



Ministry for the Environment, Sustainable Development and Climate Change

Department of Fisheries and Aquaculture

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Call for an Expression of Interest:

**PROVISION OF SERVICES FOR LEGAL OR NATURAL PERSONS TO PROVIDE
A SERVICE AS LANDING OFFICERS TO THE DEPARTMENT OF FISHERIES
AND AQUACULTURE**

Expression of Interest: 001/2019

Opening Date for Submissions: 05/02/2019

Closing Date for Submissions: 19/02/2019

1 Objective of public call

- 1.1 The Department of Fisheries and Aquaculture (DFA) within the Ministry for the Environment, Sustainable Development and Climate Change (MESDC) hereinafter referred to as the 'Contracting Authority', is hereby publishing this call with the purpose of identifying eligible persons to provide services of landing officers, based in Malta and Gozo, for the Fisheries Control Unit.
- 1.2 These services will be provided on contract during the period of twelve (12) months. After expiry of the twelve (12) months, the contract for service may be renewed once for another period of twelve (12) months under the same terms and conditions.
- 1.3 The selected applicant/s herein afterwards referred to as Service Provider/s, shall be subject to standards of performance and expected outputs during the contract period, and unsatisfactory performance may lead to termination of the contract according to established procedures and good practice.
- 1.4 All references to any particular gender shall be construed to refer and include the other gender.

2 Applicable Rules and Regulations

The Service Provider/s shall conform to the business ethos of Government. For the duration of the contract, he/she shall act in all respects according to instructions and direction as given by the Director General (DFA) or his delegated Representative. The Service Provider/s is furthermore bound to maintain confidentiality of all proceedings and of correspondence in relation to this engagement.

3 Duration of Contract and Payment

- 3.1 The selected Service Provider/s shall be expected to enter into a contract to provide the said service for such period as indicated in clause 1.2, as required by the DFA.

The Service Provider/s shall be required to render the services on a shift basis at the discretion of the DFA. The said contract agreement should be signed by the Service provider/s not later than one (1) week from the receipt of the letter of acceptance. The Contract Period shall **commence on the day of signature of the contract agreement** by both the service provider and the DFA.

- 3.2 The payment for services rendered shall be at a flat rate €6.88 excluding VAT per hour of service rendered. This rate is inclusive of all expenses of travel, communication and other expenses related to the task.
- 3.3 The Service Provider/s shall be held responsible, as applicable, to settle any dues in the form of taxes and/or other contributions arising out of and related to this contract agreement and this in accordance with the prevalent legislation in Malta. The Service Provider/s is responsible to pay Social Security Contributions, Income Tax, VAT and any other dues/taxes that may be applicable.
- 3.4 Payment by the Contracting Authority for the contracted service shall be made in arrears every four (4) weeks against an invoice showing the hours worked during the period. The invoice must be issued by the Service Provider/s and duly signed. Payment can only be entertained after the Supervisor in charge certifies the service as given.
- 3.5 The Service Provider/s shall render service from a place of work designated by the Director General (DFA) or his delegated representative.
- 3.6 The Contracting Authority reserves the right to annul the EOI (Expression of Interest) procedure and reject all expressions without thereby incurring any liability to the affected applicants. In so doing the Contracting Authority shall not be liable to give any reason whatsoever.

4 Termination of Services

- 4.1 Termination of services shall be provided for in the engagement contract which would be signed by both parties prior to commencement of services.

5 Services required

- 5.1 The services required by the landing officer/s shall include the following:
- 5.1.1 Carrying out inspections and checking necessary documentation in port, at landing and on fishing vessels as deemed necessary by the DFA.
 - 5.1.2 Office work including data inputting as deemed necessary by the DFA.
 - 5.1.3 Collecting information as required, and filling in appropriate forms/inspection modules issued by the DFA.
 - 5.1.4 Collecting statistical information, in particular with relation to fish sizes, on the basis of length and weight and the amount of catch (including by catch).
 - 5.1.5 Carrying out port reporting, including control checks of the Port Facilities and the Hard Standing Facility, not limited to AWLS.
 - 5.1.6 Carry out observation at sea and necessary reporting duties during the harvest of farmed blue fin tuna.
 - 5.1.7 Carry other duties as instructed by the Chief Fisheries Protection Officer and/or his representative.
 - 5.1.8 Performing any other duties or tasks that may be assigned by the Director Fisheries and/or Director Aquaculture.
- 5.2 Landing officers shall be required to work on a shift basis if deemed necessary by the DFA.

- 5.3 Landing Officers shall treat all information as confidential especially that with respect to specialised knowledge gained during implementation of their stated duties and responsibilities.
- 5.4 Landing officers must make use of their own means of transportation to fulfil the obligations mentioned in Clause 5.1.
- 5.5 The Service Provider/s must accept all of the above requirements in writing as a condition of the service contract for landing officer/s. Any potential conflict of interest, prior to or during provision of service, must be declared by the Service Provider/s.

6 Eligibility requirements:

- 6.1 At the time of application, applicants must:
 - 6.1.1 be citizens of Malta, or
 - 6.1.2 be citizens of another EU Member State, or
 - 6.1.3 be citizens of other countries to which EU provisions on free movement of persons apply, or
 - 6.1.4 be the spouses and children, even if they are third country nationals, of any person mentioned at 6.1.1, 6.1.2 and 6.1.3 above, provided they are eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs;
 - 6.1.5 possess communication language skills including a good command of the Maltese and English language, both in reading and writing;
 - 6.1.6 possess knowledge of computer office applications;

- 6.1.7 provide a medical certificate attesting that the Service provider/s is/are physically fit to work as a landing officer/s; and
- 6.1.8 be of good moral character (applicants must produce an Original Police Conduct Certificate Category A, issued within the last six months from date of application)
- 6.1.9 The Service Provider/s must have his/her/their own means of transportation and thus be able to fulfil all the obligations mentioned under Clause 5.1 imminently upon Contracting Authority's request.
- 6.2 On signing of the contract, the Service Provider/s binds himself/herself/ themselves to attend training in connection with the duties referred to in Clause 5.1 . Training shall include both documentary and legislative compliance related to the duties together with hands on training at landing facilities and designated ports. The training is mandatory and will be provided by DFA without any fees to the Service Provider/s.
- 6.3 The Service Provider/s must provide a declaration that he has no conflict of interests in relation to the provision of services mentioned in this EOI.
- 6.4 Successful service providers undertake to perform the duties assigned to the best of their ability, commitment and endeavor.

7 Due consideration

- 7.1 Due consideration will be given to applicants, who besides the eligibility requisites have the required knowledge and expertise in the appropriate field, marine environment monitoring programs, conduct of research surveys and suitable experience in the fishing and/or aquaculture industry. Proof of this can be provided through certification and/or references in the form of reference letters. This will be assessed during the interview procedure.

8 Selection Process

8.1 The Contracting Authority will be carrying out a technical evaluation of the offers received, based on the criteria mentioned below. The order of merit will be established by the Contracting Authority through an interview for which eligible applicants shall be required to attend. The maximum marks allocated for each established criteria is as follows:

	Marks
• Knowledge of procedures in the fisheries control	25
• Knowledge of commercial fish species and identification of fishing gear and fishing vessels	15
• Knowledge of computer office applications	15
• General skills which show that the applicant/s possesses the necessary abilities to provide the service at the Landing Site, as indicated in Clause 5 of this document with the least supervision	15
• Standard of Education	15
• Personal Qualities	15
TOTAL MARKS	100
 Minimum Technical Acceptance Threshold	 50

8.2 Copies of Educational Certificates and proof of claimed related experience should be attached with the application and original certificates presented during the interview.

9 Application procedure

9.1. Properly filled application forms (as per attached) must be accompanied by the following documentation:

- 9.1.1 A detailed and updated *Curriculum Vitae*. All work experience claimed is to be proved by any relevant documentation submitted by the applicant.
- 9.1.2 Original Police Conduct Certificate Category A (issued within the last six months).
- 9.1.3 Declaration from a registered medical doctor attesting that the applicant is physically fit to work as a landing officer. Physical considerations must include ability to be handling tasks in a difficult environment.
- 9.1.4 Copy of the VAT Registration Certificate. (if available)
- 9.2 Failure to submit any of the documents mentioned above (points 9.1 to 9.1.4) shall lead to automatic disqualification.
- 9.4 Copies of the original certificates and all other supporting documents as mentioned above (9.1 to 9.1.4) must be deposited by hand in the tender box provided at the:

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by the closing time and date indicated in this document and in the advert as published in the Government Gazette.

N.B In the Application Form, the applicant must make sure to indicate whether he/she is interested to perform duties in Malta or in Gozo.

9.5 By the closing time and date, ALL bids/applications must be physically deposited in the tender box provided at the Fisheries and Aquaculture Department. In the event that any call for tender is extended by the Contracting Authority, the new time and date will be construed to mean the (new) submission date. Any tender document delivered / received after the lapse of the closing time and date shall be considered as a late submission. Late submissions shall not be accepted.

9.6 Submissions shall be contained in a sealed envelope. The Advert Number must be clearly marked on the outside of the envelope. Submissions by recorded delivery, that is submissions delivered via the official postal/courier service, must be hand delivered to the Contracting Authority Offices at the above address and hand deposited in the tender box **before** the closing date and time. **Any other method of submission shall NOT be accepted.**

10 Notification of Award of Contract for Service

10.1 The Contracting Authority shall notify in writing the successful applicant that his/her application has been recommended by the Selection Committee.

10.2 The successful applicant must furnish a copy of a 24 hours worldwide personal accident insurance policy prior to signing of Contract. The policy must include coverage for:

- Death (including repatriation to Home Base)
- Permanent total/partial disablement
- Temporary total disability
- Medical expenses

10.3 All applicants shall be notified with the outcome of the evaluation process, and shall be provided with the list showing the order of merit. In all instances, procedure shall be regulated pursuant to Act XX of 2018, the Data Protection Act, and any other relevant legislation.