



Information Pack for Evaluators

2019-2020

INDEX

Table of Contents	Page
1. Introduction	2
2. Implementation of the Voluntary Organisations Project Scheme	5
3. Evaluation Process	5
4. Call for Evaluators	6
Annex I – Application form for Evaluators	7
Annex II – Score Sheet for Evaluators	8

1. Introduction

The Malta Council for the Voluntary Sector manages various funding lines which are intended to support projects undertaken by the voluntary sector. Two of the funding lines are the Small Initiatives Support Scheme and the Voluntary Organisations Project Scheme.

This call for applications is issued by the on the Malta Council for the Voluntary Sector (MCVS) under the Voluntary Organisations Projects Scheme herein referred to as VOPS. The Guidelines for the Small Initiatives Support Scheme and the Voluntary Organisations Project Scheme are published on the Malta Council for the Voluntary Sector funding portal www.vofunding.org.mt . The Guidliens constitutes an integral part of the call for proposals.

The **Small Initiatives Support Scheme (SIS)** and the **Voluntary Organisations Project Scheme (VOPS)** are designed to assist applicants looking for funding on projects that can make a real difference to their local communities.

The Small Initiatives Support Scheme has an allocated budget of €100,000.00 and the Voluntary Organisations Project Scheme has an allocated budget of €700,000.00.

The **SIS** and the **VOPS** are designed to assist applicants looking for funding on projects that can make a real difference to their local communities.

1.1 Objectives

The general objectives establishing the VOPS Scheme are the following:

- a) To stimulate co-operation and networking between voluntary organisations.
- b) To provide a consultative forum that can effectively address issues related to the Voluntary Sector.
- c) To support the work of voluntary organisations as an integral part of civil society.
- d) To enhance the capacity building of voluntary organisations.
- e) To provide a platform from which to develop co-operation between voluntary organisations and the Government.
- f) To promote and encourage a culture of volunteering and the participation in volunteer activities among people, especially children and youths, as an aspect of personal and social development.
- g) To foster co-operation in the volunteer sector with local and international bodies¹, entities or other persons for the encouragement and promotion of the development of volunteering programmes, initiatives and activities.

¹ The international organisations, European organisations, private entities, public entities, local councils and persons are considered to be silent partners on the project and therefore do not influence the eligibility of the total amount granted as the active partners who should be enrolled Voluntary Organisations with a letter of compliance issued on satisfactory evaluation of the 2014 annual report.

- h) To encourage, in furtherance of the principle of subsidiary, non-governmental bodies¹ and private entities¹ or persons¹ and local councils¹ to contribute to the promotion of volunteering in Malta.

1.2 Priorities

In addition to the above mentioned general priorities, annual priorities may be fixed for the VOPS.

For 2016, the annual priorities are the following:

- **Volunteering**

This priority is intended to encourage projects aimed at raising awareness of the value and importance of volunteering as a form of active engagement and as a tool to develop or improve competences for personal, social and professional development.

- **Poverty and Social Inclusion**

This priority is intended to encourage projects addressing the issues of poverty and marginalization and hate speech by focusing on actions such as enhancing awareness and commitment amongst the Maltese society to make it more inclusive. In this context, special emphasis shall be placed on the inclusion of migrants, disabled young people, and other marginalized minorities in fulfilling their potential.

- **Education**

This priority is intended to encourage projects addressing the issues related to education with special focus on the support of marginalized and more challenged groups in the Maltese society.

- **Arts, Culture and Sports**

This priority is intended to encourage projects to address enhancements of awareness in artistic and cultural heritage amongst the Maltese society. Projects in the area of Culture and cultural heritage are also encouraged to address and support initiatives which may be part of the *Valletta 2018 City of Culture*. Also projects should encourage local initiatives aimed in raising people's awareness of the sport sector, highlighting its contribution to healthy lifestyle and social development through an inclusive approach to fulfill the potential of the Maltese citizens.

- **Research**

This priority is intended to encourage projects addressing research to compliment other priorities addressed in this call. Research can be carried out in regard to all aspects of the organisation such as capacity building, services, training and volunteering. The sector is constantly seeking to identify innovative approaches through an evidence based approach which will induce the organisations to become more effective and relevant towards societal needs.

2. Implementation of the Voluntary Organisations Project Scheme

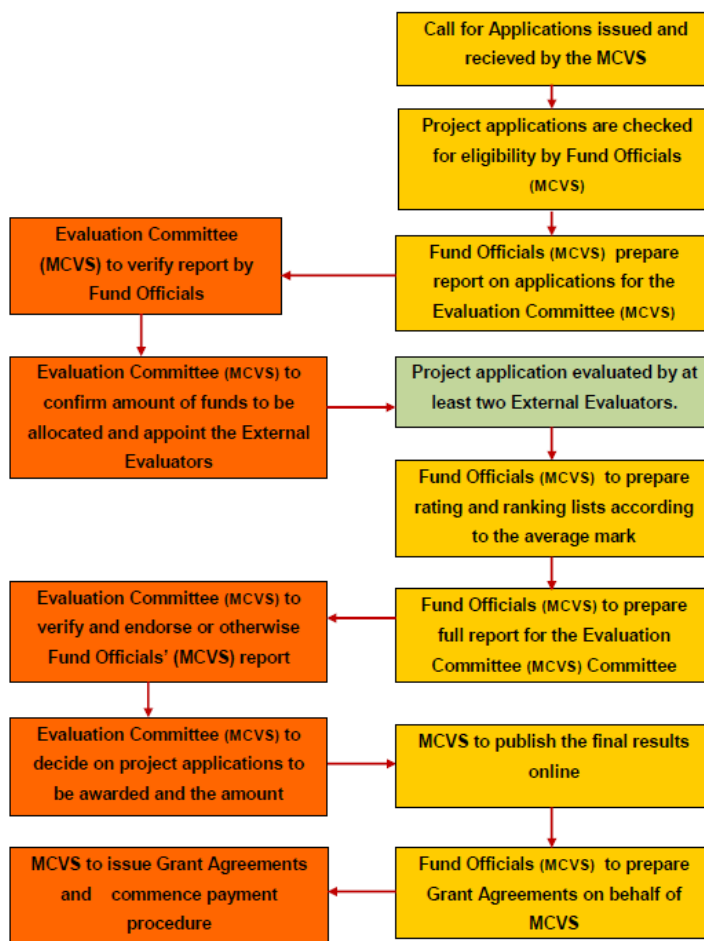
The Malta Council for the Voluntary Sector implements various schemes, managing the budgets and setting priorities, targets and criteria on an ongoing basis. Furthermore, it guides and monitors the general implementation, follow-up and evaluation of these schemes, and monitoring of the ongoing projects. The Malta Council for the Voluntary Sector is ultimately responsible for the Schemes.

3. Evaluation Process

The process here below reflects the evaluation steps to be adopted by the Malta Council for the Voluntary Sector for the assessment of the applications submitted under the various schemes managed by the Malta Council for the Voluntary Sector.

**Figure1: Evaluation Process
Voluntary Organisations Project
Scheme**

Evaluation Process – Flow Chart



In figure 1 there is clear pathway of the evaluation and selection process from the moment of submission of application form to the allocation of funds. The grey arrows indicate the contribution of the evautors within the whole process.



4. Call for Evaluators

The Malta Council for the Voluntary Sector is issuing a call of evaluators of the applications form for the SIS and VOPS terms 2019 and 2020.

The Malta Council for the Voluntary Sector requests that the evaluators assist in the following activities:

1. Evaluation of the application forms that are deemed eligible by the Fund Officials within the Malta Council for the Voluntary Sector.
2. Evaluation of the application forms during a determined continuous period of three working days (or less) at the offices of the Malta Council for the Voluntary Sector.
3. Presentation of all the final marks of all the application forms at the end of the term stipulated here above.

Eligibility Criteria:

1. The person should be employed within the public sector/public service.
2. The person should have at least a minimum experience of three project evaluation deadlines and/or a three years experience as evaluators on national or EU funding programmes (letter of references should be attached to application form – minimum of three projects).
3. The person should be available to commence and terminate the evaluation process at the offices of the Malta Council for the Voluntary Sector during a period of three consecutive full days including weekends.

All approved evaluators shall be required to sign a declaration of confidentiality and non-conflict of interest prior to commencing the evaluation process.

The deadline for submission is noon of Friday 30th November 2018. Applications should be submitted by hand at the offices of the Malta Council for the Voluntary Sector.

Applications should be submitted by hand at the offices of the Malta Council for the Voluntary Sector.

Application form should be addressed as follows:

Malta Council for the Voluntary Sector,

Volunteer Centre, 181, Melita Street, Valletta, VLT 1129.

Should you need further assistance, kindly contact Ms Rachella Muscat on 22481114 or Rachella.muscat@gov.mt or Mr Glen Chircop on 22481118 or on glen.chircop@gov.mt

Annex I – Application form for evaluators

Applicant Name and Surname

2. Identity Card Number of Applicant

3. Postal Address of the Applicant

4. Applicant Details

Telephone Number:
Mobile Number:
Email Address:

5. Please attach a copy of your CV and letter of references from at least three of the funding managers that you have collaborated with in past evaluation processes.

Applicant's Declaration

Date: _____ Signature of Applicant: _____

By signing this declaration I confirm that, to my knowledge, all the information contained in this Application Form and its Annexes is correct.

By signing this declaration I confirm that I have read the Guidelines and that I accept the conditions and process as stipulated in this same document.

Annex II – Score Sheet for Evaluators

Project Code		
Yes/No	Complete application form	
Yes/No	Project fits within one or more of the focus areas of intervention	
Yes/No	The applicant is not receiving funding from other sources for the same project	
Yes/No	Not in any situation which would prevent the applicant from receiving a grant as per Part C of this Guide	
Yes/No	Project remit within the mandate of the applicant	
Yes/No	The applicant is enrolled with the Commissioner for VOs and has presented a letter of compliance issued at least month before the call for the funding scheme	
Yes/No	The applicant has applied for only one project under the SIS/VOPS of the same year	
Yes/No	Maximum of project duration is 12 months including preparatory period	
Yes/No	Submitted supporting financial documentation	
10	Financial Capacity to support implementation of the project	
15	Relevance towards objective and priorities of SIS/VOPS	
10	Clarity of Application Form	
10	Project sustainability	
10	Operational capacity of applicant to implement project	
25	The quality of project (content and methodology)	
10	The extent of project reach	
10	Involvement of people with fewer opportunities	
100	Total Marks:	