



Valletta, 03/03/2025

REQUEST FOR OFFERS

for provision of expert services
within the project implementation

“FairForward – Shaping Inclusive Workplaces Across Europe”

Section I: Contracting party

Name of Beneficiary: General Workers Union (GWU)

Address: Workers' Memorial Building, South Street, Valletta VLT 1103, Malta

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Section II Description and scope of services. Obligations of service provider.

The subject of this procedure is the provision of expert services supporting the implementation of Work Package 3 – Inclusive Insights & Frameworks within the FairForward project.

The service shall include:

- Development of a methodological framework and questionnaire for national focus groups (up to 10 pages, approximately 15,000 characters, in English);
- Ensuring comparability of the focus group methodology across participating countries and relevance to workplace diversity, equity and inclusion challenges;
- Presentation of the developed methodology during an online synchronisation meeting with national focus group experts;
- Organisation and facilitation of one face-to-face national focus group in Malta involving vulnerable workers and representatives of target groups;
- Preparation and delivery of a Focus Group Report summarising findings and recommendations (2–3 pages in English);
- Preparation and delivery of a Legal Framework Comparative Analysis Report (3–4 pages in English) comparing the Maltese anti-discrimination framework with the EU Employment Equality Directive (2000/78/EC) and the Racial Equality Directive (2000/43/EC);
- Participation in a final online synchronisation meeting with trainers and experts to support alignment of upcoming national training activities.

The contractor shall ensure high-quality implementation of all activities, timely delivery of outputs, professional facilitation of meetings and compliance with the objectives and requirements of the FairForward project.

The assignment is expected to be implemented between April 2025 and November 2025.



Section III Term of services

The service provider is expected to respect the following deadlines:

- The offer shall not require a prepayment
- The invoice shall be issued within 14 days from completion and delivery of the service.
- The time limit for payment of the invoice must not be shorter than 30 days

Section IV Submission of proposals

The proposal should be submitted using this Google Form Link:

<https://forms.gle/GZotM7swgRaMrxjT6>

until 17/03/2025.

Late proposals will not be accepted.

Service provider will be chosen until 18/03/2025.

Section V Criteria of assessment of proposals

The contract will be awarded to the best proposal taking into account the best price-quality ratio.

Section VI Other information

Conflict of interest

In order to avoid conflict of interest the following persons and/or entities are excluded from this procedure:

- Beneficiary's personnel and staff,
- family members and relatives of beneficiary and its key personnel,
- affiliated persons, companies and institutions,
- any persons, companies and institutions with shared economic interest and/or personal or equity relationship with Beneficiary.

After signing the contract any major changes to the contract shall be excluded. A draft contract may be delivered via e-mail on request.

The service provides shall respect all rules and obligations required by the European Union, in particular those with regards to confidentiality, conflict of interests, liability, intellectual property rights, ownership of materials, checks, audits and evaluation.

Full and partial proposals are allowed.