



Information Pack for Evaluators

2020

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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.

The call for applications is issued by the Malta Council for the Voluntary Sector (MCVS). 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 **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.

1.1 Objectives

The general objectives 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 bodies, entities or other persons for the encouragement and promotion of the development of volunteering programmes, initiatives and activities.
- h) To encourage, in furtherance of the principle of subsidiary, non-governmental bodies and private entities or persons and local councils 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 SIS and VOPS 2020.

- **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. 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 fulfil 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

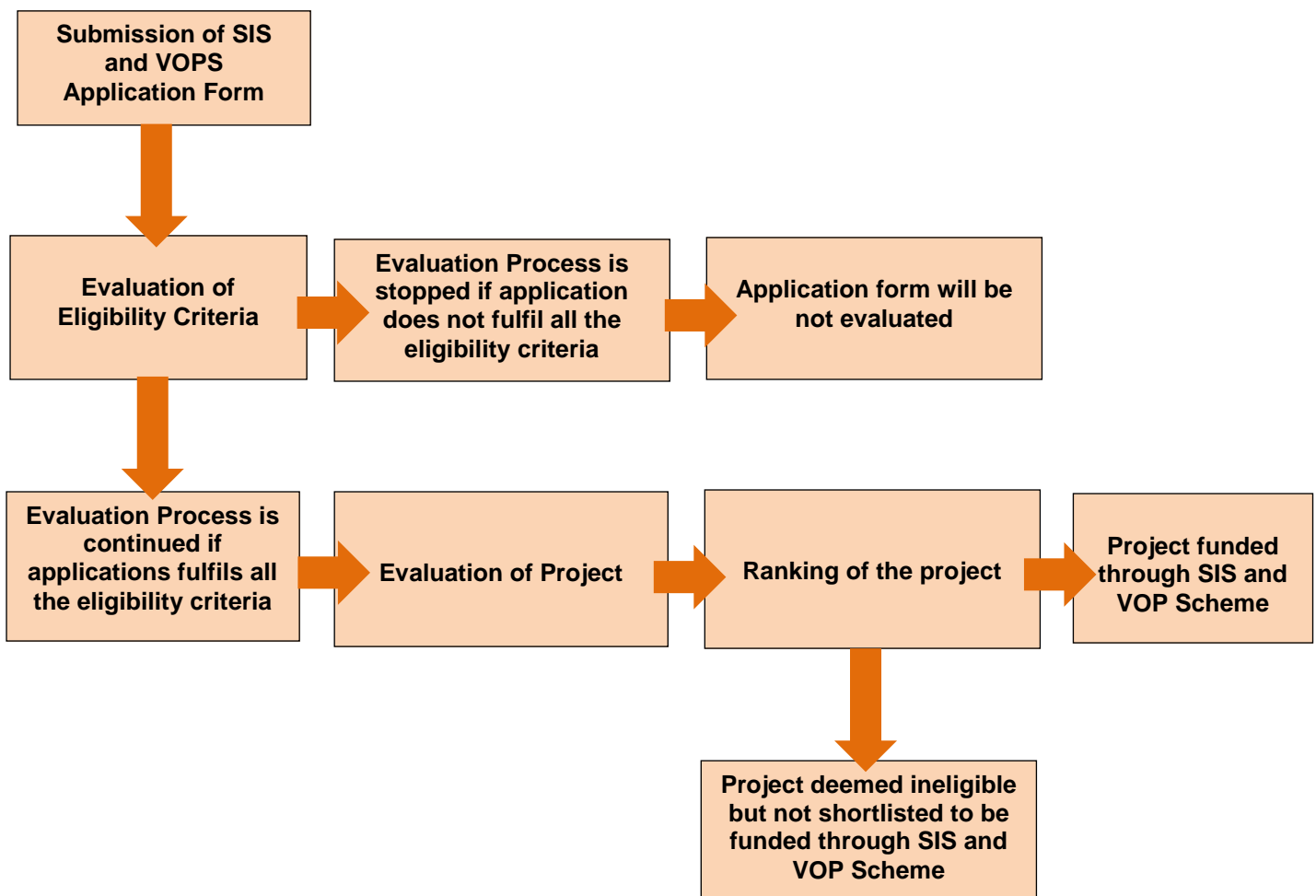
2. Implementation of the Funding Schemes

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 SIS and VOP 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 for SIS and VOPs



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 call 2020.

The Malta Council for the Voluntary Sector requests that the evaluators assist in the;

Evaluation of the application forms that are deemed eligible by the Fund Officials/Officers within the Malta Council for the Voluntary Sector under SIS and VOP Scheme.

Eligibility Criteria:

1. The person should be employed within the public or private sector.
2. The person should be available to commence and terminate the evaluation process at the offices of the Malta Council for the Voluntary Sector during Saturdays.

Experience in the Voluntary Sector shall be considered as an asset.

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 August, 2019.

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

Application form should be addressed as follows:

Call for Evaluation 2020,

Malta Council for the Voluntary Sector,

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

Should you need further assistance, kindly contact the Funds Officers between 8.30 a.m. and 1.00 p.m:

Ms Rachella Muscat (VOPs)
Tel: 22481114
Email: rachella.muscat@gov.mt

Mr Glen Chircop (SIS)
Tel: 22481118
E-mail: glen.chircop@gov.mt

Annex I – Application form for evaluators

1. Applicant Name and Surname

2. Identity Card Number of the Applicant

3. Postal Address of the Applicant

4. Applicant Details

Telephone Number:
Mobile Number:
Email Address:

5. Please attach a copy of your CV

Applicant's Declaration

Date: _____ Signature of the 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 and Marking Guide for Evaluators

Maximum Mark	Section	
15	Relevance towards objectives	
15	Relevance towards priorities	
10	Project sustainability	
10	Operational capacity of applicant to implement project	
30	The quality of project (content and methodology)	
10	The extent of project reach	
10	Involvement of people with fewer opportunities	
100	Total Marks:	

Marking Guide

Max. Mark	Section	Marking Breakdown and Notes
15	Relevance towards objectives	3 marks per objective – maximum 15 marks
15	Relevance towards priorities	3 marks per priority – maximum 15 marks
10	Project sustainability	0 – 3 Not satisfactory; 4 – 7 Satisfactory, 8 – 10 Very Satisfactory.
10	Operational capacity of applicant to implement project	0 – 3 Not satisfactory; 4 – 7 Satisfactory, 8 – 10 Very Satisfactory.
30	The quality of project (content and methodology)	0 – 8 Not satisfactory; 9 – 16 Satisfactory, 17 – 24 Very Satisfactory; Excellent 25 – 30.
10	The extent of project reach	0 – 3 Not satisfactory; 4 – 7 Satisfactory, 8 – 10 Very Satisfactory.
10	Involvement of people with fewer opportunities	0 – 3 Not satisfactory; 4 – 7 Satisfactory, 8 – 10 Very Satisfactory.