

**REQUEST FOR QUOTATION**

**For the provision of training and mentoring** **in support of voluntary organisation** **capacity building**

**Funded by the**

**Malta Council for the Voluntary Sector**

**Malta Council for the Voluntary Sector**

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

**Tel: +(356)** **2248 1134/5**

**Email:** [volunteer@maltacvs.org](mailto:volunteer@maltacvs.org)

**Web:** [www.maltacvs.org.mt](http://www.maltacvs.org.mt)

Request for quotations for the provision of training and mentoring in support of voluntary organisation capacity building.

**Responsible entity:**

Malta Council for the Voluntary Sector

Tel: +(356) 22481134/ 5

Email: [volunteer@maltacvs.org](mailto:volunteer@maltacvs.org)

Interested parties are to submit their proposal on [volunteer@maltacvs.org](mailto:volunteer@maltacvs.org) , clearly indicating in the subject of the email: RFQ: for the provision of training and mentoring in support of voluntary organisation capacity building.

Proposals must be submitted by **Wednesday 11th September 2024**.

Late submissions will not be considered.

**Declaration**

With reference to the advert ‘Request for quotations for the provision of training and mentoring in support of voluntary organisation capacity building' and in terms of conditions specified in this document,

I/ We commit to providing the services proposed, in line with the specified conditions outlined in this document.

I/ We declare that the submitted proposal will remain binding for two months after the submission deadline and may be accepted by the Council at any time during this period.

|  |  |
| --- | --- |
| Name and Surname of Legal Representative |  |
| ID Card Number |  |
| Name of Partnership / Business if applicable |  |
| Signature |  |

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**Purpose of this RFQ**

The Malta Council for the Voluntary Sector is seeking the services for the provision of training and mentoring in support of voluntary organisation capacity building.

**Introduction**

The Malta Council for the Voluntary Sector (MCVS) is responsible to organise activities under the VO Fund as established in the VO Act Chapter 492 of the 11th December 2007.

**Services required**

Conditions and specifications for the provision of training and mentoring in support of voluntary organisation capacity building:

**The training service is required for the following topics:**

1. **Marketing and Branding – Beginners Class**

Training format – Theory / lecture

Number of sessions - 2

Time and Date – Weeknight   
Material - Presentation or notes to be provided.

*To provide VOs with the basic understanding of branding and how this can be used as an effective tool.*

*To outline a basic understanding of marketing and the different strategies that one can implement to successfully promote one’s services and activities.*

1. **Marketing and Branding - Advanced Class**This session is separate from the Beginners Class but may be proposed as a continuation to the marketing and branding - beginners class.

Training format – Theory / lecture

Number of sessions - 2

Time and Date – Weeknight   
Material - Presentation or notes to be provided.

*To equip VOs with a comprehensive understanding of brand management and consumer behaviour. To delve into the nuances of digital marketing and analytics. To outline strategies for effectively designing and implementing powerful digital marketing campaigns.*

1. **Digital Media – Beginners class**Training format – Workshop

Number of sessions - 2

Time and Date – Weeknight   
Material – To provide notes or tutorials *To provide and introduction to digital media and teach participants how to use Canva to create diverse digital media.*

1. **PR and Communications strategy**Training format – Theory / lecture

Number of sessions - 2

Time and Date – Weeknight   
Material – Notes to be provided. *To provide an understanding regarding PR and communications methodologies and to illustrate the latest and most effective tools.*

1. **Communications and Writing practice**This session is separate from the PR theory session but may be proposed as a continuation to the PR and Communication strategy session.Training format – Workshop

Number of sessions – 1 or 2 (please specify in the proposal)

Time and Date – Weeknight   
Material – Notes / worksheets to be provided. *To provide an understanding regarding different writing styles and tones in relation to diverse target audiences. To provide writing practice for the participants, individually or in group.*

1. **GDPR Compliance for VOs**   
   Training format – Theory / lecture

Number of sessions - 2

Time and Date – Weeknight   
Material – Notes to be provided.  
*To supply voluntary organisations with the most relevant topics including key definitions of GDPR, data protection principles, data subject rights, the right use of consent and other legal basis, information security, etc.*

1. **Volunteer Management and HR practices**Training format – Theory / lecture

Number of sessions - 1

Time and Date – Weeknight   
Material – Presentation or notes to be provided.*To outline strategies for effective recruiting, training, and retaining volunteers, alongside best practices for managing volunteer relationships and integrating them into the organisational structure.*

1. **Fundraising and Crowdfunding practices**Training format – Workshop

Number of sessions - 2

Time and Date – Weeknight   
Material – Presentation or notes to be provided.*To introduce fundraising sources, techniques and practices. Mentor is to provide a practice study to help VOs integrate the basic principles of fundraising and prepare a fictitious fundraising campaign.*

1. **Donor / Sponsorship Relationships and Networking practices** Training format – Theory / lecture

Number of sessions – 1 or 2 (please specify in the proposal)

Time and Date – Weeknight  
Material – Presentation or notes to be provided.  
*To provide an understanding on strategies for building and maintaining relationships with donors and sponsors, including crafting compelling appeals, managing sponsorships, and leveraging professional networks.*

1. **Voluntary Organisation Management**Training format – Workshop

Number of sessions – 1

Time and Date – Saturday (full day)

Material – Presentations, notes and worksheets to be provided.*To provide VOs with an understanding of Capacity Building and Strategic Planning principles. To effectively assist VOs to develop self-evaluation methodologies, plan for growth and implementation of new systems and strategies, project outcomes and develop self-set objectives to cultivate the advancement of the organisation and ensure its sustainability. Practical elements and exercises are to be included in the session to aid VOs tangibly integrate methodologies. Ex; Preparation of strategic plan, drafting of aims/ objectives/ IDGS etc.*

1. **Mental Health First Aid**Training format – online and live

Number of sessions – To be specified in proposal

Time and Date – Weeknight

Material – Presentations, notes and worksheets to be provided.*To provide voluntary organisations with updated knowledge, skills and abilities required to provide the necessary assistance and guidance to support individuals facing mental health problems.*

1. **General First Aid (including use of AED)**

Number of sessions – To be specified in proposal

Time and Date – Weeknight

*To provide voluntary organisations with updated knowledge, skills and abilities required to provide the necessary assistance and guidance to support individuals in need of first aid, including the use of AED.*

**Training specifications for bidding**

Session duration

Each session will last around 2 to 2.5 hours except for training 10 - Voluntary Organisation Management which is being organized as a 7/8-hour workshop inclusive of breaks.

Session days

Sessions will be held on weeknights from 5:30pm to 7:30pm /8pm

Training 10 is being organized on a Saturday starting at 8:30am till late afternoon.

Number of participants

A maximum of 40 participants will be accepted at registration stage. A minimum of 10 participants will be required for a training to be held.

Dissemination of Information  
The training sessions which are given in lecture format will be recorded. Each recording will be made available for 30 days from the day of the session. Workshops and practical sessions will not be recorded.

**The mentoring service is required for the following topics:**

1. Marketing and Branding

2. Digital Media

3. PR and Communications strategy

4. Communications and Writing practice  
5. GDPR Compliance for VOs

6. Volunteer Management and HR practices  
7. Fundraising and Crowdfunding practices  
8. Donor / Sponsorship and Networking practices  
9. Voluntary Organisation Management  
  
**Mentoring specifications for bidding**

Mentoring sessions will be organized upon request by participants who have attended the training sessions and require further guidance on a particular topic.

Session duration

*A mentoring session will be of 2 hours. Several 2-hour sessions may be held to deliver effective mentoring to individual or small groups requesting this service.*

**Conditions and Instructions**

* The Malta Council for the Voluntary Sector has the right to:
* Not select any proposal
* Not select the lowest-cost proposal
* Accept proposals fully or partially, negotiate different terms, or modify the request's terms.
* Before engagement is formally stated, bidders cannot share details of their proposal or the selection process without written permission from the Council.
* Bidders must also not release public statements about their proposal or the selection process without the Council's approval.
* The selected bidder must keep all information confidential and ensure that their employees and associates do the same. Information should be protected according to the GDPR regulations and relevant financial regulations.
* The bidder must adhere to the specifications given in this RFQ: for the provision of training and mentoring in support of voluntary organisation capacity building.
* The bidder must ensure that the topics and objectives indicated in the proposal and in this document are reached in a consistent and timely manner.
* The bidder shall perform the services with efficiency and diligence, in accordance with the best professional practice.
* Bidders who have failed to meet their agreed obligations are subject to financial penalties up to 10% of the total value of the contract.
* Any amendments of the terms must be set out in writing, to be included with the original agreement.

**Instructions for submission of RFQ.**

Interested parties are to provide MCVS with a quotation of the service/s they propose to provide. Submissions must include:

* This document – filled and signed as per instructions,  
  **Breakdown of Expenses** *indicating the training and mentoring rates must indicate expenses inclusive of VAT.*
* Proposal indicating the service/s for provision,
* Summary of topics which will be covered during the training,
* Short overview of company or detailed CV of trainer
* Breakdown of expenses including training services rate and mentoring rate,
* All expenses must include VAT.

Interested parties are to submit their proposal on [volunteer@maltacvs.org](mailto:volunteer@maltacvs.org) , clearly indicating in the subject of the email: RFQ: for the provision of training and mentoring in support of voluntary organisation capacity building.

Proposals must be submitted by **Wednesday 11th September 2024**.

Late submissions will not be considered.

For more information or clarifications, interested bidders are to contact the MCVS office on [volunteer@maltacvs.org](mailto:volunteer@maltacvs.org) or by phone on 2248 1134/ 5.

This expression of interest is subject to the procedures outlined in the Financial Administration and Audit Act (Cap 174) and the Public Contracts Regulations 2005 of Malta.

Any disputes related to this contract will be resolved through arbitration according to the rules of the Malta Arbitration Centre. References to other arbitration procedures in the General Conditions do not apply.

Any objections must be raised with the Malta Council for the Voluntary Sector before starting the related services.

**Evaluation process**

The evaluation of the winning bid will be based on the following criteria:

|  |  |
| --- | --- |
| **Evaluation Criteria** | **% Weighting** |
| 1. The quality of the proposal submitted and the level of understanding of the assignment | 20 |
| 2. The completeness of the services provided in terms of business operations and needs of the MCVS | 10 |
| 3. The track record of the bidder in handling similar services. Evaluation shall be carried out on the basis of the additional documentation presented. (*i.e. list of past courses/Training and Mentoring/Consultation, including dates and entities to whom service was provided*) | 20 |
| 4. The quality of the qualification of the trainers;  (*CVs to be included*) | 10 |
| 5. Cost of the proposal | 40 |
| **Total Weighting** | **100** |

* Each topic will be evaluated independently.
* A bidder can apply for one or more sessions.
* A bidder can apply for training, mentoring, or both.
* Negotiations will start with the preferred bidder. If unsuccessful, the Malta Council for the Voluntary Sector may negotiate with the next preferred bidder. If negotiations fail again, they reserve the right to negotiate with the next favourable bidder.

**Breakdown of Expenses**

|  |  |  |
| --- | --- | --- |
| **Breakdown of costs –** *Training to a class in a group setting* | | |
| **Session description** | **Number of sessions requested** | **Cost per full training** |
| 1.     Marketing and Branding – Beginners Class | **2 sessions** |  |
| 2.     Marketing and Branding - Advanced Class | **2 sessions** |  |
| 3.     Digital Media – Beginners class | **2 sessions** |  |
| 4.     PR and Communications strategy | **2 sessions** |  |
| 5.     Communications and Writing practice | **1 or 2 sessions** *Please indicate accordingly* |  |
| 6.     GDPR Compliance for VOs | **2 sessions** |  |
| 7.     Volunteer Management and HR practices | **1 session** |  |
| 8.     Fundraising and Crowdfunding practices | **2 sessions** |  |
| 9.     Donor / Sponsorship Relationships and Networking practices | **1 or 2 sessions** *Please indicate accordingly* |  |
| 10.  Voluntary Organisation Management | **1 full day** |  |
| 11.  Mental Health First Aid | *Please specify in proposal* |  |
| 12.  General First Aid (including use of AED) | *Please specify in proposal* |  |

Please indicate the cost of the training or mentoring. The cost is to be inclusive of VAT

\* **Amount quoted in EUROs (€) and inclusive of VAT.**

**Breakdown of Expenses**

|  |  |
| --- | --- |
| **Breakdown of costs –** *Mentoring session of 2hours – one to one* | |
| **Session description** | **Cost per 2-hour mentoring** |
| 1.     Marketing and Branding |  |
| 2.     Digital Media |  |
| 3.     PR and Communications strategy |  |
| 4.     Communications and Writing practice |  |
| 5.     GDPR Compliance for VOs |  |
| 6.     Volunteer Management and HR practices |  |
| 7.     Fundraising and Crowdfunding practices |  |
| 8.     Donor / Sponsorship Relationships and Networking practices |  |
| 9.     Voluntary Organisation Management |  |

Please indicate the cost of the training or mentoring. The cost is to be inclusive of VAT

\* **Amount quoted in EUROs (€) and inclusive of VAT.**

**APPENDIX I**

**DETAILS OF BIDDER**

|  |  |
| --- | --- |
| **Name of Bidder** | |
| **Address** | |
| **E-mail Address** | |
| **Tel. Nos.** | |
| **Website** | |
| **Mobile Phone No.** | |
| **VAT Registration No.** | |
| **Signature** | **Date** |
| **ID. Card No.** | |

APPENDIX II

GENERAL CONDITIONS OF CONTRACT

1. Indemnity: The service provider shall indemnify the Council against all patent rights or royalty claims. If claims arise, the service provider must handle the litigation or negotiations at their own expense.
2. Approval: Before starting work, the service provider must obtain approval from MCVS in order to determine a final proposal.
3. Discrepancies: The service provider must consult the Executive Secretary or Council for any discrepancies or omissions from the finalised proposal in comparison to implementation.
4. Completion: The service provider must deliver the work complete as per finalised proposal.
5. Payment: Payment will be made after satisfactory completion, subject to any deductions for liabilities under the contract.
6. Contract Termination: The Council can terminate the contract if the service provider fails to perform efficiently or follow directions. The service provider will be paid for completed work after deductions for any breaches.