

The Malta Council for Science and Technology

**PRIMA and Space Research Fund Programme**

**Call for Expressions of Interest for Evaluators**

**The Malta Council for Science and Technology is seeking the project and/or report evaluation services in the following area:**

|  |  |
| --- | --- |
| Due Diligence Evaluations | This includes but is not limited to: a check on the organization, a review on whether it is financially sound, a review of whether it has the capacity, capability and expertise to deliver and a check on its systems and processes to deliver. |

**DEADLINE: Noon on 27th April 2018**

**Call for Expressions of Interest for Due Diligence Evaluators**

**1.0 General**

This is a Call for Expressions of Interest for Due Diligence Evaluators to provide advisory support to the Malta Council for Science and Technology (hereinafter referred to as the Council) in the systematic and objective due diligence evaluations of PRIMA and Space Research Fund.

Evaluators are expected to provide information that is credible and useful, and will be expected to determine the worth or significance of the relevant activity or project based on the guidelines provided.

**2.0** **Background to PRIMA Programme and Space Research Fund Programme**

**PRIMA:**

The Partnership for Research and Innovation in the Mediterranean Area (PRIMA) is an initiative launched by 19 Euro-Mediterranean Countries. By funding R&I through competitive calls, PRIMA aims to build research and innovation capacities and to develop knowledge and common innovative solutions for agro-food systems, to make them sustainable, and for integrated water provision and management in the Mediterranean area, to make those systems and that provision and management more climate resilient, efficient, cost-effective and environmentally and socially sustainable, and to contribute to solving water scarcity, food security, nutrition, health, well-being and migration problems upstream.

**Space Research Fund:**

The potential of satellite Earth Observation (EO) data, can only be fully exploited by value-adding downstream services, which are tailor made to specific public and commercial needs. Such solutions, often encompassing research and development at the intersection of science and ICT, translate the unprocessed and raw data delivered from EO satellites and other in-situ sensors into information that is usable by the end user.

The Space Research Fund shall provide financial support for research, development and innovation in the downstream satellite EO sector, specifically projects that deal with the processing and exploitation of data collected through EO satellites. This is a concrete capacity building measure within the Maltese downstream Satellite EO sector within the prime objective of achieving a critical mass of knowledge within the sector. Beneficiaries are mainly intended to come from academia, research, industry, public entities as well as Professional Bodies and NGOs.

**3.0 Budget and Finances**

Evaluator/s engaged on PRIMA and Space Research Fund should have a valid VAT number. It is essential that applicants either provide a copy of their VAT certificate or if this has not yet been provided by the VAT department, declaration that it has been applied for.

Please note that the Council will require an invoice for any work carried out and an official receipt for all payments affected.

The table below provides additional information on the remuneration provided;

**Table 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Description** | **Turnaround Required** | **Remuneration Com. Voucher. Programme** | **Remuneration Tech. Dev. Programme** |
| **Due Diligence Evaluation** |
| Due Diligence Evaluation | Includes but is not limited to: a check on the organization, a review on whether it is financially sound, a review of whether it has the capacity, capability and expertise to deliver and a check on its systems and processes to deliver. | 7 days |  | €120 + VAT |

**4.0 Duration of Contract and Conditions**

Evaluators shall bind themselves to conduct such assignments in accordance with the terms of this Call. Any additional information or clarification, as may be requested by the Council, shall be deemed to form an integral part of the original assignment.

The Council may accept Evaluators who propose the provision of services in more than one domain or stage. Applicants must have a proven and successful track record.

The selected Evaluators will be expected to sign a formal contractual undertaking for the provision of services within two weeks from being notified of the conclusion of the adjudication process.

With the exception of information that is already in the public domain, evaluators shall not divulge to third parties any of the information obtained in the course of this Call; or, in the event of a service allocation, during the course of evaluation, without the prior written consent of the Council. Information must be protected and used in accordance to the provisions of the Data Protection Act 2001.

The agreement shall run for PRIMA and Space Research Fund , from 1st June 2018 until 31st December 2019 and be of a maximum value of five thousand Euro (€5000) (excl. VAT). The place of work will be the place where the evaluator has his official (permanent) address or at the Council Premises. Evaluators will also be excepted to sign a Non-disclosure Agreement.

In limited instances, the selected Evaluators may be asked to participate in evaluation meetings at Council premises or through Skype as part of their Service Agreement. This service is considered to form part of the Evaluation itself and will not necessitate additional remuneration.

Decisions taken by the Council with regards to the allocation of assignments to the selected Evaluators shall be binding and shall not be the subject of negotiation and/or discussion.

Evaluators must refuse work in the case of potential conflict of interest, and may refuse work by providing reasonable justification.

The selected Evaluators shall ensure that all services are delivered within the time frames stipulated by the Council. Payment will be effected following the completion of the allotted assignment and upon presentation of an invoice. Evaluators are to produce an official receipt of payment within 5 working days. Failure to do so may lead to the termination of the contract.

If any disagreement or dispute arises out of the contract signed between the selected Evaluators and the Council, such matter may be referred to arbitration under the Arbitration Rules and Procedures established by the Laws of Malta.

**The Council reserves the right to terminate the contract at any time without the need to provide justification.**

**5.0 Duty Guidelines**

Evaluators should be guided by the following principles:

* *Independence:* Evaluation should be completed in one’s own personal capacity.
* *Impartiality:* All documentation should be treated equally and evaluated impartially on their merits, irrespective of their origin or the identity of the applicant or service provider..
* *Consistency:* The same standard of judgment should apply to all submissions.
* *Confidentiality*: It is essential that:
* Evaluation matters, such as: the content of documentation, the evaluation results or the opinions of fellow experts, are not discussed with anyone.
* Partners in the consortium, sub-contractors, service providers or any third parties are not contacted.
* Confidentiality of documents is maintained at all times.

Upon completion of the evaluation, all documents should be deleted or destroyed.

**6.0 Conflicts of Interest (COI)**

A COI exists if the Evaluator:

* was involved in the preparation of the proposal or provision of service;
* stands to benefit directly / indirectly if the proposal is positively evaluated;
* has a family / personal relationship with any person representing the legal entities;
* is a director / trustee / partner or involved in the management of an applicant;
* is employed or contracted by an applicant for the purpose of PRIMA or Space Research Fund programme or a subcontractor for the same;
* involved in proposal writing with the applicant – in this case he/she has to immediately let the Council know so that his/her contract is terminated.

Any breach of the above will lead to the termination of the Evaluator’s contract. In such cases the evaluation will also be declared null and void and any invoices / expenses will also be rejected. It is the Evaluator’s responsibility to declare an actual or potential conflict of interest prior to commencing any assigned work.

**7.0 Exclusion Criteria**

Evaluators shall be excluded from application and participation if:

* they are currently beneficiaries of a project under the PRIMA or Space Research Fund programme, or beneficiaries of any other programme associated with the evaluation.
* they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
* they have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
* they have been guilty of grave professional misconduct proven by any means which the Council may justify;
* they have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
* they are currently subject to an administrative penalty referred to in Article 16(8) of the Malta Financial Services Authority Act.

**8.0 Instruction and Application**

Evaluators are to submit one (1) copy of their application by electronic mail clearly marked “Call for Due Diligence Evaluation” to mark.c.farrugia@gov.mt

Applicants are to ensure that confirmation of receipt is provided in writing.

In the preparation, submission and any other process relevant to the submission and adjudication of this Call, potential Evaluators shall be guided by the following:

**Each application should include the following items:**

1. A covering letter that highlights experience in the area of due diligence;
2. A detailed Curriculum Vitae for the proposed evaluator;
3. A copy of education and accreditation certificates;
4. A profile of the Entity (if applying as part on an entity);
5. Copy of the VAT certificate.
6. Company registration number (if applying as part of an entity);
7. Annex 01;
8. Annex 02 (Enterprises only)

**9.0 Important Note**

The council may use the service of the successful applicants for the due diligence of other programmes managed by the Council.

**Notes:**

* Evaluators must, at minimum, be individuals who are warranted certified public accountants. (preferably with experience in company compliance and company secretarial duties). Eligible evaluators include registered Auditors. Where the applicant is a company a nominated individual (with the aforementioned qualities) who will perform the evaluations must be identified (and CV supplied).
* Evaluators must show proof of at least five years of professional experience.
* Preference will be given to Evaluators holding prior evaluation experience at an international level.
* If the evaluation services are being provided under the auspices of an entity, a profile of the entity should be provided in addition to the professional profile and Curriculum Vitae of the person designated as the Evaluator within that entity.
* If the evaluation services are being provided under the auspices of an entity, the company’s registration and VAT number should be provided. With exception to this clause, if the Evaluator is self-employed, then only the VAT number is required.

Any requests for information or clarifications related to this Call are to be submitted via email at: mark.c.farrugia@gov.mt

**Interested Evaluators are requested to submit their response and all relevant documents by not later than noon on 27th April 2018** All documents should be initialised on each page.

*Data Protection Clause: The information collected through this Call shall be processed in accordance with the Data Protection Act 2001. The contents remain confidential and intended solely for the use of this purpose, and will not be disclosed or copied without your consent to anyone outside the Ministry for Employment and Education unless the law permits us to.*

**Annex 01 – Submission Checklist**

This checklist is intended to facilitate submission. Candidates are requested to submit a copy of the checklist together with all relevant documents in sequence.

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| --- | --- | --- |
| **Ref** | **Submission Task**  | **Submission** **Check Box** |
| 1 | A cover letter that highlights experience in the area of due diligence |  |
| 2 | A detailed Curriculum Vitae for the proposed evaluator |  |
| 3 | A copy of educational and accreditation certificates |  |
| 4 | A profile of the Entity (if applying as part on an entity) |  |
| 5 | Copy of the VAT certificate. |  |
| 6 | Company registration number (if applying as part on an entity) |  |
| 7 | Annex 01 |  |
| 8 | Annex 02 (Enterprises only) |  |

Note: An inability to provide any of the above will lead to categorical exclusion.

**Annex 02 – Statement on Conditions of Employment**

1. It is hereby declared that all employees engaged with the company shall enjoy working conditions including wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the provision of services under this contract.
2. It is hereby declared that the service being provided under this Call will be carried out by the bidding entity employees or *bona fide* self-employed individuals or subcontracted third parties. No work will be carried out by persons designated as self-employed where their actual employment status in terms of the Employment Status National Standard Order LN 44/2012 is that of an employee without prior notification to the Council. Such notification must reach the Council with 2 days of allocation of an assignment.
3. It is hereby declared that all the employees of the bidder, whether providing services to the Council or not, have a written contract of service and are registered with the competent authority of Malta which is the Employment and Training Corporation. Copies of the written contracts of service of the employees or sub-contracted parties will be available at any time for inspection.
4. It is hereby declared that if the bidder is found in breach of any of the above declarations it is accepted that this application will be nullified and that we will have no right to be compensated for any damage we may have suffered or will suffer in the future in respect to this termination.
5. The Evaluator or legal representative agrees to all the conditions listed in this statement.

**Signature...........................................................................**

**Name of Signatory............................................................**

**I.D. No. .............................................................................**

**Name of bidder/contractor..............................................**