

REQUEST FOR SERVICES

Provision and Oversight of Cancer Patient Referrals and Monitoring of Green Social Prescribing (GSP) Pilot Programme

Project funded by the European Union

Erasmus Plus Project No. 101183770



Responsible entity:

Malta Council for the Voluntary Sector

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Proposals must be submitted by Friday 7th November 2025

1. Introduction

The SPACE Project is a European initiative funded by the European Commission. It combines Green Social Prescribing (GSP) and volunteering to support the rehabilitation and wellbeing of people recovering from cancer.

The Malta Council for the Voluntary Sector (MCVS) will launch the first GSP pilot programme in 2026. The programme will run for six months, in intervals, from February to October 2026, and will involve a maximum of 30 people living with cancer participating in light gardening activities at two gardens in Floriana. Activities will take place on a bi-monthly basis at each location.

A multidisciplinary team including a healthcare practitioner, garden staff, and community staff will support participants throughout their volunteering experience. Community staff will also be collecting feedback and well-being measurements from the volunteers to effectively measure the impact of the GSP on people living with cancer to verify effectiveness and facilitate replication of this social prescribing model.

The overall aim of the programme is to enhance the mental healthcare and general wellbeing of people living with cancer through engagement of social, nature-based activities as well as to develop a strong GSP model which can be replicated and scaled in healthcare care systems in the EU.

Participation in this project offers an opportunity to contribute to improved rehabilitation experiences for people living with cancer and to enhance intersectoral collaboration. The involvement in this project may personally and professionally foster aspects of learning, connection, and shared responsibility in promoting patient wellbeing. For more information or questions, participants can contact the local study lead.

Definitions:

The Green Social Prescribing programme will hereinafter be referred to as GSP. In the context of this RFS, the GSP programme is also the 6-month nature-based volunteering programme.

Individuals living with cancer who are participating in the programme will be referred to as volunteers as well.

2. Services Required

The Malta Council for the Voluntary Sector (MCVS) is seeking the services of a qualified healthcare practitioner to support the implementation of a GSP pilot programme aimed at individuals recovering from cancer. Key responsibilities include the following:

Facilitate completion of volunteer referral forms: Evaluate 25–30 people living with cancer to determine their suitability for light nature-based activities (planting, watering, and gardening).

Site visit and monitoring: Conduct visits to both garden sites to ensure activities are appropriate to volunteers' physical abilities.

Consultation: Provide professional advice to community staff regarding participants' physical healthcare and fitness for activities.

Attend Stakeholder Community of Practice Launch: Optional but recommended.

3. Practitioner Eligibility

This RFS is open to healthcare practitioners qualified to evaluate and assess the physical wellbeing of individuals living with cancer. Eligible professionals include, but are not limited to, general practitioners, oncologists, nurses, physiotherapists, occupational therapists, and psycho-oncologists with relevant experience.

4. Specifications

Training: The selected healthcare practitioner will attend a two-hour meeting with MCVS to receive training on the principles of social prescribing and the project requirements. The session will include guidance on the evaluation process, how to complete the volunteer referral form, and the procedures for encrypting and coding participant information. It will also cover expectations related to site visits and consultancy support.

Evaluation Process: MCVS will support the healthcare practitioner in carrying out 25 to 30 evaluations with people living with cancer to identify a maximum of 30 volunteers for the GSP programme. These evaluations will take place before the start of the programme, sporadically throughout December 2025, January and possibly February 2026.

Once MCVS receives interest from a potential volunteer, their contact details will be passed onto the healthcare practitioner who will contact them to conduct the evaluation. Evaluations may be held over phone call, video call, or in person depending on the healthcare practitioner's preference.

Each evaluation will last approximately 15 to 30 minutes and will include questions assessing the patient's clinical status, physical suitability for the programme, recommended adaptations for activities, and any red flags that may make the patient ineligible.

All details will be recorded in two equal *Volunteer Referral Forms (one of which encrypted)*, which must be signed if a patient is deemed suitable to participate as a volunteer.

Volunteer Referral Form: Annex 1 is a sample *Volunteer Referral Form* which the healthcare practitioner will use for the patient evaluations.

Original forms indicating the name of the potential volunteers must be returned to MCVS in a sealed envelope which will be provided by MCVS.

Encryption: The healthcare practitioner will code each *volunteer referral form* to avoid leakage of sensitive data. MCVS will facilitate the coding system and direct the healthcare practitioner accordingly.

The **encrypted** *volunteer referral forms* need to be sent to MCVS digitally within 1 working day of the evaluation.

Site visit and monitoring: The healthcare practitioner will conduct visits to the 2 garden locations in Floriana while the GSP programme is in session. The 2 visits will take place between March and mid-April and will each last

approximately 2 hours. During the visits, the healthcare practitioner will monitor volunteers carrying out gardening activities and ensure that all tasks are performed safely, in line with their individual physical limitations outlined in the *Volunteer Referral Form*. The healthcare practitioner will also speak with volunteers, gardening staff, and community staff to confirm that any necessary adaptations are made to meet the specific physical needs of the volunteers. After both visits have been concluded, the practitioner will provide a short report outlining observations, recommendations, and any further suggestions to MCVS.

Consultations: The healthcare practitioner will be available to provide professional advice to community staff and MCVS whenever questions or concerns arise regarding the physical healthcare of participants. The practitioner should be reachable by email or phone and is expected to respond to queries within 5 working days. Consultations should remain available until the end of the GSP programme in October 2026.

The healthcare practitioner may withdraw a volunteer's referral and determine that the individual is no longer suitable to participate in the programme if healthcare concerns arise that fall under the red flag category, as outlined in the *Volunteer Referral Form*.

Consultations may occur either occasionally or more often, depending on need. The healthcare practitioner will be available to meet community staff for 30 minutes, either in person or online, during the GSP staff training in January 2026 to support future communication.

Attend Stakeholder Community of Practice (COP) Launch: The healthcare practitioner is invited to attend the Community of Practice Launch event. This is a full day event taking place on the 17th of April 2026. This meeting, held in Malta, will bring together project partners and European stakeholders who are also running the GSP pilot programme in their respective country. The healthcare practitioner will have the opportunity to discuss with the consortium topics concerning cancer rehabilitation and support, mental health, social prescribing within healthcare care and other topics concerning the SPACE project.

Several project partners will give presentations to share outcomes and future plans within their respective countries. Local community staff will also present findings from the GSP programme in Malta.

Attendance at this event is not mandatory for the healthcare practitioner, however participation is highly recommended to support local colleagues involved in the GSP programme.

5. Project Timeline

The table below shows the project timeline. All local stakeholders involved in the GSP project are expected to follow this schedule. If there are any changes to the timeline, the healthcare practitioner will be informed, especially if these changes affect the period during which they are expected to provide their services.

Timeline	Deliverable	Stakeholders Involved
Nov – Dec 25	Healthcare Practitioner Training	MCVS, Healthcare Practitioner
Dec 25 – Feb 26	Cancer Patient Outreach	Voluntary Organisations
Dec 25 – Feb 26	Cancer Patient Evaluations	Healthcare Practitioner , Volunteers
Jan 26	GSP Staff Training	Community Staff, Garden Staff, Healthcare Practitioner
Feb - May / Sep – Oct 26	GSP Programme Implementation	Community Staff, Garden Staff, Volunteers
Feb - May / Sep – Oct 26	GSP Staff Monthly Meetings	Community Staff, Garden Staff
Feb - May / Sep – Oct 26	Consultations	MCVS, Healthcare Practitioner , Community Staff
Mar – Apr 26	Site Visits	Healthcare Practitioner
Apr 26	Community of Practice Launch	EU Project Consortium, MCVS, Community Staff, Garden Staff, Healthcare Practitioner

6. Breakdown of Costs

All costs are in euro (€) and inclusive of VAT.

Breakdown of Costs				
Item	Hours	Date	Output	€30+10%
Training meeting	2 hours	Dec 25	Project Outputs Training and signed Personnel Forms	€66
30 Evaluations	15 hours	Dec 25 – Feb 26	Signed Volunteer Referral Forms	€495
Meeting Community Staff	0.5 hour	Jan 26	Meeting	€16.5
Consultations	5 hours	Feb 26 – Oct 26	Email / Call support	€165
Site Visits	4 hours	Mar 26	Short Report	€132
Total Cost				€874.5

Breakdown of Costs				
Item	Hours	Date	Output	€30+10%
COP Launch	8 hours	17 Apr 26	Discussion with Consortium	€264
Total Cost				€264

Interested healthcare practitioners are kindly requested to indicate their participation in the Community of Practice Launch on 17 April 2026 in Section 10.

The total payment for this service package amounts to **€1,138.50**, covering all items listed in the breakdown of costs tables. Should the selected healthcare practitioner choose not to attend the COP Launch, which is remunerated at **€264**, the total payment for the service package will be reduced to **€874.50**.

7. Payments

The selected healthcare practitioner will receive payments in stages following the successful delivery of the agreed services. If a service cannot be completed as described in this RFS due to circumstances beyond the practitioner's control, MCVS will still provide full payment as indicated in the cost breakdown. However, the healthcare practitioner is expected to remain flexible if changes to the timeline or alternative arrangements are required to ensure completion of the services.

MCVS will follow the tentative payment schedule outlined below, unless changes occur in the service delivery period. All payments related to this service will be completed by the end of 2026.

Payment Schedule		
Item	Total cost	Scheduled date
Training meeting - Dec 25	€82.5	Feb 26
Meeting community staff – Jan 26		
30 Evaluations – Dec – Feb 26	€627	April 26
Site Visits – Mar 26		
Consultations Feb – Oct 26	€165	Nov 26
COP Launch - Apr 26	€264	May 26

Should the healthcare practitioner be unable to attend the Community of Practice Launch in April 2026, the payment related to this event will not be affected in May 2026.

8. Conditions

The healthcare practitioner is expected to maintain a professional, and respectful attitude at all times.

They should communicate promptly and clearly with MCVS and community staff, responding to emails or calls within reasonable timeframes.

They should engage with volunteers in a supportive and professional manner throughout the programme.

The healthcare practitioner must maintain confidentiality and handle all participant information in line with data protection and ethical standards.

They are expected to adhere to agreed timelines and inform MCVS promptly if any delays or issues arise.

They must follow all safety and safeguarding procedures outlined by MCVS.

They should ensure that any professional advice or decisions are evidence-based and within their professional competence.

They are expected to attend scheduled meetings or trainings as agreed and provide any requested documentation or reports within set deadlines.

The practitioner must act in the best interests of volunteers and the project at all times, upholding the integrity and reputation of MCVS and the SPACE project.

The healthcare practitioner will be required to sign an engagement agreement confirming mutual acceptance of the terms outlined in this RFS. The healthcare practitioner will also complete and sign the personnel forms relevant to the SPACE project, ensuring that ethical standards, safety procedures, and other requirements covered during the training are formally acknowledged.

9. Instructions for submission of RFS

Interested healthcare providers are to submit their details and motivational statement on mandy@maltacvs.org, clearly indicating in the subject of the email: **RFS for the provision and oversight of cancer patient referrals and monitoring of green social prescribing (GSP) pilot programme.**

Submissions must be sent by Friday 7th November 2025, not later than midnight.

Submissions must include:

A) This document – completed and signed as instructed in Section 10.

B) Motivational Statement – concisely explaining the applicant's interest in the project and how their medical and professional experience is relevant.

10. Applicant Details

Kindly fill in the below details.

Name and surname	
Mobile number	
Email address	
Medical Council registration number <i>if available</i>	
Occupation	
Current position	
Current entity of employment	

<u>Bank Details</u>	
Creditor Name	
Creditor Address	
IBAN number	

Community of Practice Launch – 17th April 2026	
I will be attending the COP Launch in April 2026	<input type="checkbox"/>
I will NOT be attending the COP Launch in April 2026	<input type="checkbox"/>

Signature	
Date	

Annex 1: SAMPLE Volunteer Referral Form



Social Prescribing And Civic Engagement

Volunteer Referral Form

This form is to be completed by the referring healthcare professional to confirm that the individual is medically suitable to participate in the garden-based social prescribing programme. It provides essential clinical and accessibility information to help community organisations plan safe, inclusive, and appropriate activities for each participant. Please complete all sections clearly to ensure that the receiving organisation has sufficient guidance to support the participant safely.

Volunteer Name: _____

Date of Birth: _____

Contact Information: _____

Referring Medical / Rehabilitation professional : _____ (GP/Oncologist/Other)

1. Clinical Status

- Main treatment(s) undergone:
 Surgery Chemotherapy Radiotherapy Other _____
- Known side effects/limitations:
 Fatigue Infection risk (immunosuppression) Mobility limitations Cognitive issues Other: _____

2. Suitability

- Patient is medically fit for light/moderate garden activities.
- Patient requires specific accommodations/ has specific needs (specify): _____

Additional guidance for receiving organisation:

- **Infection control:** Prefer outdoor activities where possible; avoid crowded or enclosed areas.

- **Frequency:** Recommend light to moderate activity 1–2 sessions per week, 30–60 minutes each, depending on tolerance.
- **Exercise intensity:** Keep below fatigue threshold; allow frequent rest breaks.
- **Environmental sensitivity:** Avoid extreme temperatures or direct sun exposure.
- **Medical supervision:** Immediate contact with healthcare professionals if red flag symptoms appear (see Section 4).|

3. Suggested Adaptations

- Maximum lifting weight: ____ kg
- Maximum session length: ____ minutes
- Recommended supports:
 - Wheelchair access
 - Rest breaks
 - Transport support

4. Red Flags

- Acute or increasing pain not relieved by rest
- Dizziness, fainting, or shortness of breath
- Fever or suspected infection
- Bleeding or unexplained bruising
- Severe psychological or emotional distress

5. Accessibility

- Need of transport
- Need for wheelchair access
- Other: _____

6. Consent

- I confirm that patient consent has been obtained for referral to this community gardening program.

Referring medical / rehabilitation professional signature: _____

Date: _____

Project Partners

Project Coordinator - Centre European Volunteering (CEV)

Partner 2 - Volunteering Ireland trading as Volunteer Ireland (VI)

Partner 3 - WONCA Association

Partner 4 - Heaton Mersey Conservation Group CIC

Partner 5 - Hellenic Cancer Federation

Partner 6 - European Platform for Rehabilitation

Partner 7 - Malta Council for the Voluntary Sector (MCVS)

Partner 8 - IDIAP Jordi Gol