



Date: 12th May 2026

Ref: AS.PROC.26.39

Email: procurement.sapport@gov.mt

Deadline for Submission: 26th May 2026

Subject: Expression of Interest for Occupational Therapists (OTs) - ACTU at Aġenzija Sapport

1. Background Information

Aġenzija Sapport is the National Agency providing a myriad of services and schemes to persons with disabilities and their family members in Malta. It became an autonomous agency in April 2016 through a Legal Notice (L.N. 104 of 2016). One of the services offered by Aġenzija Sapport is the Access to Communication and Technology Unit (ACTU).

The ACTU provides services to several individuals with complex communication needs, physical and/or sensory difficulties, speech, language and communication needs, and/or learning disabilities, and their families. ACTU assess, support and advise, make recommendations for communication and technology, and implement interventions and training.

2. Scope, Service and Duration

- This Expression of Interest (EOI) seeks Occupational Therapists (OTs) to conduct assessments related to Augmentative and Alternative Communication (AAC) and Electronic Assistive Technology (EAT), potentially as part of a transdisciplinary team.

- Service delivery will take place at Ċentru Pastorali Qalb ta' Ġesù, Triq il-Bizantini, Qrendi QRD 1802, or alternatively, in the appropriate setting where the person engages in the intended task, such as school, home, and so on.
- During the execution period of this Expression of Interest (EOI), each professional is limited to a maximum aggregate of 200 hours for conducting assessments and submitting reports.

3. Roles and Responsibilities

- To carry out sessions and assess needs in relation to Augmentative and Alternative Communication (AAC) and Electronic Assistive Technology (EAT). This involves providing recommendations for configuring AAC/EAT setup and customized devices.
- To carry out set-up and training sessions following the procurement of the recommended system.
- Maintain records of sessions, client interactions, and provide reports when requested.
- To provide a comprehensive report for each client. This documentation is to be compiled at the end of the whole assessment. All the relevant technical recommendations are to be included in the report.
- Offer mentoring and coaching to other practitioners, when needed and requested by Aġenzija Sapport's management.
- Sessions may be conducted remotely or in person, depending on the case's specific needs. In person sessions require coordination and authorization from the Agency's management and may occur during or after office hours and on weekends. Case reviews and meetings may be scheduled during office hours.
- Perform any other related tasks.

4. Remuneration and Payment Terms

- OTs shall be remunerated at the rate of €50 excluding VAT per hour, with an additional €150 excluding VAT per written report. Each report is capped at three hours.
- Pre-assessment preparation for each allocated case is remunerated at a standard rate of €50 excluding VAT.
- Invoices are to be submitted every two (2) months specifying the number of hours conducted, and the compiled reports.
- Payments are to be made within 30 days from submission of invoice and shall be affected by a bank transfer.

5. Eligibility Criteria

- Interested candidates must possess a Degree in Occupational Therapy.
- Interested OTs shall have the aptitude to work with persons with disability and must have at least 6 months of prior OT experience.
- This is a self-employed opportunity; thus, the applicants are required to comply with all the legal prerequisites to offer this service. Applicants must also be able to communicate in Maltese and English.
- Case allocations are solely at the discretion of the Management of Aġenzija Sapport.
- Candidates must have proven previous experience in AAC assessments. Candidates are to provide this by submitting a declaration on official letterhead from an established AAC service provider.

6. Submission of Applications

Applications shall be received by not later than **26th May 2026**. Applications shall be submitted at the following email address procurement.support@gov.mt together with the following documents:

- Letter of Introduction – also specifying the number of hours of availability and how you intend to spread the hours across the week
 - Copy of relevant professional qualification
 - Recent Police Conduct (not older than 6 months)
 - Europass CV
 - Declaration from an established AAC service provider, as per above
 - Applicants are required to comply with all the legal prerequisites to offer this service
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