

Date: 30th April 2026

Ref: AS.PROC.26.31

Email: procurement.sapport@gov.mt

Deadline for Submission: 15th May 2026

Subject: Expression of Interest for the Provision of Professional Assessment Services for the Personal Budget Assistance Scheme (PBAS)

Aġenzija Sapport invites **external suitably qualified and warranted professionals** to submit an Expression of Interest (EOI) for the provision of professional services in relation to the assessment of individuals with disabilities applying for support under the Personal Budget Assistance Scheme (PBAS).

The selected professionals will support the Agency in conducting PBAS assessments, preparing and presenting cases to the PBAS Board, and ensuring the completion of all required documentation in line with established policies and procedures.

1. Scope of Services

The services to be provided under this Expression of Interest may include, but are not limited to, the following:

1.1 PBAS Assessments

- Conduct comprehensive PBAS assessments of individuals with disabilities applying for Personal Budget Assistance.
- Engage directly with applicants and, where applicable, their families, carers, or legal representatives, ensuring a person-centred and rights-based approach.

- Assess support needs, levels of assistance required, and eligibility requirements in line with PBAS guidelines and criteria.
- Prepare detailed professional assessment reports for submission to the PBAS Board.

All assessments must be fully completed, assessed, and formally presented to the PBAS Board within a maximum of two (2) months from the date of case allocation.

1.2 PBAS Board Casework

- Prepare cases for submission to the PBAS Board, ensuring that all documentation is complete, accurate, and compliant with procedural requirements.
- Attend and present cases to the PBAS Board, when requested.
- Respond to Board queries and provide clarifications or additional information as required.
- Support the implementation of PBAS Board decisions and recommendations.

1.3 Documentation and Case Finalisation

- Ensure the correct completion, collation, and submission of all PBAS-related documentation.
- Coordinate the collection of all required signatures, approvals, and declarations linked to PBAS applications and Board decisions.
- Ensure records are accurately maintained within the relevant information systems, in line with Agency procedures.

1.4 Collaboration

Professionals engaged through this EOI will be expected to work in close collaboration with the designated PBAS Leader throughout the assessment cycle. This includes:

- Discussing allocated cases prior to conducting assessments and reviewing assessment findings.
- Reviewing draft assessment reports with the Leader prior to finalisation, ensuring clarity, accuracy, and completeness.
- Seeking guidance or consultation from the Leader when cases involve safeguarding concerns, inconsistencies in information, or complex support needs.

- Maintaining open communication with the Leader regarding progress, workload, and any operational issues related to assessments or Board preparation.

2. Professional and Eligibility Requirements

Interested applicants must:

- a. Be **warranted professionals** in a relevant discipline, such as:
 - Social Work
 - Allied Health
 - Psychology
 - Or another relevant field related to disability assessment
- b. Have demonstrable experience in:
 - Assessments of persons with disabilities
 - Professional report writing and documentation
 - Working within structured decision-making or Board-based processes
- c. Demonstrate a sound understanding of:
 - The Personal Budget Assistance Scheme (PBAS)
 - Disability rights and the principles of the UN Convention on the Rights of Persons with Disabilities (UNCRPD)
 - Person-centred and strengths-based assessment approaches

Be able to work independently while adhering strictly to Agenzija Sapport's policies, procedures, and ethical standards.

3. Engagement Terms

Engagement under this EOI will be on a case-by-case or task-based basis, subject to operational requirements.

All applicants who submit an Expression of Interest will be interviewed. Only candidates who are successful following the interview process will be engaged and allocated cases.

This EOI does not constitute an employment relationship with Agenzija Sapport.

The Agency does not guarantee a minimum volume of work.

Services will be requested in accordance with operational demand and availability.

3.1 Termination of Engagement

Without prejudice to any other rights or remedies available to Aġenzija Sapport, the Agency reserves the right to **terminate this engagement with immediate effect** in the event that the engaged professional **fails to comply with the terms and conditions of this Expression of Interest**, including but not limited to the **failure to finalise, assess, and present allocated cases to the PBAS Board within the stipulated timeframe**.

In such instances, **no further work shall be assigned**, and payment shall be limited to services **properly rendered and satisfactorily completed** up to the date of termination, subject to verification by the Agency.

Termination under this clause shall **not give rise to any claim for compensation, loss of earnings, or entitlement to future work** against Aġenzija Sapport.

4. Fees and Payment

Professional fees shall be fixed at **€14 excluding VAT per hour**, subject to a maximum of **30 hours per case**, in line with established Agency rates and in accordance with applicable procurement rules and relevant agreements.

Payment shall be affected upon satisfactory completion of the assigned work and submission of all required documentation, in accordance with Agency financial procedures.

5. Confidentiality and Data Protection

All professionals engaged under this EOI will be required to:

- a. Comply fully with applicable data-protection legislation, including GDPR.
- b. Sign confidentiality and data-protection declarations, as required.
- c. Treat all information obtained during the course of service provision as strictly confidential.

6. Submission of Expression of Interest

Interested individuals are requested to submit the following documents together with their application:

- Professional qualifications, certifications, registration and warrant details
- Relevant experience related to disability assessments and PBAS
- Availability to provide services
- A curriculum vitae

Aġenzija Sapport reserves the right to request additional documentation for due diligence purposes.

Applications, together with the required documents, are to be submitted via email to procurement.sapport@gov.mt by no later than **Friday 15th May 2026**.

Applicants are kindly asked to include the EOI Reference Number in the email subject line when submitting their application.

7. General Provisions

Aġenzija Sapport reserves the right to accept or reject any Expression of Interest.

Inclusion in this EOI does not guarantee engagement.

All services provided shall be subject to Agency oversight, quality assurance mechanisms, and full compliance with PBAS procedures and standards.
