



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

REQUEST FOR QUOTATIONS – ref. GRTU 051015.2.3

Request for Training Services – Lobbying & Advocacy

Empowering Internal Skills and Resources

ISSUED ON: 14/09/2015

DEADLINE: 05/10/2015

EXTENDED: 19/10/15



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

1. Objective

GRTU is requesting quotations for the provision of training services to empower internal skills and resources and build the skills capacity of GRTU's staff members targeting the objectives of an employer's association.

The cost of this initiative may be part financed by the European Union European Social Fund under Operational Programme II – Priority Axis 4. Results of selected provider would be communicated after the 1st October 2015 pending results from this project.

The selection of the successful bidder will be made according to the cheapest amongst the most technically compliant service providers.

2. Deliverables

For the success of the training programme in the area of Lobbying and Advocacy, the training provider should be an expert in the field of the topic and should focus specifically on these subjects in the context of social dialogue. In addition, the trainer/s needs to have a number of years of experience lecturing and working in the area of employment negotiations, diplomacy strategies and also have experience training in the Maltese context and most specifically employers' associations.

Training – Lobbying and Advocacy

The contents of the areas being proposed need to deal with the following areas:

The role of employer associations in improving the business environment:

- capacity building for effective lobbying and advocacy
- The business environment: analysis of the present situation;
- The advocacy and lobbying process;
- The employer association as the voice of its members;
- The main issues for lobbying and advocacy at national and sub-regional level;
- Analysis of strengths/weaknesses and opportunities for lobbying;
- Setting objectives and priorities;
- Research for well-prepared advocacy and lobbying;
- Follow-up and monitoring of advocacy and lobbying results;
- Strengthening Employers' association communication capacity;
- Reputation Management: core purpose, vision and the values of an employer association;

No. of participants: Training sessions would be delivered to 4 participants.

Timeframe: It is compulsory that training would be held and completed in November 2015

No. of hours/ days of training: Training must be held on 2 working days.

Venue of training: Training may be held in Malta or abroad. Service provider should propose and quote an adequate training venue.

3. Timeframe

Quotations must reach GRTU offices via electronic mail on admin@grtu.eu by no later than **5th October 2015 by noon**. All prices must quote VAT separately and in full where applicable.

4. Evaluation Criteria

All bidders applying for this Training programme must have previous experience training Employer's Associations and dealing with public policies. The cheapest amongst the most technically compliant service providers will be chosen.

Only quotations submitted in the stipulated format below will be considered

Quotation date: _____



Supplier's details

Company's name:

Contact person's name and surname:

Company's Address:

Telephone number:

Email Address:

Training topics submitting bid for:

Description of training being proposed:

Objectives of proposed Training:

Trainer justification (according to section 2.)

No. of days or hours of training being proposed: _____

Dates of training being proposed: _____

Cost of total training (euro): *(Further details related to the cost of the training should be presented by means of an annex)*

Net: _____

Vat (if applicable): _____

Total: _____



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