



CALL FOR THE PROVISION OF TRAINING SERVICES IN CHILDCARE (GOZO)

Ref: ETCG/MGOZ/01/2014

Date Published: 12th January, 2014

Closing Date: 31st January, 2014 at 12.00pm CET

This Call for the Provision of Training Services Dossier is free of charge

1. Introduction

This is a Call for the Provision of Training Services in Childcare in Gozo (0-5 years). The course will be provided in collaboration with the Ministry for Gozo (MGOZ).

For this purpose, the Employment and Training Corporation (ETC) invites suitable qualified and experienced trainers in subjects related to Childcare to submit proposals for their services for the implementation of a Childcare course in Gozo. The delivery of the training is to take place in Gozo at premises identified by ETC. The proposed course will offer Gozitan residents the opportunity to follow a Childcare course at MQF Level 4 in Gozo.

2. Time-Frames

The time-frames for this Call are as follows:

	Date	Time
Publication of Call	12 th January, 2014	
Information Session on Call *	24 th January, 2014	4.00pm (CET)
Deadline for request for clarifications or Interpretations of the Call	27 th January, 2014	12.00pm (CET)
Closing date for Submissions	31 st January, 2014	12.00pm (CET)
Estimated start of course	Spring 2014	

All Times Central European Time (CET)

* The location for this Information Session will be at ETC-Gozo, Sir Arturo Mercieca Street, Victoria, Gozo. This session will serve as a clarification meeting.

3. Course Objective

The overall objective of this course is to impart the necessary knowledge and skills required to take care of children aged 0 to 5. The course is meant for childcare workers working under the supervision of a supervisor / principal / manager within a childcare facility. The childcare worker has the responsibility for the care of individual or groups of children and of making lower-level day-to-day planning and decisions-making as regards to the care of the children, aged 0-5, who are under her/his care.

The course is based on the Department of Social Welfare Standards Occupational Standards for Child Care Managers and Workers in Malta document. The link for this document is found at: https://secure3.gov.mt/socialpolicy/admin/contentlibrary/Uploads/MediaFile/occupational_standards_child_care.pdf

4. Scope of Services

The selected trainers will be expected to provide a number of hours depending on the course module they are qualified to provide training. This service may be required both afternoons and/or evenings on weekdays and may as well be on Saturday mornings. In this respect the pool of trainers will be approached to offer the service subject to their availability.

The trainer's duties will include the following:

- The delivery of training to trainees covering the training contents as per clause 4.1.
- Responsible for the creation of training material, notes, handouts, presentations or any other material deemed fit for the course/module. This shall include the preparation of the assessment/examination paper in line with the requirements specified in this Call. (for further information refer to Clause 5.3)
- Develop and implement a training programme by adapting the lesson plans and resources.
- Prepare any facilitation required during the adaptation of the training programme/lesson.
- Prepare reports as requested by ETC.
- Attending to meetings organised by ETC/MGOZ in conjunction with the provision of this service as requested.
- Assisting and collaborating with ETC's course coordinators during training activities so that the participants' needs are catered for.
- Accept representatives of ETC/MGOZ or their delegates and representatives to conduct monitoring checks, audits and spot-checks, which may include documentary checks during the training sessions.
- Abide by the Data Protection Act.
- Promote an inclusive environment during training.

4.1 Modules

The course will have a duration of 872 hours, of which 372 contact hours including assessments, and 500 hours placement. ETC/MGOZ is to find the placement for trainees at approved childcare centres and kindergarten schools.

Applicants are to indicate clearly which modules from the list below they are qualified to provide training:

1. Child Development
2. Development of communication, imagination and creativity
3. Physical Care of the Child
4. Nutrition & Hygiene
5. Health and Safety
6. Children's Rights, Equality & Inclusion
7. Supporting a child with disability or individual educational needs (including a child whose main language is not English or Maltese)
8. Self Reflection & Self Development

5. Quality Assurance Requirements

5.1 Data Requirements

The trainer shall be responsible for the collection of all required data as directed by ETC. The trainer will be given templates and forms to be used for collecting information. These may change from time to time, depending on the exigencies of ETC. ETC will provide an electronic copy of such forms to the trainer in due time.

5.2 Confidentiality

The trainer shall ensure that s/he shall not use, copy, adapt or alter any personal details or information about the trainees. This information shall be treated in strict confidentiality and shall not be disclosed to any third parties or used for promotional activities.

This obligation will not apply to information which the trainer can prove was in its possession at the date it was received from ETC or which comes from the public domain.

The ETC and trainer acknowledge and agree that the services performed by the trainer are those of an independent contractor and that nothing in this contract shall be deemed to constitute a partnership, joint venture, agency relationship, employment contract or otherwise between the ETC and the trainer.

5.3 Training Material

The training content, on which the training will be based shall be vetted and approved by ETC Quality Assurance (QA). If during the course implementation, the trainer would like to give further training material to trainees and/or following QA checks ETC personnel requests the trainer to supply addition training material, such material needs to first be vetted and approved by the ETC QA.

The notes and handouts, assessment/examination papers provided by the trainer shall comply with the following requirements:

- i. have clear print and layout (font to be used cannot be less than size 10);
- ii. have clear instructions;
- iii. give clear guidance on practical issues, such as the use of 'cross' or 'very good' to mark the correct answer;
- iv. make sensible use of graphics;
- v. are free from grammatical or/and language/syntax errors;
- vi. include sufficient practice questions for trainees to be clear about the type of exercises to expect and about how these should be dealt with;

- vii. have consistent presentation, eg. the relationship of graphic materials on successive pages to the content of the item;
- viii. avoid confusing trainees by including irrelevant visual materials or images that are not clear;
- ix. be free from bias in terms of race, gender, disability, religion, age, sexual orientation, family responsibilities, etc;
- x. present questions, or items, in a logical order, and where appropriate link to some questions or items on which the trainee will be assessed upon at the end of the course;
- xi. avoid the use of contents that make it difficult for the trainee to understand.

Where the nature of the course requires practical sessions during which training material is utilised, the training material shall be procured and provided at the training venue by ETC and shall be used only for the training to be delivered under this Call.

5.4 Methods used to deliver the training programme

The trainer shall suggest the methods to be used for the delivery of the course, which are to be approved by ETC QA prior to the start date of the course instance. Prior to changing any delivery methods, the trainer shall obtain approval from ETC.

When training is delivered through PowerPoint presentations, the trainer shall ensure that the slides are easily legible, and, moreover do not contain too much information. In the event that the trainer opts to use videos to illustrate a concept, it is to be clearly accepted and understood that videos cannot be lengthy and should not account for a substantial time of the training session (for example if the training session is of one hour duration, the video should not be longer than 20 minutes).

5.5 Assessment Methodology

The course will be assessed through the same methods, irrespective of the trainer who would deliver the course and irrespective of the course trainees' profile.

The trainer shall ensure:

- the reliability and credibility of the system (papers presented must be version controlled);
- that all candidates are assessed on the same basis;
- transparency in the assessment criteria and marking scheme used;
- appropriate assessment methods to assess learning outcomes/course objectives;
- where applicable, assessment papers must use the templates provided by ETC, and sufficient spacing for learners' to include their names, surnames and ID card numbers.

Besides the assessment/examination paper, the trainer must obtain approval from ETC Quality Assurance on the marking scheme that will be allocated to the different assessment methodologies. The assessment shall be administered by the trainer delivering the course.

If the need arises and to better meet the needs of learners, the trainer may be asked by ETC QA to translate the assessment/examination paper in the Maltese Language.

Following the approval of the assessment/examination paper and marks allocated for assessment by ETC QA, the trainer is expected to submit the model answers of the test paper.

5.6 Monitoring and Evaluation

Monitoring visits shall be conducted by ETC's personnel to ensure that the training being delivered meets the objectives and learning outcomes, as well as that the delivery of training is of a high quality. Checks carried out at the training venue will include, but not exclusively, the quality of training delivery, adherence to the agreed course schedule, quality of training handouts, and proper use and upkeep of documentation, such as attendance sheets, publicity requirements and related documentation.

5.7 Issuing certificates

ETC is responsible for the printing and endorsing of certificates and their presentation to successful trainees. ETC shall issue certificates depending on the assessment results and the attendance sheets compiled during the training sessions.

ETC reserves the right to appoint external verifiers who will review randomly the assessment results, in order to ensure that trainees are being properly assessed.

5.8 Reporting

At the end of the training course module, the trainer shall send the following documentation to ETC:

- Attendance sheets endorsed both by trainer and trainee for each session.
- Exam papers and trainees' answer sheets (where applicable).
- Results sheets showing results obtained by each trainee.
- Evaluation sheets.
- Progress report.
- Any other documentation requested by ETC.

If the assessment is composed of different components (eg. a written test and an assignment), the trainer shall provide a breakdown of the results obtained by trainees.

5.9 Scheduling

All scheduling of course instances shall be the sole responsibility of ETC and the trainer is to provide the training services as requested by ETC at all times.

ETC reserves the right to remove any or all planned courses instances from its training plan at its own discretion. No claims, whether for lost revenue or damages or for any other kind, may be made by the trainer in such occurrences.

Requests by the trainer for changes in time, date and/or venue of the training course instance shall be allowed only in exceptional cases where the trainer provides sufficient justification and approved by ETC.

6. Selection Criteria (Trainer's Requirements)

6.1 Phase 1

Minimum Qualifications and Skills:

An MQF Level 5 qualification in the subject/module delivered or above

and

3 years related work experience

and

3 years experience in delivering training in a related subject

Trainers must be at least 18 years of age and fluent in both English and Maltese language.

N.B. – Applicants who do not meet the above minimum specifications will be automatically disqualified and considered non-technically compliant.

6.2 Phase 2

Selection Criteria

Those applicants satisfying the minimum Phase 1 criteria will be scored according to the table below. The order of merit shall strictly be the criterion to be used to nominate the selected trainer when required:

Criteria	Score
Qualification/s in the subject/module delivered.	40 points
Masters Level (MQF Level 7)	20 points
Degree Level (MQF Level 6)	15 points
Diploma Level (MQF Level 5)	5 points
Related Work Experience.	50 Points
Over 3 years related work experience.	10 points
Over 4 years related work experience.	15 points
Over 5 years related work experience or more.	25 points
Experience in delivering training in a related subject.	10 Points
Total Score	100 Points

7. Response Requirements

Interested Applicants are to submit the following documentation:

- i. Details of Applicant, including the module\’s qualified in giving training and the expected hourly rate. *The hourly rate should include all costs, including the preparation of notes, assessments, assessing test papers, etc.* (refer to Annex 1)
- ii. Curriculum Vitae of Applicant.
- iii. Copies of Certificates as proof of meeting the minimum requirements set out in Clause 6.1, and equivalent letters of recognition from MQRIC if certificates are awarded by foreign institutions.
- iv. Where applicable, the applicant is to provide details on certified experience. (refer to Annex 2)
- v. Statement of Exclusivity and Availability. (refer to Annex 3) *Not applicable for individual applicants.*
- vi. Applicant’s Declaration. (refer to Annex 4)

All correspondence and documents related to this Call must be written in English language.

N.B. – Applicants who do not submit the above documentation will be automatically disqualified and considered non-technical compliant.

8. Award Criteria

Candidates will be scored according to Clause 6.2 and the order of merit shall strictly be the criterion to be used to nominate the selected trainers. Candidates may be remunerated on the basis of a rate calculated on the average of those submitted.

9. Payment Terms

Trainers shall invoice MGOZ in arrears and are to send the invoice to ETC Gozo for processing, the equivalent of the total number of hours worked on a monthly basis. Payment will only be processed if accompanied by attendance sheet template provided by ETC.

10. Rights and Reservations

ETC and the Ministry for Gozo :

- Reserve the right to cancel this Call process without incurring any penalty or cost;
- May at its own discretion, decide not to select any proposal or not to award any Contract, even the most advantageous offer;
- Reserve the right not to consider offers that have missing mandatory information;
- May disqualify the trainer if s/he does not abide by the instructions in this document

In no circumstances will ETC/MGOZ be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of the Call, even if ETC/MGOZ have been advised of the possibility of damages. The publication of a contract notice does not commit ETC/MGOZ to implement the programme or project announced.

11. Clarifications

Applicants requiring clarification or interpretations of this Call document should do so in writing. The written request should reach ETC by the 27th January, 2014 by 12.00pm CET. Any requests after this date will not be accepted.

Any interpretations, corrections or changes to this Call, will be made by ETC by means of corrigenda. Interpretations, corrections or changes made in any other manner will not be valid, and applicants shall not reply upon such interpretations, corrections and changes.

Each Applicant shall ascertain, prior to submitting the response, that s/he has received all corrigenda issued and shall acknowledge their receipt in his or her response. Clarification and corrigenda will be notified by e-mail.

12. Submissions

Interested Applicants are to submit two (2) copies of the proposal – One original and one copy sealed and clearly marked “Call for the Provision of Training Services in Childcare (Gozo)”. All proposals are to be submitted with the format identified in Clause 7 – Response Requirements. Information supplied by the Applicant in response to this Call will be treated as confidential and in accordance with the Data Protection Act. All materials provided by the Applicants are non-returnable. Applicants are to note that responses and any related supplementary information are to be drawn up in English language only.

Any clarifications as stipulated in Clause 11 are to be addressed to training.etc@gov.mt, with subject “Call for the Provision of Training Services in Childcare (Gozo)” as a header.

Proposals are to be presented by hand to the ETC offices at Sir Arturo Mercieca Street, Victoria, Gozo or alternatively via email to training.etc@gov.mt. All proposals will be acknowledged. Any Late submissions will not be considered and will not be evaluated. No liability can be accepted for late applications.

13. Publication of Results

Candidates will be notified by registered post on the outcome of their proposal and a list of selected trainers shall be published on the notice boards at ETC-Gozo/MGOZ.

14. Formalities

During the evaluation, the applicant may be asked to supply further clarification to his/her proposal.

Applicants shall bear all costs associated with the preparation and submission of their proposal. ETC shall not be responsible or liable for any costs or expenses regardless of the conduct or outcome of this Call process.

15. Code of Conduct

ETC upholds the highest standards in training coordination and delivery. The aim is to provide a quality service to the customers.

In order to assist ETC to meet the above aims and objectives, the trainer is expected to:

- Provide a quality service, in both training coordination and delivery activities.
- Be courteous and professional in all communications with ETC's personnel and with its clients;
- Facilitate the ETC's personnel in carrying out their monitoring checks;
- Provide timely evidence or feedback (when requested) to enable ETC's personnel to report accurately and fairly, with respect to the contractual obligations;
- Work with ETC's personnel to minimize disruption and bureaucracy;
- Provide timely response with respect to queries raised by ETC;
- Respect the right of ETC's personnel to observe training delivery, to liaise with staff and to interview trainees, as and when they deem proper to do so.

16. Data Protection and Freedom of Information

Any personal data submitted in the framework of the procurement procedure and/or subsequently included in the contract shall be processed pursuant to the Data Protection Act (2001). It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure and/or subsequent contract by ETC without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

The provisions of this contract are without prejudice to the obligations of ETC in terms of the Freedom of Information Act (Cap. 496 of the Laws of Malta). ETC prior to disclosure of any information to a third party in relations to any provisions of this contract which have not yet been made public, shall consult the applicant in accordance with the provisions of the said Act, pertinent subsidiary legislation and the Code of Practice issued pursuant to the Act. Such consultation shall in no way prejudice the obligations of ETC in terms of the Act.

17. Location

All activities will take place in Gozo.

18. Contact Details

The contact details for matters relating to this document are as follows:

THE EMPLOYMENT AND TRAINING CORPORATION
Project Leader – Childcare course,
Sir Arturo Mercieca Street,
Victoria,
Gozo

Telephone: (356) 2220 1963
Email: training.etc@gov.mt
Website: www.etc.gov.mt

ANNEX 1 – DETAILS OF APPLICANT

Name of Applicant	
Address	
Email Address	
Contact Numbers:	
VAT Registration Number (if applicable) :	
I.D. / Passport Number	
Modules qualified in providing training (Areas of expertise):	
Expected Hourly Rate (in €) *	
Signature	
Date	

* Hourly rate to include all costs, including training material preparation (notes, handouts, presentations, assessments, correcting test papers, etc).

Printing of training material will be carried out by ETC.

ANNEX 2 – WHERE APPLICABLE THE APPLICANT IS TO PROVIDE DETAILS ON CERTIFIED EXPERIENCE AS A TRAINER

Add more sheets if required.

Description of Experience	Specify Year	Specify Institution where training provided

Signature: _____

Date: _____

ANNEX 3 – STATEMENT OF EXCLUSIVITY AND AVAILABILITY

Not applicable for individual applicants.

I, the undersigned, hereby declare that I agree to participate with ETC in the Call for the Provision of Training Services in Childcare (Gozo). I further declare that I am able and willing to work for the period foreseen for the position for which my application has been included in the event that it is successful, namely:

From Spring 2014 to December 2015

From 14:30hrs to 20:30hrs

I confirm that I am not engaged in another project in a position for which my services are required during the above period.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other projects for the period above.

Furthermore, should my application be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or force majeure, I may be subject to exclusion from this contract and that the notification of award of contract may be rendered null and void.

Name and Surname: _____

Signature: _____

Date: _____

ANNEX 4 – APPLICANTS DECLARATION

To be completed and signed by the Applicant.

In response to your Call for the Provision of Training Services in Childcare in Gozo, I, the undersigned, hereby declare that I have examined, and accept in full and in its entirety, the content of this Call document.

I hereby accept the contents thereto in their entirety, without reservation or restriction. I also understand that any disagreement, contradiction, alteration or deviation shall lead to my application offer not being considered any further.

I offer to execute, in accordance with the terms of the Call document and the conditions and time limits laid down, without reserve or restriction, the services of a Trainer.

Execution of the works in connection with the project:

1. I will inform ETC immediately if there is any change in the above circumstances at any stage during the implementation of the contract. I also fully recognize and accept that any false, inaccurate or incomplete information deliberately provided in this application may result in my exclusion from this and other contracts funded by ETC.
2. My submission has been made in conformity with the requirements set out in the Call Document.
3. Evaluation and Award Criteria, and in this respect I confirm having included, all the relevant documentation.
4. I note that ETC is not bound to proceed with this Call and that it reserves the right to cancel or award only part of the contract. It will incur no liability towards me should it do so.

Name
Surname
Signature of Applicant
Place and Date