS

1. Scope

The Gal xlokk Foundation (GXF) is inviting interested parties to submit quotations for the provision of Programme Management Assistant services. The Programme Management Assistant shall provide comprehensive administrative and coordination support to the GXF line manager. Duties will include, but are not limited to, launching new calls for applications and preparing business documents related to the CAP project and to other programme-related tasks as required, as detailed within the Terms of Reference.

Interested service providers will be expected to support administrative and coordination functions to ensure the smooth implementation of programme-related tasks. The engagement requires a minimum commitment of 20 hours per week, Monday to Friday. **The duration of the assignment is five months (22 weeks), with a possibility of extension of 3 months based on performance and programme needs.**

This Request for Quotation (RFQ) is issued for the provision of Programme Management Assistance Services, with a total budget allocation of 10,000 (exc. VAT).

2. Background information (GXF)

The GAL Xlokk Foundation was set up in 2008 to implement the LEADER programme in the South-East territory of Malta. The Foundation is one of the Local Action Groups which has been chosen to implement the LEADER programme for Malta for two consecutive programming periods and is in the process of being accepted for the Common Agricultural Policy SP for the years 2023 to 2027.

3. Duties and responsibilities

The service provider will be responsible for overseeing the successful planning and execution of projects, mostly the closure of the Rural Development Programme (RDP 2014-2020) and the introduction of the Common Agricultural Policy SP (CAP SP) for the years 2023 to 2027. This includes defining the project's scope, objectives, timelines, and deliverables in close collaboration with stakeholders, while ensuring efficient resource allocation and budget management. The Project Manager coordinates, monitors and administrates, assigns tasks, facilitates effective communication, and monitors progress against set milestones. They proactively identify and mitigate potential risks, adapt plans as necessary, and ensure that all outputs meet quality standards. The Project Manager ensures transparency, alignment, and timely reporting, ultimately ensuring the project is completed within scope, on time, and to satisfaction.

Main responsibilities

- As mentioned previously, the chosen economic operator must administer according to the required needs of projects, mostly the closure of the Rural Development Programme
- (RDP 2014-2020) and the introduction of the Common Agricultural Policy SP (CAP SP) for the years 2023 to 2027.

- Overseeing the full life cycle of a project, from initial planning through execution to completion. This includes coordinating activities, managing resources and timelines, addressing risks, and ensuring that objectives are met efficiently and effectively.
- Maintain accurate and up-to-date programme documentation, including schedules, reports, dashboards, key performance indicators (KPIs), and action logs, to support effective monitoring, reporting, and decision-making throughout the programme life-cycle.
- Support the tracking of programme budgets and assist in the effective allocation of resources by monitoring expenditures, maintaining financial records, and coordinating with relevant teams to ensure that resources are used efficiently and in alignment with programme priorities.
- Carry out procurement-related administrative tasks in compliance with applicable policies and procedures, including preparing documentation, coordinating with vendors, processing purchase requests, and ensuring that all procurement activities align with organisational and regulatory requirements.
- Perform any other ancillary duties as may be assigned by the GXF's manager from time to time, in support of the programme's effective administration and evolving operational needs.

Flexibility:

Duties and responsibilities may evolve. The chosen economic operator may be required to undertake additional tasks as reasonably assigned, in line with their skills and capabilities and the changing needs of the programme or organisation.

4. Service Conditions

- The service provider is expected to work a minimum of 20 hours per week, Monday to Friday. The assignment will span five months (22 weeks), with the possibility of extension based on performance and programme requirements. The maximum number of hours is to be performed on-site at the GXF office in Qormi. Remote working may be permitted, subject to the needs of the programme and prior approval by the Foundation.
- Payments will be made monthly based on a time log provided and approved by the company upon the signature of the contract. In the event of an extension, the same hourly rate as initially agreed shall continue to apply.
- The contract will be for 22 weeks (5 months), with the possibility of extension of 3 months based on performance and programme requirements. **Should the service provider or candidate fail to deliver or perform the agreed-upon services to the expected standard, the contract may be subject to termination.**

- The date of commencement shall be the date on which the contract is signed by both the selected service provider or candidate and the legal representative of the Foundation, thereby marking the official start of the agreement and the obligations therein.

5. Technical Criteria: Qualifications and Requirements

The proposed Key Expert must possess the following:

- A bachelor's degree in a relevant field such as Business Administration, Management, Programme Management, Social Administration, European Studies, Public Policy or other related field, accredited at MQF Level 6 by the Malta Further and Higher Education Authority (MFHEA), or equivalent;
- A pass in IT Office Application Skills, obtained through a course organised by the Institute for Public Services (IPS), or accredited at MQF Level 3 by ICDL Malta (previously ECDL Malta) or the Malta Further and Higher Education Authority (MFHEA), or equivalent;
- In possession of a pass (at least at Grade 5 in the case of SEC examinations, and Grade C or 4 in the case of Edexcel (London) examinations) in six (6) subjects at MQF level 3 which must include Maltese, English, Mathematics and IT Office Application Skills or a full MQF level 3 VET qualification, or a Secondary School Certificate and Profiling qualification at MQF level 3, in six (6) subjects which must include Maltese, English, Mathematics and IT Office Application Skills (*) as separate study units within the course pursued.

6. Administrative Criteria for Submissions

Quotations must be submitted to the GalXlokk Foundation via email on info@galxlokk.com by no later than Friday, 25th July 2025. Interested service providers must include the following documents:

- A quotation detailing the proposed service fees (hourly rate) – vide financial bid form (Annex 1).
- Detailed Curriculum Vitae (CV), indicating qualifications and experience, together with copies of the Certificates, and
- A copy of an Identification Document (e.g. ID card or passport, etc.)

7. Legal Procedure

The issue of this Request for Quotations (RFQ) is governed by the Public Procurement Regulations in Malta (S.L. 601.03).

For any clarification, contact GalXlokk Foundation on info@galxlokk.com.

Annexe 1 – Financial Bid From

Financial Bid in terms of Programme Management Assistance Service **RFQ001-2025GXF**

Beneficiary Details:

GalXlokk Foundation
269, Main Street, Qormi, QRM1107
Malta

Contractor Information:

Full name of Firm: _____

Address of Firm: _____

Email Address: _____

VAT number: _____

Quote no: _____

Quote Date: _____

Item no.	Item Description	Quantity	Price (Exc. VAT)	VAT Rate	Price (Inc. VAT)
1	Hourly rate as per the request for quotation for the provision of Programme Management Assistance Services.	1	€	€	€