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**EOI 2/2022**

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**EXPRESSION OF INTEREST (EOI)  
FOR THE  
PROVISION OF A SOCIAL WELFARE PROFESSIONAL**

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**Date Published:**

**25/10/2022**

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**Closing Date:**

**15/11/2022**

**at**

**12.00hrs CET**

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# **EXPRESSION OF INTEREST (EOI)**

## **FOR THE**

### **PROVISION OF A SOCIAL WELFARE PROFESSIONAL**

#### **1. Background information on the Housing Authority**

The Housing Authority provides social accommodation at heavily subsidized rents to around 10,000 tenants. Another 1,300 individuals are on the waiting list to be accommodated in a social housing dwelling. The Housing Authority would like to provide the service of a care plan to specific targeted applicants and beneficiaries. The applicants and beneficiaries shall be chosen according to their needs and the potential for improvement in their situation through the care plan.

#### **2. Scope, Service and Duration**

- 2.1 The scope of this EOI is to seek the services of a social welfare professional who shall implement a care plan prepared by the Housing Authority with the chosen clients.
- 2.2 The place of acceptance of the services shall be the Offices of the Housing Authority, 22, Triq Pietro Floriani, Floriana, and subsequently from the professional's office.
- 2.3 The appointment will be for up to a maximum of fifteen (15) cases (clients) which shall be followed for a period of six (6) months.

#### **3. Responsibilities**

- 3.1 Hold an initial meeting with the clients at the Housing Authority offices within one week of being notified to do so.
- 3.2 Adapt the care plan template provided by the Housing Authority for the needs of the individual clients.
- 3.3 Follow up the initial meeting with the clients through the most appropriate means of communication as may be the case, including visits at the clients' homes and / or institutions if necessary for a total of fifteen (15) contacts with each client over the six-month period.
- 3.4 Keep notes of all communications with the clients and provide a regular report about each client.
- 3.5 Provide a report at the end of the task with recommendations for improvement to the care plan.
- 3.6 Any other related tasks.

#### **4. Remuneration and Payment terms**

- 4.1 The remuneration shall be €300 excluding VAT for each case (client).
- 4.2 The rate indicated in item 4.1 shall be inclusive of any expenses incurred to satisfactorily carry out all responsibilities indicated in item 3.
- 4.3 Payments shall be settled pro rata at the rate of €20 for each contact with a client.
- 4.4 Invoices are to be submitted every two (2) months indicating the number of contacts done per case.
- 4.5 Payments are to be made within 30 days from submission of invoice and shall be affected by a bank transfer.

#### **5. Clarification requests**

- 5.1 The interested persons may submit any clarification requests to the Housing Authority by sending an email to [procurement.ha@ha.gov.mt](mailto:procurement.ha@ha.gov.mt) by not later than the date provided in the Timetable in Item 7.
- 5.2 The interested persons are advised that clarification notes, interpretations, correction or changes to the EOI will be uploaded on [www.housingauthority.gov.mt](http://www.housingauthority.gov.mt) in the Expression of Interest Section.

- 5.3 The interested persons are advised that any clarification notes, interpretations, correction or changes to the EOI will constitute an integral part of this EOI and it is the responsibility of the bidders to ensure that the website is reviewed regularly prior submitting their offer.

## 6. **Submission of offers**

- 6.1 Interested persons who are eligible to apply are to indicate their interest by sending an email on [procurement.ha@ha.gov.mt](mailto:procurement.ha@ha.gov.mt) by not later than noon of 15/11/2022 indicating the subject and reference of the EOI (**Provision of a Social Welfare Professional - EOI 2/2022**).
- 6.2 Interest submitted by other means will not be considered.
- 6.3 Emails submitted after the Closing Date for the submission will not be considered. No liability will be accepted for rejection of late quotations.
- 6.4 This EOI does not constitute an offer to enter into any contract with the Housing Authority. The Housing Authority will in no case be responsible or liable for such costs or expenses incurred by prospective bidders, whatever the conduct or outcome of the competitive procedure initiated pursuant to this EOI, including cancellation.

## 7. **Timetable**

Event	Date
EOI Date of Issue	25/10/2022
Deadline for request for any additional information from the Contracting Authority	9/10/2022
Last date on which additional information can be issued by the Contracting Authority	10/11/2022
Closing Date for Submission	15/11/2022
Closing Time for Submission	12.00hrs CET

## 8. **Selection and Award Requirements**

- 8.1 Interested persons must provide evidence that they meet the criteria described hereunder.
- 8.1.1 The interested persons should be self-employed warranted social welfare professionals or entities who employ warranted social welfare professionals.
- 8.1.2 Submissions by entities shall include a declaration with the details of the social welfare professional who shall carry out the work assigned through this EOI together with their bid. Failure to include this declaration would automatically disqualify the bid.
- 8.1.3 Entities shall bind themselves not to reassign the work assigned through this EOI to another professional without the consent of the Housing Authority.
- 8.1.4 Interviews will be held by an adjudicating panel to choose the best candidate. Entities shall be represented by the social welfare professional indicated in the bid as per clause 8.1.2.