



Date: 15th April 2025

Ref: SAPP.25.443

Email: procurement.sapport@gov.mt

Deadline for Submission: 2nd May 2025

Subject: Expression of Interest for Occupational Therapists with knowledge on assessments based on the World Health Organisation (WHO)'s International Classification of Disability, Functioning and Health (ICF) to form part of Inter-professional Panels assessing applications for Disability Child Allowance Payments.

1. Background Information

Agenzija Sapport is Malta's National Agency that offers and provides services, support and guidance to persons with disabilities, their support networks, and their communities. The Agency's cause is to serve as a catalyst agent in the implementation of the articles of the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD). Its goal is to collaborate with persons with disabilities to develop accessible services and resources that enable and empower them to fully exercise their rights and freedoms, overcome societal challenges, and reach equity in society.

The Department for Social Security holds within its remit the responsibility for assessing and granting individuals a number of benefits, including various forms of disability assistance and allowance payments.

In line with Government policy and Malta's international obligations, the Department has commenced a process through which certain claims for the disability child allowance will start to be assessed through Inter-professional Panels, recently introduced by virtue of an amendment to the Social Security Act (Chapter 318 of the Laws of Malta) as provided by Article 106 (h).

2. The Inter-Professional Panels

These panels will conduct disability assessments in line with a holistic functional and social approach, rather than a strictly medically oriented approach. Different professionals and persons with disability will assess documents and conduct interviews with applicants, following principles emanating from the World Health Organisation's International Classification of Functioning, Disability and Health (ICF).

Appeals from the decision of a panel would be heard under the provisions of the Social Security Act

(Cap 318), while subsequent appeals are possible to the Court of Appeal. Professionals could be assigned to first-instance or appeals panels, and asked to testify, as necessary, before the courts.

Panels will be composed of: a Paediatrician to confirm a diagnosis; a professional with knowledge on the assessment of the components of the ICF; a Social Worker; and an Occupational Therapist. The necessary training and information about ICF will be provided.

3. Overall Objectives

Aġenzija Support and the Department for Social Security is seeking the services of Occupational Therapists to sit on its Inter-Professional Panels, in order to be able to participate in assessments of applicants for the disability child allowance payments, as well as undertaking duties ancillary and conducive thereto, further to Article 106 (h) (iv) of the Social Security Act.

4. Roles and Responsibilities

- Participate in in-person or online interviews with applicants, alongside panel members, in order to better obtain a case history of applicant, and be able to contribute an occupational perspective in respect of the impact an applicant's disability would have on their individual and societal functioning;
- Participate in deliberations with other panel members, following review of medical documentation and interview in respect of an applicant, in order to complete an applicant eligibility schedule based on version 2.0 of the World Health Organisation Disability Assessment Schedule (WHODAS);
- Coordinate with the Director for Social Security or his delegate, and with other panel members, in following up as necessary with applicants, in respect of further documentation or information that may be required, in reaching a final determination on acceptance or otherwise of an application;
- Complete the ICF questionnaire in conjunction with all the members of the Board;
- Provide testimony before the Court of Appeal, should a claim be brought before such by the applicant or by the Director for Social Security;
- Participate in any training in respect of procedures adopted by the Department, including in respect of the ICF and of WHODAS, as may be required from time to time (such attendance is not remunerated, although relevant expenses will be covered);

- Provide availabilities two (2) months in advance (minimum of 12 hours a month) as and when requested;
- The professional will be required to sign a non-disclosure agreement with the Department.

5. Time and Location of Service Requirement

- Duties shall be scheduled based on the need of the service and the availability of the professional, yet professionals must provide a minimum 12 hours a month availability;
- Duties shall be performed at the locations identified by the Department, or online;
- Contracts will be for a period of one (1) year which can be extended for further periods.

6. Remuneration

The Inter-Professional Board Members shall be remunerated at €12 per applicant should the ICF questionnaire not be required and an additional €50 per applicant if the ICF questionnaire is administered, up to a maximum of ten (10) applicants per sitting. If there are more than ten (10) applicants (up to five (5) additional applicants) the Inter-Professional Board members shall be remunerated accordingly.

Payments shall be made in Euro, on a monthly basis following presentation of time sheets and invoice.

Payments will be effected by means of Direct Transfer from the Contracting Authority, upon receipt and verification of timesheets and invoices.

7. Eligibility Criteria

In order to be eligible, Occupational Therapists shall:

- (i) be registered in the Occupational Therapy Register in Malta. A copy of a valid registration is to be presented with this EOI;
- (ii) demonstrate knowledge of the social and/or human rights models of disability. Copies of academic and/ or professional qualifications, and/or a signed attestation by a third party confirming professional, voluntary and/or lived experience reflecting such knowledge, shall be presented.

8. Selection Criteria

Occupational Therapists shall be selected through an interview and upon confirmation of their availability in terms of this EOI.

Interested professionals will be assigned to a specific Inter-professional Panel should their application be successful.

Contract will be entered into with the Ministry for Social Policy and Ministry for Inclusion and the Voluntary Sector.

9. Submission of Applications

Applications shall be received by not later than Friday 2nd May 2024. Applications shall be submitted to the following email address: procurement.support@gov.mt, together with the following documents:

- A letter of introduction, confirming agreement with the terms of this EOI, and also indicating whether services could be provided in Gozo;
 - Europass Curriculum Vitae;
 - Copy of relevant registration in the Occupational Therapy Register in Malta, of the occupational therapist who would perform the duties outlined in this EOI;
 - Academic and/or professional qualifications, and/or a signed attestation by a third party confirming professional, voluntary and/or lived experience reflecting knowledge of the social and/or human rights models of disability.
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