



OFFICE OF THE DEPUTY PRIME MINISTER
MINISTRY FOR EUROPEAN AFFAIRS
PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

Cohesion Policy 2007 -2013
Operational Programme II PA 4
Empowering People for More Jobs and a Better Quality of Life

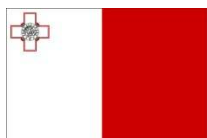
ESF 4.268 – Enriching Malta’s SME and Self-Employed Representation in Practice

REQUEST FOR QUOTATIONS – ref. GRTU 091015.5

Clarifications for Request for Provision of Research & Marketing

ISSUED ON: 06/10/2015

DEADLINE: 09/10/2015



Operational Programme II – Cohesion Policy 2007 – 2013
Empowering People for More Jobs and a Better Quality of Life
Project may be part- financed by the European Union
European Social Fund (ESF),
Co-financing rate: 85% EU Funds; 15% National Funds



Investing in your future

Below please find some clarifications we need with regards to the subject in caption

1. Specify price in Euro per person

Kindly clarify what is meant by price per person?

Kindly specify price in Euro (ignore per person as this is not applicable)

2. Focus Group Session to discuss and identify the scopes and parameters of such lobby group (approximately 10 participants)

How long should the focus group be? Will GRTU provide details of participants for us to contact, will GRTU contact them itself or do we have to find participants and contact them?

It is up to the applicant to suggest the length of session and, if suggested the necessity of number of sessions, in order to achieve the goals of scoping and setting parameters for of the lobby group. One should keep in mind that prospective participants are mostly SME owners and therefore sessions taking up extraordinary amount of time out of one's working day are not solicited. GRTU will assist in identifying participants and their contacts through their own members. It however remains the responsibility of the applicant to ensure that enough participants are sought, to contact them, to follow up with setting meetings and ensuring meetings and participation.

3. Training Session for the initial members to enhance their skills in specific areas which may core and useful (e.g. Presentation; Lateral Thinking; Communication; Diversification; Marketing; etc) (approximately 10 participants)

How long should the training session be?

It is up to the applicant to suggest the type of training and the length envisaged. One should keep in mind that prospective participants are mostly SME owners and therefore sessions taking up extraordinary amount of time out of one's working day are not solicited.

4. Initial Research and Analysis of Existing Models (including overview of specific experiences in other EU Member States) and Background Literature on said topic

What will the deliverable of the research be? Is a report needed here?

The deliverable is envisaged to be a collation of background research for GRTU and for the facilitation of the focus group session. The actual report is then another deliverable enlisted further on within this same sub-section.

5. Focus Group Session to discuss findings and devise possible recommendations upon findings (approximately 10 participants)

How long should the focus group be? Will GRTU provide details of participants for us to contact, will GRTU contact them itself or do we have to find participants and contact them?

It is up to the applicant to suggest the length of session and, if suggested the necessity of number of sessions, in order to achieve the goals of scoping and setting parameters for of the lobby group. One should keep in mind that prospective participants are mostly SME owners and therefore sessions taking up extraordinary amount of time out of one's working day are not solicited. GRTU will assist in identifying participants and their contacts through their own members. It however remains the responsibility of the applicant to ensure that enough participants are sought, to contact them, to follow up with setting meetings and ensuring meetings and participation.

6. Preparation of Concise Research Report following participation in a conference organized by GRTU on a specific policy theme. This will include meeting workshop rapporteurs.

Is the conference a full or half day conference? What is meant by concise?

Conference is being held on 13th October 2015. Kindly refer to www.grtu.eu/registration for more information. A concise report is envisaged to have background information and detailed information on feedback and elaboration on recommendations. We are envisaging an 8 – 12 page document. This depends on the nature of information which is derived from the activity.

7. Preparation of Concise Research Report following participation in a seminar organized by GRTU regarding Budget 2016.

How long is the seminar? What is meant by concise?

Half-day seminar being held between the 20th and 22nd October 2015. A concise report is envisaged to have background information and detailed information on feedback and elaboration on recommendations. We are envisaging a circa 12 – 16 page document. This depends on the nature of information which is derived from the activity.

8. Will all activities be held during October/November? Is a timeline showing all above activities available?

A full timeline is not available. All activities are being held in October and November 2015.

9. What is the size of the information leaflet focusing on the EU 2020 targets?

In terms of length (12-pager) we are here referring to the envisaged estimate length. Size is based on A4 in relation to the envisaged estimate length, yet applicants are left free to suggest other formats in their submission that would make the publication more suitable/attractive, as long as the content fits into the said publication.



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