

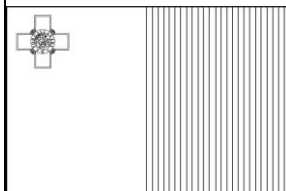
<b>Closing Date:</b>	<b>Friday, 24<sup>th</sup> January 2014</b>	<b>at 10:00am</b>
<b>Quotation Reference:</b>	<b>MRA/75/2013</b>	



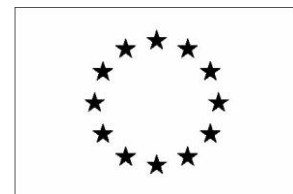
## Call for Quotations

Issued on 10<sup>th</sup> January 2014

# JUNIOR LEVEL SUPPORT OFFICER icw SWMED PROJECT – SUSTAINABLE DOMESTIC WATER USE IN MEDITERRANEAN REGIONS



ENPI CBC MED Programme  
This Project is part-financed by the European Union's  
Neighbourhood Partnership Instrument  
Co-financing rate: 90% EU Funds; 10% National Funds  
*Cooperation that Counts*



## **CALL FOR QUOTATIONS**

### **JUNIOR LEVEL SUPPORT OFFICER icw SWMED PROJECT – SUSTAINABLE DOMESTIC WATER USE IN MEDITERRANEAN REGIONS**

#### **1. Objective**

This call for quotations which is being issued by the Malta Resources Authority, hereinafter referred to as 'as the Contracting Authority', is for the engagement of a Junior Level Support Officer in connection with the 'SWMED' Project - Sustainable domestic water use in Mediterranean Regions; part-funded under the ENPI-CBC MED Programme. In as much, this call is part financed by the European Union neighborhood Partnership Instrument. Co-financing rate: 90% EU Funds, 10% National Funds.

#### **2. Contract Term**

The Support Officer shall be required to carry out duties as described further on and as requested by the Contracting Authority. Payments will be on an hourly rate basis. The contract shall be operative for a maximum of 600 hours spread over a maximum period of 6 months from the date of issue of the 'Order to Start Works' by the Contracting Authority. The Contract is not renewable.

The award of this quotation shall, for all intents and purposes, not constitute a contract of employment, and the Support Officer shall not be deemed nor considered as an employee of the Contracting Authority.

The successful bidder will normally be expected to provide the requested duties for an average of 20 hours per week throughout the contract period. The services shall be paid at a rate of €8 per hour excluding VAT.

The contractor will be expected to sign a confidentiality agreement prior to the commencement of the contract. Unsatisfactory performance during the contract period will lead to termination of the contract.

#### **3. Services Required**

The services to be provided shall include:

- i. Support in the development of cost-benefit assessments of the water management solutions identified under the SWMED project.
- ii. Support in the administrative and financial management of the SWMED project.

- iii. Support in the organization of meetings of the multi-stakeholder ‘water tables’, and management of the stakeholder database.
- iv. Support in the development of stakeholder friendly dissemination material on the SWMED project aims and results.
- v. Management and organisation of public events for the dissemination of the results of the SWMED Project.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties as directed by the SWMED Project Manager, and the responsibility level of any duties shall not exceed those outlined above.

The contact point within the Authority for the support officer shall be the SWMED Project Manager, or any other officer as may be designated by the Chief Executive Officer.

All duties carried out by the Junior Level Support Officer shall be performed diligently and to high standards of professional competence. This Contract shall be terminated or suspended if the Officer does not carry out the requested duties to the standards and practices stipulated by the Authority.

#### **4. Qualification Criteria**

Persons eligible for consideration to provide support services must as a minimum:

- be in possession of two (2) ‘A’ level standard (or similar) qualifications in the fields of Marketing and Business Management.
- be in possession of six (6) ‘O’ levels showing passes at ordinary level in Maltese, English Language, Physics and Mathematics and at least two other subjects or comparable qualifications;
- be in possession of passes in Modules 2, 3 and 4 of the ECDL;
- be 18 years of age or older. Applicants must produce their birth certificate;
- have the ability to communicate in the Maltese and English Languages;
- be proficient in the use of widely available software packages, including but not limited to MS Word and MS Excel; and
- be of good moral character (a police certificate of conduct issued within six months prior to the closing date of applications be provided).

In addition, applicants must be:

- i. citizens of Malta; or
- ii. citizens of another European Union member state; or
- iii. citizens of other countries to which the EU provisions on free movement of persons apply (in case of difficulty the Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply); or
- iv. the spouse and children, even if they are third country nationals, of any person mentioned at (i), (ii) and (iii) above, provided they are eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry for Justice and Home Affairs.

## **5. VAT**

The successful bidder shall be bound to conform in all respects with VAT legislation and regulations.

The Contracting Authority reserves the right, at any time to request the contracted company to provide its official VAT registration number.

Prospective bidders should note that the Malta Resources Authority is a non-taxable legal person in accordance with the provisions of the Value Added Tax Act, 1998. In as much, MRA is not registered for VAT purposes (i.e. it does not have a VAT number) as it does not carry out an economic activity.

## **6. Other Terms and Conditions**

Quotations submitted are to be in EUROS.

The quotations submitted shall be considered valid for a period of 60 days.

## **7. Submission Requirements**

Proposals are to be submitted in the format as shown in **Annex 1** and are to be presented at the:

**Tender Box,  
Malta Resources Authority  
Millennia 2<sup>nd</sup> Floor  
Aldo Moro Road  
Marsa MRS 9065**

**By no later than 10.00am of the 20<sup>th</sup> January 2014.**

Proposals submitted in any other way or format will not be considered. Late submissions will not be considered.

**8. Payment Terms**

Payment will be effected on a monthly basis subject to the satisfactory delivery of the services.

## **ANNEX 1**

### **ONLY QUOTATIONS SUBMITTED IN THE STIPULATED FORMAT WILL BE CONSIDERED**

**Quotation Ref: MRA/75/2013**

#### **Bidder's details**

Applicant's Name and Surname:	
Applicant's Address:	
Telephone Number:	
Mobile Number:	
Fax Number:	
E-mail address:	

#### **Documentation Requested:**

<b>DESCRIPTION</b>	
Curriculum Vitae	
Photocopy of qualifications	
Police Conduct certificate	

This quotation is valid for a period of 60 days.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_