

REQUEST FOR SERVICES

Monitoring & Support Team for the SPACE Gardening 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 Thursday 8th January 2026

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 called SPACE gardening programme. The programme will run in two delivery phases between February and October 2026 and will involve a maximum of 30 people living with cancer (referred to as volunteers in this document) participating in light gardening activities at two gardens in Floriana. The 30 volunteers will be split into two groups and will have activities on a fortnightly basis at each garden location.

A multidisciplinary team including a healthcare practitioner, garden staff, and the Monitoring & Support Team will support volunteers throughout their volunteering experience. The Monitoring & Support Team 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 its 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.

2. Services Required

The Malta Council for the Voluntary Sector (MCVS) is seeking four individuals to join the **Monitoring & Support Team**, supporting the SPACE Gardening Programme through volunteer engagement, onsite wellbeing monitoring, data collection, and contribution to programme reporting.

Key responsibilities include the following:

Training: Attend the required one-day training session linked to the SPACE gardening programme and SPACE project. Additional training will be provided if needed.

Attend monthly meeting: Attend logistics online meetings (monthly), and ensure follow-up actions are carried out.

Support Volunteer Communication: Provide ongoing support and coordination with volunteers via WhatsApp and calls.

Monitoring and Support duties: Facilitate connection segments during the SPACE Gardening Programme and

support the volunteers' emotional and physical safety. **Reporting:** Prepare session reports and peer-review the programme reports.

Data collection: Conduct data collection and support with volunteer evaluations at set intervals throughout the SPACE Gardening Programme.

Presentation and dissemination support: Support with the preparation of a presentation for Community of Practice (COP) event.

3. Practitioner Eligibility

This RFS is open to individuals with experience in healthcare, social care, community-based programmes, psychosocial support, or wellbeing initiatives, including those who have worked closely with persons living with cancer. Medical qualifications are preferred but not essential. Applicants should also be comfortable with collecting relevant data and information in a professional, ethical, and sensitive manner.

4. Specifications

Training: The selected Monitoring & Support Team will be required to attend a mandatory training session delivered by MCVS. The training session will take place on Saturday 24th January 2026, from 09:30 to 15:30, at the MCVS Volunteer Centre in Rabat.

Training will cover the principles of Social Prescribing and the aims of the SPACE Project; the overall programme structure and delivery model; approaches to volunteer engagement with a focus on sensitivity and professional conduct; safety procedures including infection risk mitigation and incident response; data collection processes and evaluation procedures; psychological safety and appropriate emotional support boundaries; and an overview of the roles and responsibilities within the multidisciplinary team.

The multidisciplinary team, including the Programme Healthcare Practitioner, Garden Staff (Ambjent Malta), Logistics & Data Coordinator, Monitoring & Support Team, and MCVS Project Team, will be introduced and aligned during this training.

Monthly Meetings: The Monitoring & Support Team will attend six monthly online logistical meetings held at the end of February, March, April, May, September, and October 2026. Exact dates will be confirmed during the January training session. These meetings will be attended by the Monitoring & Support Team, the Logistics & Data Coordinator, and the MCVS Project Team. The meetings will focus on logistical and safety matters, progress updates, volunteer attendance, operational planning, data considerations, and any challenges that require multidisciplinary input.

Space Gardening Programme responsibilities: The Monitoring & Support Team play a central role in the implementation of the SPACE Gardening Programme. Practitioners are expected to attend at least two sessions

per month, except during evaluation periods. There will be six evaluation sessions in total, and the Monitoring & Support Team must attend all evaluations even when this results in exceeding two sessions in a given month. Two practitioners must be onsite for every session, and the scheduling of attendance will be coordinated within the team.

As the main bridge between the programme and volunteers, the Monitoring & Support Team represents the face of the SPACE Gardening Programme. Practitioners must be proactive, responsive, and supportive when engaging with volunteers, addressing queries, and maintaining communication. MCVS will provide guidance whenever needed.

- A. Programme responsibilities - Communication:** The Monitoring & Support Team is responsible for maintaining ongoing communication with volunteers throughout the duration of the programme. This includes creating and managing WhatsApp groups for each volunteer cohort, sending reminders one to two days before each session, informing volunteers promptly when session times change or when cancellations occur, and replying to queries in a timely and supportive manner. The team should maintain an active, welcoming presence in these groups by sharing occasional check-ins, photos from sessions, and encouraging engagement. Practitioners may provide basic emotional support through acknowledgement and validation, while avoiding counselling or extended emotional guidance. MCVS will assist the Monitoring & Support Team in cases where communication challenges arise.
- B. Programme responsibilities - Logistics:** Monitoring & Support practitioners ensure that each session runs smoothly from an operational perspective. This includes collecting attendance and promptly submitting lists to MCVS, ensuring volunteer emergency contacts are available onsite, and confirming that sessions begin on time. The team coordinates the general flow of each session, supports the Garden Staff in delivering the nature-based activities, and communicates any logistical changes to volunteers.
- C. Programme responsibilities – Physical Safety:** The Monitoring & Support Team is responsible for safeguarding the physical wellbeing of volunteers during all sessions. This involves following the [Safety Checklist](#), recognising signs of fatigue or physical strain, advising volunteers to rest, hydrate, or pause activities when needed, identifying infection risks, and guiding volunteers to modify or change tasks when they appear to be overexerting themselves. The team issues reminders about hydration, pacing, and hand hygiene, while ensuring volunteers feel able to participate safely and comfortably.

Although preventative safety measures are in place, physical difficulties may still occur. For this reason, the Monitoring & Support Team will receive training on the programme's [Escalation Pathway Protocol](#), which outlines the steps required to facilitate an appropriate first aid response. Practitioners without prior first aid training may request programme-funded training. If a practitioner is concerned that a volunteer is experiencing significant physical issues such as acute fatigue, pain, or breathlessness, they must immediately notify MCVS, who will consult the Programme Healthcare Practitioner to determine the appropriate course of action. *Please refer to Section 10 of this document.*

- D. Programme responsibilities – Emotional Safety:** The Monitoring & Support Team must actively uphold the emotional and psychological safety of volunteers. Practitioners are expected to create a calm, predictable, and inclusive environment, use sensitive and supportive communication, and avoid medical

or psychological interpretation beyond their expertise. Volunteers are never pressured to share personal stories. Emotional first aid is an essential competency, involving attentive listening, validating feelings, and escalating concerns to MCVS or the Programme Healthcare Practitioner when appropriate. The Monitoring & Support Team maintains clear boundaries and reinforces group guidelines that promote respect, privacy, and belonging. Additional mental health support training is available upon request. *Please refer to Section 10 of this document.*

- E. Programme responsibilities – Connection Segments:** Each SPACE Gardening session begins with a twenty-to thirty-minute connection segment facilitated by the Monitoring & Support Team. Volunteers may share how they are feeling, what is on their mind, or anything else they wish to express. Sharing is optional, and the segment is designed to help volunteers settle into the session, feel grounded, and build a sense of community. Practitioners provide warmth, acknowledgment, and validation while refraining from trying to fix emotions or offer solutions. The focus is on creating a safe, respectful space where volunteers feel emotionally supported.
- F. Programme responsibilities – Data collection:** The Monitoring & Support Team collects data that is essential to evaluating the impact of the SPACE Gardening Programme.

Data Collection Tools	DRAFT Templates
A. Baseline Evaluations	Baseline Evaluations
B. Session Reports:	NA
C. Escalation and Incident Reports	Escalation and Incident Reports
D. Volunteer Satisfaction Sheets	Volunteer Satisfaction Sheet
E. Case Study and Reflection Sheets	Case Study and Reflection Sheets

Baseline Evaluations

All volunteers participating in the SPACE Gardening Programme are required to complete anonymous, standardised Baseline Evaluations using validated tools to measure wellbeing and health-related quality of life. A total of six evaluation sessions will be conducted across the programme, with two sessions held in February 2026, two in May 2026, and two in October 2026. Each evaluation period may result in up to thirty completed questionnaires.

The Monitoring & Support Team will support volunteers in completing these evaluations on site at Il-Mall Gardens and Argotti Gardens, ensuring the process is conducted in a respectful, supportive, and efficient manner. In addition, the Monitoring & Support Team is responsible for managing the physical handling of the evaluation materials. This includes collecting blank evaluation forms from the MCVS Valletta office prior to evaluation sessions, returning completed forms to the Valletta office, and ensuring that all materials are handed directly to an appointed MCVS administrator.

The Monitoring & Support Team must ensure that all volunteers complete the required evaluations. If any volunteers miss a scheduled evaluation session, practitioners are responsible for following up with them during subsequent sessions to ensure their evaluations are completed. The team must also liaise with the MCVS Project Team to confirm that completed evaluation forms

are scanned and securely transferred to the Logistics & Data Coordinator within the agreed timeframe.

Session Reports

The Monitoring & Support Team will prepare Session Reports of approximately three hundred to five hundred words following each gardening session they attend. Reports must be submitted to the Logistics & Data Coordinator within one week of the session. They summarise observations related to volunteer wellbeing, logistical developments, and any safety considerations. Each practitioner prepares their own report per session, resulting in twelve total reports per practitioner.

Escalation and Incident Reports

Where required, Session Reports may be accompanied by Escalation and Incident Reports. These documents will formally record any incidents, safeguarding concerns, or safety issues that occur during the delivery of the programme.

Volunteer Satisfaction Sheets

During the final evaluation sessions in October 2026, volunteers will complete Volunteer Satisfaction Sheets assessing their experience of the SPACE Gardening Programme. The Monitoring & Support Team will support volunteers in completing these forms as needed. In addition, the Monitoring & Support Team is responsible for managing the physical handling of the Volunteer Satisfaction Sheets, including collecting blank forms from the MCVS Valletta office, returning completed forms to the Valletta office, and ensuring that the documents are securely transferred to the Logistics & Data Coordinator within the agreed timeframe.

Case Study and Reflection Sheets

At the conclusion of the SPACE Gardening Programme, selected volunteers and programme personnel will be invited to complete Case Study and Reflection Sheets to capture qualitative insights into their experiences. These reflections will support the final programme analysis by complementing the quantitative data. The Monitoring & Support Team will manage the physical handling of these materials, including collecting blank forms from the MCVS Valletta office, returning completed forms, and ensuring that they are securely transferred to the Logistics & Data Coordinator within the agreed timeframe.

Data Security and Coding: All data collected by the Monitoring & Support Team will either be coded or remain anonymous. The Logistics & Data Coordinator manages the secure encryption sheet linking volunteer identities to codes. The Monitoring & Support Team must consistently comply with coding procedures and ensure that data is submitted securely.

Reporting Collaboration: The Logistics & Data Coordinator is responsible for preparing Quarterly Reports and the Malta GSP Final Report. The Monitoring & Support Team must provide all relevant data including reports and any data collection sheets, within one week of each session, respond to follow-up queries, and review drafts before submission.

Reports		First Draft Submission Date
A	Quarterly Report 1	15 Apr 26
	Quarterly Report 2	10 Jun 26
	Quarterly Report 3	4 Nov 26
B	Malta GSP Final Report	11 Nov 26

Attendance at COP Launch: The Monitoring & Support Team will attend the Community of Practice Launch Event on 17 April 2026 at the Hyatt Regency, St Julian’s. The Logistics & Data Coordinator will deliver the thirty-minute draft presentation. The Monitoring & Support Team will participate in discussions, engage with project partners, and contribute insights relevant to Social Prescribing implementation across Europe.

Community of Practice (COP) – Presentation development: Between March and beginning of April 2026, the Logistics & Data Coordinator will prepare a thirty-minute draft presentation titled “*What the Future Holds*”. This presentation will draw on existing [project research](#) and the early progress of the SPACE Gardening Programme pilot in Malta, highlighting emerging topics, challenges, opportunities, and potential directions for the development of Green Social Prescribing. The draft presentation is intended as a working version to stimulate discussion and gather constructive feedback from European project partners, stakeholders, and collaborators who are delivering similar pilot initiatives. While the Logistics & Data Coordinator holds primary responsibility for preparing the draft, they may collaborate with members of the Monitoring & Support Team during its development. Participation by Monitoring & Support practitioners in this task is optional and should be indicated in Section 10 of this document.

Participation in Community of Practice and Dissemination Events: The Monitoring & Support Team will be required to attend two local project events as part of the SPACE Project dissemination and knowledge-sharing activities. This includes attendance at the Local Community of Practice (COP) event titled “*What the Future Holds*”, to be held between April 2026 and March 2027, and a Local Dissemination Event to be held between May 2027 and November 2027. Both events may be delivered either online or in person. During these events, the Logistics & Data Coordinator will be responsible for presenting information related to the SPACE Project, including programme results, outcomes, and key learning. The Monitoring & Support Team is expected to attend, engage in discussions, and contribute insights based on their experience supporting programme delivery

6. Breakdown of Costs and Payment schedule

All costs are inclusive of VAT, where applicable.

Breakdown of Costs – SPACE Programme Delivery Support			
Item	Hours	Date	cost per hour - €13+10% = 14.3
Attend training - GSP programme	6 hours	24 Jan 26	€85.80
Coordination with patients through communication channels (WhatsApp and calls)	6 hours	Feb – May, Sep – Oct 26	€85.80
Attend 6 logistics meeting - monthly	6 hours	Feb – May, Sep – Oct 26	€85.80
Attend SPACE gardening session (Opening session)	2 hours	Feb 26	€28.60
Attend SPACE gardening sessions (Conduct participant baseline evaluations) - 6 sessions	12 hours	Feb, May, Oct 26	€171.60
Attend SPACE gardening sessions (Collect data and support participants) - 8 sessions	16 hours	Feb – May, Sep – Oct 26	€228.80
Brief session reports - 12 reports	28 hours	Feb – May, Sep – Oct 26	€400.40
Review quarterly reports - 3 reports	6 hours	Apr, Jun, Nov 26	€85.80
Review of final report	4 hours	Nov 26	€57.20
Misc expenses	10 hours		€143.00
Subtotal – SPACE Programme Delivery Support			Total: €1,372.80

Breakdown of Costs – Resource Sharing and Dissemination Activities			
Item	Hours	Date	cost per hour - €13+10% = 14.3
Attend COP launch event	6	17 Apr 26	€85.80
Attend local COP event - 'What Future Holds'	2	Apr 26 – Mar 27	€28.60
Attend Local Dissemination event	2	May – Nov 27	€28.60
Misc expenses	2		€28.60
Subtotal – Optional Items			Total: €171.60

Breakdown of Costs – Optional Items			
Item	Hours	Date	cost per hour - €13+10% = 14.3
Attend Training - Mental health support	2.5 hours	Jan - Feb 26	€35.75
Attend Training - First Aid support	2.5 hours	Jan - Feb 26	€35.75
Support the development of Presentation - 'What Future Holds'	2 hours	Mar - Apr 26	€28.60
Subtotal – Optional Items			Total: €100.10

Grand Totals	
Category	Total
SPACE Programme Delivery Support	€1,372.80
Breakdown of Costs – Resource Sharing and Dissemination Activities	€171.60
Optional Items	€100.10
Grand Total (Including Optional Items)	€1,644.50

The total payment for the full-service package is **€1,644.50**, covering all items listed in the cost breakdown tables, including the optional items such as additional training and dissemination support. If the selected applicant chooses not to undertake one or more of the optional items, the total payment will be adjusted accordingly. Applicants are kindly requested to indicate which optional items, if any, they wish to undertake in Section 10 of this document.

7. Payments

The selected Monitoring & Support Practitioners will be paid in stages following the successful delivery of the agreed services and training requirements. If a service cannot be completed as described in this RFS due to circumstances beyond the practitioner’s control, MCVS will provide payment as outlined in the cost breakdown. Monitoring & Support practitioners are expected to remain flexible should changes to the timeline or alternative arrangements be required to ensure the completion of services.

MCVS will follow the tentative payment schedule outlined below, unless changes occur during the service delivery period. All payments related to this service will be completed by the end of 2027. Monitoring & Support practitioners are required to issue a valid VAT fiscal receipt or invoice for all services delivered following each payment.

Payment Schedule		
SPACE Programme Delivery Support		
Payment Date	Items included	Amount
Jun 26	SPACE Programme Delivery Support - Payment 1	€686.40
Dec 26	SPACE Programme Delivery Support - Payment 2	€686.40
Resource Sharing and Dissemination Activities		
Payment Date	Items included	Amount
Apr 26	Attend COP launch event	€85.80
Not later than Apr 27	Attend local COP event - 'What Future Holds'	€28.60
Not later than Dec 27	Attend Local Dissemination event + Misc. expenses	€57.20
Optional Items		
Payment Schedule	Items included	Amount
Mar 26	Attend Training - Mental health support	€35.75
Mar 26	Attend Training - First Aid support	€35.75
Apr 26	Support the development of Presentation - 'What Future Holds'	€28.60

8. Conditions

Professional Conduct: Monitoring & Support practitioners will maintain a professional, respectful, and ethical approach at all times and will act in a manner that supports the reputation, values, and objectives of MCVS and the SPACE Gardening Programme

Communication: Monitoring & Support practitioners will communicate clearly, respectfully, and in a timely manner with MCVS, the Logistics & Data Coordinator, Garden Staff, volunteers, and other relevant stakeholders.

Confidentiality and Data Protection: Monitoring & Support practitioners will handle all volunteer and programme-related information confidentially and in accordance with GDPR and Maltese data protection legislation. Practitioners will ensure that all collected data is treated securely and that any coding or anonymisation procedures are applied correctly, in line with project protocols.

Data Handling: Monitoring & Support practitioners will ensure that all data they collect, including Baseline Evaluations, Session Reports, Volunteer Satisfaction Sheets, Escalation and Incident Reports, and Case Study and Reflection Sheets is complete, accurate, and securely transferred to the appropriate MCVS personnel or the Logistics & Data Coordinator within the agreed timeframes.

VAT and Invoicing: Monitoring & Support practitioners are required to issue a valid VAT fiscal receipt or invoice for all services delivered, in line with Maltese VAT regulations, following each agreed payment stage.

Timelines and Deliverables: Monitoring & Support practitioners will adhere to agreed timelines and deliverables and will inform MCVS promptly of any delays, risks, or issues that may affect service delivery.

Safety and Safeguarding: Monitoring & Support practitioners will comply with all health, safety, and safeguarding procedures and will report any incidents, risks, or concerns in accordance with programme protocols.

Training and Participation: Monitoring & Support practitioners are required to attend all mandatory training sessions and meetings and to actively participate in programme activities as outlined in this RFS.

Agreements and Forms: Monitoring & Support practitioners will sign the required engagement agreement and complete all project-related personnel forms as requested by MCVS.

Conflict of Interest: Monitoring & Support practitioners will declare any actual or potential conflicts of interest and will avoid any activity that could compromise the integrity of the project.

Intellectual Property: All materials, documentation, and outputs produced as part of this engagement will remain the property of MCVS and the SPACE Project Consortium, unless otherwise agreed in writing.

Right of Review: MCVS reserves the right to review or audit project-related data, documentation, and activities at any time. Monitoring & Support practitioners are expected to cooperate fully with reasonable review requests.

Termination: MCVS may suspend or terminate services if the conditions of this RFS or engagement agreement are not met. In such cases, payments will be adjusted proportionally based on services delivered up to the date of termination.

9. Instructions for Submission of RFS

Interested applicants for the role of Monitoring & Support Practitioner are required to apply by sending an email to volunteer@maltacvs.org, clearly indicating the following in the subject line: **RFS – Monitoring & Support Practitioner for the SPACE Gardening Programme.**

Submissions must be sent by **Thursday 8th January 2026**, no later than midnight.

Submissions must include:

- A) This document, completed and signed as instructed in Section 10.
- B) A brief motivational statement, clearly explaining the applicant's interest in the project and how their professional or lived experience is relevant to the role of Monitoring & Support Practitioner.
- C) An updated Curriculum Vitae (CV).

10. Applicant Details

Kindly fill in the below details.

Name and surname	
Mobile number	
Email address	

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

Mark whether you will be undertaking any of the below optional Items	
Attend Training - Mental Health support	<input type="checkbox"/>
Attend Training - First Aid support	<input type="checkbox"/>
Support the development of Presentation - 'What Future Holds'	<input type="checkbox"/>

Non Disclosure Statement
I, _____, confirm that I agree to all conditions in this RFS. I confirm that I will not share, publish, or disclose any confidential information related to the project, volunteers, data, or internal documents without prior written consent from MCVS.

Signature
Date

Annex 1: Project Timeline

Annex 2: Programme Timeline

Annex 1: Project Timeline

The table below outlines the planned project timeline for the SPACE GSP Project. This schedule is intended to support coordination between all local stakeholders involved in the delivery of the programme.

Any updates or adjustments to the timeline will be communicated to the Monitoring & Support Practitioners, particularly where changes may affect the timing or scope of their services.

Project Timeline		
Timeline	Deliverable	Stakeholders Involved
Nov – Dec 25	Healthcare Practitioner Training	MCVS, Healthcare Practitioner
Dec 25 – Feb 26	Volunteer Participant Outreach	Voluntary Organisations
Dec 25 – Feb 26	Volunteer Participant Evaluations	Healthcare Practitioner, Volunteers
24 Jan 26	Staff Training	Monitoring & Support Team, Garden Staff, Healthcare Practitioner, Logistics & Data Coordinator
Feb – May / Sep – Oct 26	Programme Implementation	Monitoring & Support Team, Garden Staff, Volunteers, Logistics & Data Coordinator
Feb – May / Sep – Oct 26	Logistics Monthly Meetings	Monitoring & Support Team, Logistics & Data Coordinator, MCVS
Feb – May / Sep – Oct 26	Medical Consultations	MCVS, Healthcare Practitioner, Monitoring & Support Team
Mar – Apr 26	Site Visits	Healthcare Practitioner, Monitoring & Support Team
15 Apr 26	Quarterly Data Analysis & Report 1 (Feb–Mar 2026)	Logistics & Data Coordinator
17 Apr 26	Community of Practice (COP) Launch	EU Project Consortium, MCVS, Monitoring & Support Team, Garden Staff, Healthcare Practitioner, Logistics & Data Coordinator
10 Jun 26	Quarterly Data Analysis & Report 2 (Apr–May 2026)	Logistics & Data Coordinator
4 Nov 2026	Quarterly Data Analysis & Report 3 (Sep–Oct 2026)	Logistics & Data Coordinator
11 Nov 2026	Local GSP programme Data Analysis & Malta GSP Final Report	Logistics & Data Coordinator
Apr 26 – Mar 27	Partner COP Event – CEV (“What is the SPACE Project”)	EU Partner Organisations, Logistics & Data Coordinator
Apr 26 – Mar 27	Partner COP Event – Volunteer Ireland (“Social Prescribing Fair”)	EU Partner Organisations, Logistics & Data Coordinator
Apr 26 – Mar 27	Partner COP Event – WONCA (“Medical Talks”)	EU Partner Organisations, Logistics & Data Coordinator
Apr 26 – Mar 27	Partner COP Event – HMVCG (“Capacity Building”)	EU Partner Organisations, Logistics & Data Coordinator
Apr 26 – Mar 27	Partner COP Event – Malta CVS (“Where is the Future Taking Us?”)	MCVS, EU Project Partners, Logistics & Data Coordinator, Monitoring & Support Team
Apr – May 2027	Dissemination Presentation Development	Logistics & Data Coordinator, MCVS
May – Nov 2027	National Dissemination Event	MCVS, National Stakeholders, Logistics & Data Coordinator, Monitoring & Support Team
May – Nov 2027	International Dissemination Event	EU Project Partners, International Stakeholders, MCVS, Logistics & Data Coordinator

Annex 2: Programme Timeline

The table below outlines the planned timetable for the SPACE Gardening Programme, including session dates, locations, project team involvement, and session objectives. This schedule is provided as a working framework to support coordination and planning. Should any changes to dates, locations, session structure, or responsibilities be required during the programme, the Monitoring & Support Team will be informed in a timely manner and provided with updated information.

SPACE Gardening Programme							
Month	Session Number	Group	Date	Location	Item	Project Team	Session Objectives
Feb 26	1	Group 1	04 February 2026	Mall	Opening	Monitoring & Support Team, Garden Staff	Introductory session including programme overview, volunteer introductions, and connection questions, led by the Monitoring & Support Team followed by the initial gardening activity segment.
	2	Group 2	11 February 2026	Argotti	Opening		
	3	Group 1	18 February 2026	Mall	Evaluations	Monitoring & Support Team, Garden Staff, Logistics & Data Coordinator	20 – 30 mins connection segment, led by the Monitoring & Support Team, followed by gardening activity segment.
	4	Group 2	25 February 2026	Argotti	Evaluations		Baseline evaluations conducted alongside self-directed gardening activities to maintain continuity of the gardening session while individual evaluations take place.
Mar 26	5	Group 1	04 March 2026	Mall	Continuation of Evaluations	Monitoring & Support Team, Garden Staff	20 – 30 mins connection segment, led by the Monitoring & Support Team, followed by gardening activity segment.
	6	Group 2	11 March 2026	Argotti	Continuation of Evaluations		Catch-up evaluation session for volunteers who missed earlier assessments. Gardening activity segment continues in parallel with individual evaluations.
	7	Group 1	18 March 2026	Mall		Monitoring & Support Team, Garden Staff, Healthcare Practitioner	20 – 30 mins connection segment, led by the Monitoring & Support Team, followed by gardening activity segment.
	8	Group 2	25 March 2026	Argotti			Healthcare Practitioner present to observe safety and suitability of the gardening activities.
Apr 26	9	Group 1	01 April 2026	Mall		Monitoring & Support Team, Garden Staff	20 – 30 mins connection segment, led by the Monitoring & Support Team, followed by gardening activity segment.
	Easter Break						
	10	Group 2	15 April 2026	Argotti		Monitoring & Support Team, Garden Staff	20 – 30 mins connection segment, led by the Monitoring & Support Team, followed by gardening activity segment.
	11	Group 1	22 April 2026	Mall	Evaluations	Monitoring & Support Team, Garden Staff,	20 – 30 mins connection segment, led by the Monitoring & Support Team, followed by gardening activity segment.

	12	Group 2	29 April 2026	Argotti	Evaluations	Logistics & Data Coordinator	Baseline evaluations conducted alongside self-directed gardening activities to maintain continuity of the gardening session while individual evaluations take place.
May 26	13	Group 1	06 May 2026	Mall	Continuation of Evaluations	Monitoring & Support Team, Garden Staff, Healthcare Practitioner	20 – 30 mins connection segment, led by the Monitoring & Support Team, followed by gardening activity segment.
	14	Group 2	13 May 2026	Argotti	Continuation of Evaluations		Catch-up evaluations conducted alongside gardening activities.
	15	Group 1	20 May 2026	Mall		Monitoring & Support Team, Garden Staff	20 – 30 mins connection segment, led by the Monitoring & Support Team, followed by gardening activity segment.
	16	Group 2	27 May 2026	Argotti			
Sep 26	17	Group 1	02 September 2026	Argotti		Monitoring & Support Team, Garden Staff	20 – 30 mins connection segment, led by the Monitoring & Support Team, followed by gardening activity segment.
	18	Group 2	09 September 2026	Argotti			
	19	Group 1	16 September 2026	Argotti		Monitoring & Support Team, Garden Staff	20 – 30 mins connection segment, led by the Monitoring & Support Team, followed by gardening activity segment.
	20	Group 2	23 September 2026	Argotti			
	21	Group 1	30 September 2026	Argotti	Evaluations		
Oct 26	22	Group 2	07 October 2026	Argotti	Evaluations	Logistics & Data Coordinator	Final baseline evaluations conducted alongside self-directed gardening activities to maintain continuity of the gardening session while individual evaluations take place.
	23	Group 1	14 October 2026	Argotti	Continuation of Evaluations / Closure Activities	Monitoring & Support Team, Garden Staff	Closure Activities
	24	Group 2	21 October 2026	Argotti	Continuation of Evaluations / Closure Activities		Final session including gardening activities, reflective discussions, and structured closing segment.