

## Consultancy Service Providers – Guidelines

1. Consultancy Service Providers offering their services to prospective beneficiaries of Schemes targeting fishers which is being issued through the Funds and Programmes Division (FPD) within the Ministry responsible for EU Funds can utilize these guidelines for the application process.
2. A Consultancy Service Provider is required to appoint at least one consultant, being a senior member/employee of the organisation (e.g. partner, or forms part of the senior management team of the organisation), to provide Engineering Services and/or the service of a Consultant/ Advisor providing project management and / or drafting of business plan.
3. Each consultant shall provide and list their competences and expertise including but not limited to analytical and evaluation skills; knowledge and expertise of the national and international economic landscape; and previous consultancy projects undertaken in Malta. These must be supported by any relevant documentation.
4. The Funds and Programmes Division reserves the right to verify any qualifications and experience. This may be done by sharing the application details with third parties.
5. A Service Provider who no longer wishing to be considered to provide services shall notify the Funds and Programme Division accordingly by sending an email to [fpd.opm-ees@gov.mt](mailto:fpd.opm-ees@gov.mt) including Further details may be referred to in Annex I which is enclosed to this document.
6. If a Consultant would like to offer his/her/their services to more than one service provider, a copy of the consent from the Authorized Representatives of both service providers, including any authorised signatures, is to be submitted.
7. The Consultancy Service Provider shall notify the Funds and Programmes Division accordingly by sending an email to [yanica.grima@gov.mt](mailto:yanica.grima@gov.mt) if he/she/they would like to amend a Consultant or add another Consultant respectively. The Director General shall approve any changes to the approved consultants or any additional consultants prior to any work being carried out by the new consultant in relation to supported activities under the Funds and Programmes Division.
8. The Funds and Programmes Divisions reserves the right to refuse or withdraw a registration by any Consultancy Service Provider on the basis of actual, potential or perceived reputational harm and/or unwanted or unfavourable publicity to the Funds and Programmes Division, the Government of Malta and EU funds.
9. The Managing Authority reserves the right to update the call documents depending on the developments and emerging needs.



#### Annex I: How to register as a Consultancy Service Provider?

1. The authorized representative of a service provider is to submit an application by downloading a copy from [here](#). Subsequently, the applicant shall fill in all the required details of the Service Provider in the form. Evidence and other supporting documentation can be enclosed to the same email when a copy of the complete application is sent to [fpd.opm-ees@gov.mt](mailto:fpd.opm-ees@gov.mt) including the Subject “EMFAF CONSULTANCY SERVICE PROVIDER.”
2. All the details related to the Service Provider have to be filled in. At least 1 Consultant has to register by filling in his details in the “Resources” section. The details for any additional Consultants added to the application must be filled in too.
3. With reference to the declaration section, all boxes next to the declaration fields must be ticked.
4. Once an application has been submitted electronically, an acknowledgment email shall be sent to the authorized representative’s email address, informing them that an application has been submitted. The Funds and Programmes Division reserves the right to request the applicant further information or any additional documentation where and as necessary.