



Information Pack for Evaluators

2023

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1. Introduction

This call for applications is issued by the Malta Council for the Voluntary Sector (MCVS) in collaboration with the Ministry for Inclusion, Voluntary Organisations and Consumer Rights under the Voluntary Organisations Projects Scheme (VOPS), the Small Initiatives Support Scheme (SIS) and the Training Initiatives Scheme (TIS). The Guidelines of each scheme constitute an integral part of the call for proposals and are to be read carefully prior to applying for this post. The respective guidelines for the funding schemes are published on the Malta Council for the Voluntary Sector website (www.maltacvs.org).

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. The **TIS** is intended to encourage Voluntary Organisations to invest in training and capacity building of their members, volunteers and administrators.

The Small Initiatives Support Scheme has an allocated budget of €180,000.00, the Voluntary Organisations Project Scheme has an allocated budget of €800,000.00. and the Training Initiative Scheme has an allocated budget of €40,000.00.

2. Implementation of the Schemes

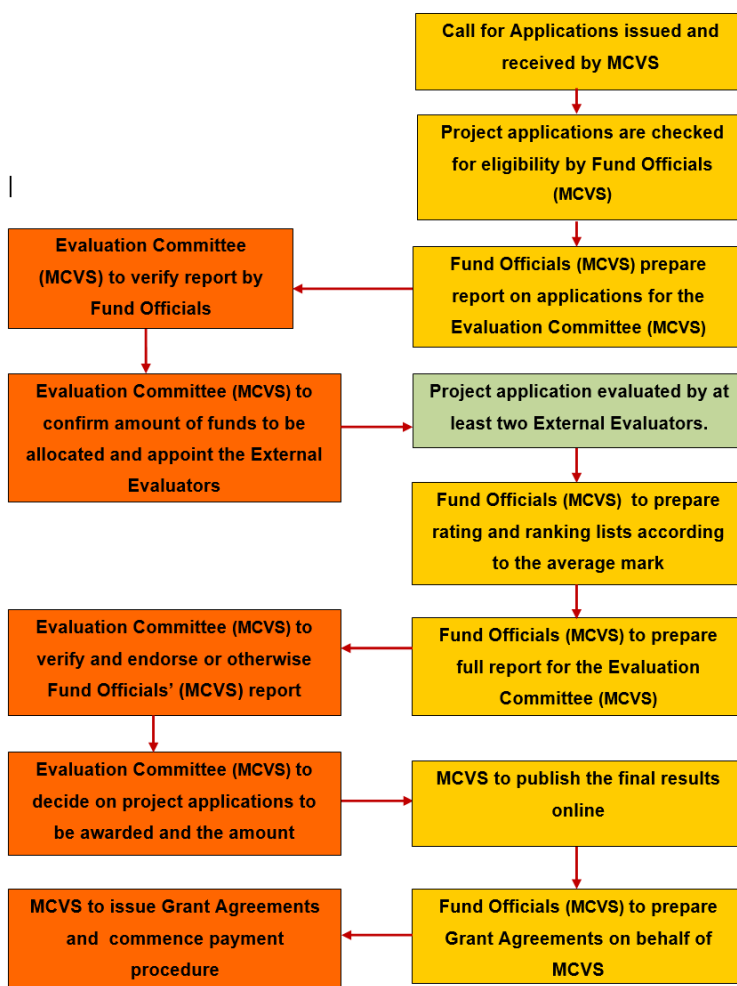
The Malta Council for the Voluntary Sector implements various schemes, managing the budgets and setting priorities, targets and criteria on an ongoing basis. Furthermore, it guides and monitors the general implementation, follow-up and evaluation of these schemes, and monitoring of the ongoing projects.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

3. Evaluation Process

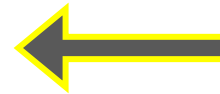
The process here below reflects the evaluation steps to be adopted by the Malta Council for the Voluntary Sector for the assessment of the applications submitted under the various schemes managed by the Malta Council for the Voluntary Sector.

Figure1: Evaluation Process Voluntary Organisations Project Scheme

Evaluation Process – Flow Chart



In figure 1 there is a clear pathway of the evaluation and selection process from the moment of submission of the application form to the allocation of funds, including the contribution of the evaluators within the whole process.



4. Call for Evaluators

The Malta Council for the Voluntary Sector is issuing a call for evaluators for application forms for the SIS, VOPS and TIS issued in 2023 and 2024.

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

1. Evaluation of the application forms during a determined continuous period of five working days (or less).
2. 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 is currently employed.
2. The person should have knowledge/ experience of project evaluation.
3. The person should be available to commence and terminate the evaluation process during a period of five consecutive days and may include weekends.

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

The deadline for submission is noon of Thursday 22nd June 2023. Applications, accompanied by a CV, should be submitted by hand, email, through the following link: [Job Application - Google Forms](#) or registered post to the Malta Council for the Voluntary Sector.

Application form sent by post should be addressed as follows:

Call for Evaluators
Malta Council for the Voluntary Sector,
Volunteer Centre, 181, Melita Street, Valletta, VLT 1129.

Application forms sent by email should be addressed and sent to: mcvs.mivc@gov.mt

Should you need further assistance, kindly contact Ms Kimberley Grech, Secretary Tel: +(356) 2248 1110 Email: kimberley.a.grech@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 a covering letter.

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.