



GOVERNMENT
OF MALTA



CALL FOR QUOTATION FOR
the Provision of Service of Experts
for the Development and Delivery of
In-Person Workshops under the ESF+ co funded project (ESF+.02.229)
titled *Nurturing Growth*

Issued by: Church Schools Children's Fund

CfQ Reference: ESF.02.229.13

10th July 2026	Publication of Call for Quotes
24th July 2026	Closing Date of Submission for Call for Quotes



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Section A – Instructions

- Responses to this CfQ are to be submitted by email on calls@cscf.org.mt
- All submissions will be dealt with in strictest confidence.

Section B – General Information

1. General Background

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. Additionally, professional development for school community stakeholders and the general public will be provided through asynchronous webinars and podcasts.

2. The Beneficiary (Contracting Authority)

The Beneficiary is **Church Schools Children's Fund: VO 1319**

Any inquiries should be sent to:

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

Email: calls@cscf.org.mt

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

3. Purpose of the Call

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



3.1 Specifications:

Topic	Modality	Target Audience
Leading School Wellbeing: Building Safe, Inclusive and Connected School Communities	1 x 5 hour workshop In Person	Schools Senior Leadership Teams & Designated Safeguarding Officers in Church and State Schools
Understanding Behaviour: Building Belonging	1 x 5 hour workshop In Person	Psychosocial Teams & Educators
Understanding Behaviour: Building Belonging	1 x 5 hour workshop In Person	Psychosocial Teams & Educators

4. Award Criteria

The award shall be based on the cheapest technically compliant bid.

5. 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 **Eur 9,950 excluding VAT**.

The purpose of this value shall be the guidance of 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.

6. Clarification and Submission

- Clarifications should reach this Office by not later **than Friday 17th July** via email - 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 reach by email on calls@cscf.org.mt quoting the CFQ's reference in the subject (ESF.02.229.03) by not later than **Friday the 24th of July 2026, close of business**.



Publishing Date:	10 th July 2026
Clarification deadline	17 th July 2026
Submission deadline	24 th July 2026

7. 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 document shall be submitted signed and dated including all the information required therein.

Section C – Terms of Reference

1. General Conditions

- In submitting the bid, the bidder accepts in full and in its entirety, the content of this document, including subsequent clarifications that may be issued by the Church Schools Children's Fund (CSCF). Bidders are expected to examine carefully and comply with all instructions contained in this document.
- This tender is s part-financed by the European Social Fund +as part of the Church Schools Children's Fund Project – Nurturing Growth ESF+02.229.
- This call for quotations invites experienced professionals in the field to design and deliver engaging, interactive, and outcomes-based in-person workshops for participants as part of our professional development or community training initiatives.
- The three workshops are to be scheduled in November 2026, with dates to be confirmed based on mutual availability of the contractor and the contracting authority.
- The quotation should be a lump sum inclusive of the following:
 - a) training cost for three workshops as specified in Section B, clause 3.1
 - b) flights & accommodation expenses (if applicable)
 - c) virtual planning meeting with the contracting authority



c) any other expenses except for the training venue**.

**The training venue and all necessary facilities will be provided by the contracting authority (CSCF) at no extra cost for the bidder.

2. Workshops' Content Objectives

Workshop for School Leadership Teams and Designated Safeguarding Officers:

- Inspire leadership teams to lead with empathy through a trauma-informed lens, fostering a positive leadership culture that prioritises the wellbeing of staff, students, families, and the wider school community.
- Strengthen collaboration, support meaningful partnerships with parents, align leadership with a shared school vision, and equip leaders to create safe, inclusive, and respectful environments where positive relationships can flourish and everyone can thrive.

Workshops for Psychosocial Teams and Educators:

- Develop a deeper understanding of student behaviour through trauma-informed, strengths-based, and neurodiversity-affirming approaches.
- Build skills in positive behaviour support, effective behaviour management, and anti-bullying practices that promote safety, inclusion, and belonging.
- Strengthen their capacity to build inclusive classroom environments where every student feels respected, valued, and able to thrive.
- Enhance communication and partnerships with parents and caregivers to support student wellbeing and positive outcomes.
- Develop practical strategies for conflict resolution, de-escalation, and responding effectively to critical incidents.
- Explore collaborative approaches, including restorative circles, peer mediation programmes, and student voice initiatives, to foster respectful relationships, accountability, and positive school culture.
- Strengthen multidisciplinary collaboration between educators and psychosocial professionals to provide coordinated, proactive support for students and promote the wellbeing of the whole school community.



3. Materials and Resources

- Provide printed and/or digital handouts, slides, or activity sheets related to workshop content.

4. Communication and Collaboration

- Liaise with the contracting authority 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.

5. Evaluation & Follow Up

- Prepare a pre and post assessment questionnaire for participants.
- Submit a short post-workshop summary report including key observations and recommendations, if requested.

6. Payment Terms

- Payments will be made in Euro. Payments shall be authorised and paid by the Contracting Authority, that is the Church Schools Children's Fund.
- Payments shall be affected based on agreed milestones, subject to the Contracting Authority's approval of deliverables:
- 25% deposit upon confirmation of contract; 75% upon completion of the three workshops and submission of related resources.
- An invoice, inclusive of any applicable taxes or charges, must be submitted with each claim.
- The contract **reference number** must be clearly indicated on all submitted invoices. All invoices shall be addressed to the attention of the 'Project Leader' and sent to the following address:

Church Schools Children's Fund
Nurturing Growth ESF 02.229.13
Email: treasurer@cscf.org.mt





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7. Supporting Documentation

The following supporting documents are requested as part of the call for quotes to ensure bidders' capability and compliance:

- Institution / Company's Profile – Overview of the company's history, services, expertise, and relevant experience in the specific field **and /or**
- Trainer/s' professional profile including qualifications, certificates
- Technical Proposal – Detailed course outline including learning objectives, module breakdown, and proposed pedagogical approaches.
- Financial Proposal, using template Annex 1 – all-inclusive quotation as specified in Section C clause 1.

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



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ANNEX 1

FINANCIAL BID

Call for Quotation for the Delivery of Workshops by Experts

Reference Number: Nurturing Growth
ESF.02.229.13

Ref:	Description	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 of vat</u> (if applicable)
1	All-inclusive delivery of 3 x 5 hour workshops		

Name of Company/Professional

Signature of Legal Representative:

Date:

