



GOVERNMENT  
OF MALTA



**CALL FOR QUOTATIONS (CfQ)**  
for  
**the Provision of Service of Experts**  
**for the Development and Delivery of**  
**Asynchronous Webinars & In-Person Workshops (Lots 1-15) under**  
**the ESF+ co funded project (ESF+.02.229) titled *Nurturing Growth***

Issued by: Church Schools Children's Fund

CfQ Reference: **ESF+.02.229.02**

<b>28<sup>th</sup> April 2025</b>	Publication of Call for Quotes
<b>16<sup>th</sup> May 2025</b>	Closing Date of Submission for Call for Quotes



Co-funded by  
the European Union



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## Section A – Instructions

1. Responses to this CfQ are to be submitted by email on [calls@cscf.org.mt](mailto:calls@cscf.org.mt)
2. All submissions will be dealt with in strictest confidence.

## Section B - General Information

### 1. General Background

The Church Schools Children's Fund (CSCF) is dedicated to supporting children, families, and educators within church schools, with a primary focus on fostering a safe and inclusive learning environment.

**Summary of Project:** The Nurturing Growth ESF+ 02.229 project focuses on training psychosocial and inclusion support professionals while promoting children's wellbeing through stronger collaboration among school and home stakeholders. It aims to enhance preventive and intervention services by equipping Secretariat for Catholic Education (SFCE) practitioners with specialised training and reinforcing collaborative practices in schools. Training will also be extended to educators and caregivers, delivered by local, international, or newly trained SFCE experts.

### 2. Purpose of the Call

Church Schools Children's Fund is looking for applicants on a contract basis who can fill the roles of Host for webinars and Trainer to deliver workshops for the Nurturing Growth Project (ESF+02.229) part financed by the European Social Fund Plus (ESF+ 21-27).

### 3. Lots

This CfQ is divided into 15 Lots as per below table. **Bidders may submit a quote for one or more of the following lots.**

Lot	Ref	Modality	Subject
1	0.1A	In-person workshop 3 – 4 hours	Parenting Skills focusing on the concept of core temperament & parenting with intent.
2	0.1B	In person workshops 3 courses @ 2 x two-hour sessions each 2 groups in Malta 1 group in Gozo	Parenting with intent: Addressing challenging behaviour through a positive culture at home (including concept of core temperament & punitive parenting vs collaborative)
		Asynchronous webinars 2 two-hour sessions	
3	0.1C	In person 3-hour workshop	Accompanying children & young people through self-harm & suicide ideation through therapy.



4	0.1D	Asynchronous webinar 1 two-hour sessions	Becoming Trauma informed
5	0.1E	Asynchronous webinar 1 two-hour sessions	It's all about stories: Learn how to make good use of a book during a conversation with children to enhance emotional literacy.
6	0.1F	Asynchronous webinar One 1.5-hour session	Enhancing children's emotional literacy through play & quality time with parents
7	0.1G	Asynchronous webinar One 1.5-hour session	Building Resilient School communities
8	0.1H	Asynchronous webinars Two 2-hour sessions	Breaking the myth: Unveiling Family Secrets and sharing difficult stories with children
9	0.1I	Asynchronous webinars Two 2-hour sessions	Neurodivergence: Changing the narrative of the child's diagnosis to transform limitations into possible potentials.
10	0.1J	Asynchronous webinars Two 2-hour sessions	The story behind the Polyvagan Theory: How teachers and parents can help self-regulation and modified behaviour.
11	0.1K	In-person 1 workshop 3 – 4 hours	Co-parenting for separated / divorced parents, alienation & blended families
		Asynchronous webinars Four 1.5hrs-sessions	
12	0.1L	In-person 1 Workshop 3 hours	Sexuality & Relationships Education for learners with disabilities
		Asynchronous webinar One 2-hour session	
13	0.1M	In-person 1 Workshop 3 - 4 hours	Workshops for Parents of children & teens with disabilities
		Asynchronous webinar Two 2-hour sessions	
14	0.1N	Asynchronous webinar Two 2-hour sessions	Executive Functioning & teaching styles





15	0.10	In-Person 3-hour workshop	Reframing behaviour of students with disabilities for educators & parents
		In-Person 3-hour workshops 1 in Malta 1 in Gozo	
		Two 3-hour workshops 1 in Malta 1 in Gozo	

**Lot 1 – 15 Experts to Develop and Deliver a Combination of Pre-Recorded (Asynchronous) Webinars and Engaging, Interactive, Outcomes-Based In-Person Workshops**

This call for quotations invites experienced professionals to submit quotations to:

- Host pre-recorded (asynchronous) webinars on topics relevant to our educational or professional development programme. The webinars will be made available online to our target audience as part of our ongoing training initiatives.
- Design and deliver engaging, interactive, and outcomes-based in-person workshops for participants as part of our professional development or community training initiatives. Duration of contract for all lots is of **18 months** starting from the last signature date of contract.

**4. Budget**

The Estimated Procurement Value for this Call for Quotations has been based on comprehensive research including appropriate financial analysis. In the context of this procurement, the Estimated Procurement Value, based on market research, is that of **€9,690 excluding VAT (for all Lots)**.

The purpose of this value shall be the guidance for prospective bidders when submitting their offer and is not to be considered as a binding capping price.

Therefore, the published Estimated Procurement Value is not restrictive and final on the Contracting Authority. Economic Operators are free to submit financial offers above or below the Estimated Procurement Value. However, the Contracting Authority reserves the right to accept or reject Financial Offers exceeding the Estimated Procurement Value.





## 5. Beneficiary (Contracting Authority)

The Beneficiary, better known as the Contracting Authority (CA), is Church Schools Children's Fund - VO 1319

Any inquiries should be sent to:

**Church Schools Children's Fund**  
**30, Triq L-Idmejda**  
**Hal Balzan BZN 1521**

Email: [calls@cscf.org.mt](mailto:calls@cscf.org.mt)

Website: <https://cscf.org.mt/>

## 6. Award Criteria

Award criteria for all Lots are the cheapest technically compliant bid/s.

## 7. Timetable

- Clarifications should reach this Office by not later **than Friday 9<sup>th</sup> May** via email addressed to **Ms Caroline Grech Mallia** at [calls@cscf.org.mt](mailto:calls@cscf.org.mt). A receipt of email shall be sent to confirm that clarification has been received.
- Submission of the Financial Bid (Annex 1) and supporting documents should be sent by email at [calls@cscf.org.mt](mailto:calls@cscf.org.mt) quoting the CFQ's reference (**ESF+02.229.02**) in the subject by not later than **Friday the 16<sup>th</sup> May 2025, close of business**.

## 8. Eligibility Requirements:

Applicants must:

- Have demonstrable expertise in the proposed subject area as indicated in the technical specifications.
- Be able to communicate effectively in English & Maltese.
- Comply with all applicable copyright and intellectual property laws.

## 9. Technical specifications

- Experts for all lots should possess a minimum recognised qualification (Degree) at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent) or other comparable qualification in the specialised area of the topic/s chosen for the specific Lot.
- Minimum of one person is to be indicated for the bid Lot/s, including their respective CV, certification/s and professional profile (a concise summary highlighting key achievements, background, and expertise). It is important to note that these persons can only be changed throughout the contract if endorsed by the CA.





- For all Lots, experts need to present proposals based on topics indicated in Table 1 section C including title & reference, description, learning outcomes, and target audience.
- For all Lots, experts need to present a sample or link to previous work (preferably a recorded session for webinars and a presentation for training workshop).

## 10. Financial Bid Form

Quotations are to be submitted and shall be awarded including taxes/charges and any import duties applicable but excluding VAT.

A filled-in Financial Bid Form as per Annex I shall be submitted signed and dated including all the information required therein.

### Section C - Terms of reference

#### 1. Subject topics applicable to Lots 1 - 15

The hereunder table is applicable to both lots.

Ref	Modality	Subject	Target Participants	Timeframe Period
0.1A	In-person workshop 3 – 4 hours	Parenting Skills focusing on the concept of core temperament & parenting with intent	Practitioners - Social Workers & Counsellors	June - Nov 2025
0.1B	In person workshops 3 courses @ 2 x two-hour sessions each 2 groups in Malta 1 group in Gozo	Parenting with intent: Addressing challenging behaviour through a positive culture at home (including concept of core temperament & punitive parenting vs collaborative	Parents	Oct 2025 - Mar 2026
	Asynchronous webinars 2 two-hour sessions		Parents	Oct – Dec 2026  Sept – Dec 2025
0.1C	In person 3-hour workshop	Accompanying children & young people through self-harm & suicide ideation through therapy.	Practitioners – Counsellors & Psychotherapists	June - Nov 2025
0.1D	Asynchronous webinar 1 two-hour sessions	Becoming Trauma informed	Educators	Sept – Dec 2025





0.1E	Asynchronous webinar 1 two-hour sessions	It's all about stories: Learn how to make good use of a book during a conversation with children to enhance emotional literacy.	Practitioners, Educators & Parents	Sept – Dec 2025
0.1F	Asynchronous webinar One 1.5-hour session	Enhancing children’s emotional literacy through play & quality time with parents	Parents & Educators	Sept – Dec 2025
0.1G	Asynchronous webinar One 1.5-hour session	Building Resilient School communities	Parents & Educators	Sept – Dec 2025
0.1H	Asynchronous webinars Two 2-hour sessions	Breaking the myth: Unveiling Family Secrets and sharing difficult stories with children	Parents & Practitioners	Sept – Dec 2025
0.1I	Asynchronous webinars Two 2-hour sessions	Neurodivergence: Changing the narrative of the child's diagnosis to transform limitations into possible potentials.	Practitioners & Educators	Sept – Dec 2025
0.1J	Asynchronous webinars Two 2-hour sessions	The story behind the Polyvagan Theory: How teachers and parents can help self-regulation and modified behaviour.	Practitioners, Educators & Parents	Sept – Dec 2025
0.1K	In-person 1 workshop 3 – 4 hours	Co-parenting for separated / divorced parents, alienation & blended families	Practitioners – Social Workers, Counsellors, SEBD, Youth Workers	Jan - Mar 2026
	Asynchronous webinars Four 1.5hrs-sessions		Parents	Jan - Apr 2026
0.1L	In-person 1 Workshop 3 hours	Sexuality & Relationships	Practitioners & Educators	Jun - Oct 2026





	Asynchronous webinar One 2-hour session	Education for learners with disabilities	Parents	Jun – Aug 2026
0.1M	In-person 1 Workshop 3 - 4 hours	Workshops for Parents of children & teens with disabilities	Practitioners	Apr – Jun 2026
	Asynchronous webinar Two 2-hour sessions		Parents	Jun – Aug 2026
0.1N	Asynchronous webinar Two 2-hour sessions	Executive Functioning & teaching styles	Practitioners & Educators	Sept - Nov2025
0.1O	In-Person 3-hour workshop	Reframing behaviour of students with disabilities	Practitioners	Jun 2025
	In-Person 3-hour workshops 1 in Malta 1 in Gozo		Educators	Oct – Nov 2025
	Two 3-hour workshops 1 in Malta 1 in Gozo		Parents	Jan – March 2026

## 2. Terms and Conditions

- A detailed outline and objectives for all the Lots content must be submitted **at the application stage** as part of the Technical Specifications (Section B, article 8)
- All intellectual property developed specifically for this webinar/workshop shall remain with the speaker. However, the organisation will retain the non-exclusive, royalty-free rights to host and distribute the webinar recording and associated materials for internal training and professional development purposes.
- Speakers must respect the confidentiality of any sensitive or proprietary information shared during the collaboration.
- Incomplete quotations will not be accepted.





### 3. Key Responsibilities

#### a) Speakers - Asynchronous Webinars

- Develop and deliver a high-quality, engaging webinar – content, duration and target audience are specified in the table above.
- Content must be evidence-based, inclusive, and aligned with our organisation's values and programme objectives.
- Submit a simple multiple-choice assessment to be incorporated at different stages of the session to enhance the audience's understanding and engagement.
- Provide any accompanying materials or resources (e.g., slides, handouts) to be sent to the participants who complete the session.
- The webinar will be recorded in the organisation's studio by professionals engaged by the beneficiaries. Applicants must be available for recordings during the period (September– December 2025).
- Be available for reasonable post-recording edits or clarifications, if necessary.
- All content needs to be vetted and approved by the CA prior to recording. The CA reserves the right to request modifications from the contractor before final recording

#### b) Trainers - In-Person Workshops

- Develop and deliver a high-quality, engaging workshop – content, duration and target audience are specified in the table above.
- Content must be evidence-based, inclusive, and aligned with our organisation's values and programme objectives.
- Prepare all workshop content, including interactive activities, case studies, and practical tools.
- Submit an outline including session objectives, content overview, and learning outcomes for approval prior to delivery.
- Facilitate the session(s) in person at the designated venue, ensuring active participation and inclusive learning for all attendees.
- Adapt content and pace in response to participants' needs and group dynamics.
- Manage the session professionally, respecting timeframes and ensuring a safe and respectful learning environment.
- All content needs to be vetted and approved by the CA prior to delivery. The CA reserves the right to request modifications from the contractor before final delivery.

### 4. Materials & Resources:

- Experts engaged for all lots shall provide digital handouts, slides, or activity sheets as required.
- Ensure materials are accessible, appropriate for the audience, and free from copyright infringement.





## 5. Collaboration and Communication

- Liaise with the commissioning team before the workshop for logistical and content alignment.
- Participate in a short pre-event briefing (online or in person, as agreed).
- Maintain open communication regarding workshop needs, such as room layout, equipment, or materials.

## 6. Evaluation & Follow-Up

- Prepare a pre and post assessments on for in-person workshops.
- Submit a short post-workshop summary report including key observations and recommendations, if requested.

## 7. Payment terms

- The CA shall issue a payment against an invoice for each and every lots following the approval by the CA following the endorsement of the deliverable.
- The selected bidder shall quote the Contract reference number on all invoices submitted and shall submit all invoices to the attention of the 'Project Leader' at the following email address:

**Church Schools Children's Fund**  
**Nurturing Growth ESF 02.229.02**  
Email: [treasurer@cscf.org.mt](mailto:treasurer@cscf.org.mt)

## 8. Evaluation Criteria

Submissions will be evaluated based on:

- Relevance and quality of proposed content.
- Qualification/s, professional experience and subject matter expertise.
- Presentation skills and past webinar delivery.
- Cost-effectiveness of the quote.

## 9. Supporting Documentation to be submitted during submission stage

- Annex I – Financial bid form
- A Europass CV, professional profile and copy of certificate/s .
- Proposals based on topics indicated in table Section C including title & reference, description, learning outcomes, and target audience.
- A sample or link to previous work

All applications will be acknowledged and treated in the strictest confidence.





ANNEX 1

FINANCIAL BID

CALL FOR QUOTATIONS (CfQ) for  
**the Provision of Service of Experts for the Development and Delivery  
of  
Asynchronous Webinars & In-Person Workshops (Lot 1-15)  
under the ESF+ co funded project (ESF+.02.229)  
titled *Nurturing Growth***

CFQ Reference Number: ESF+.02.229.02

Lot	Ref	Modality	Total Cost including Taxes/Charges, Other Duties & any Package Discounts <u>but</u> exclusive of VAT (Delivered Duty Paid-DDP) (€)	Total Cost including Taxes/Charges, Other Duties & any Package Discounts <u>inclusive</u> of <u>vat</u> (if applicable – to indicate as well the % of VAT) (€)
1	01A	In-person workshop 3 – 4 hours		
2	01B	In person workshops 3 courses @ 2 x two-hour sessions each 2 groups in Malta 1 group in Gozo Asynchronous webinars 2 two-hour sessions		
3	0.1C	In person 3-hour workshop		
4	0.1D	Asynchronous webinar 1 two-hour sessions		
5	0.1E	Asynchronous webinar 1 two-hour sessions		
6	0.1F	Asynchronous webinar One 1.5-hour session		
7	0.1G	Asynchronous webinar One 1.5-hour session		
8	0.1H	Asynchronous webinars Two 2-hour sessions		





9	0.1I	Asynchronous webinars Two 2-hour sessions		
10	0.1J	Asynchronous webinars Two 2-hour sessions		
11	0.1K	In-person 1 workshop 3 – 4 hours		
		Asynchronous webinars Four 1.5hrs-sessions		
12	0.1L	In-person 1 Workshop 3 hours		
		Asynchronous webinar One 2-hour session		
13	0.1M	In-person 1 Workshop 3 - 4 hours		
		Asynchronous webinar Two 2-hour sessions		
14	0.1N	Asynchronous webinar Two 2-hour sessions		
15	0.1O	In-Person 3-hour workshop		
		In-Person 3-hour workshops 1 in Malta 1 in Gozo		
		Two 3-hour workshops 1 in Malta 1 in Gozo		

Name of Company/Professional \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

