

Date: 04th September 2026

Ref: AS.PROC.26.79

Email: procurement.sapport@gov.mt

Deadline for Submission: 18th September 2026

Subject: Expression of Interest: Occupational Therapist within My Programme at Aġenzija Sapport

1. Background Information

My Programme is a personalised service designed to support minors, youths and adults in developing, improving and enhancing their skills to achieve their unique life goals and aspirations. This approach ensures individualised planning and continuous evaluation to effectively meet the unique needs of every individual in alignment with the service's vision. My Programme primarily supports individuals from vulnerable and at-risk communities.

My Programme falls under the Supported Independent Living within Aġenzija Sapport aimed at deinstitutionalization and empowerment of service users to lead an independent life within the community, in line with UNCRPD principles. During the multidisciplinary annual case review the service users review their goals in line with the current service provision and eligibility criteria, with the support of various professionals.

Therefore, My Programme is reaching out for the services of an Occupational Therapist who is trauma-informed, empathetic, and committed to the values of social justice, inclusion, and empowerment.

2. Scope and Service

- The Occupational Therapist's (OT) role is essential in guiding the professionals and support workers in supporting the referred interventions that are in line with the Individual Support Plan (ISP) goals identified in a particular case. The OT shall be responsible for assessment, planning, and collaboration on ISP goal development for service user.
- Following assessment, the OT shall provide appropriate interventions to meet the individual user's needs in acquiring independence in activities of daily living which are meaningful and purposeful for the service user.
- Good communication and interpersonal skills are necessary to collaborate with the service user, parents, guardians, professionals, support workers and management. Given that most of the work will be carried out in the community, the OT should have the ability to work independently and foster good organizational skills. The OT shall report to the leader within My Programme. In emergency situations, the OT may contact the on-call personnel.
- The place of acceptance of the service, shall be determined by the management of My Programme, depending on the particular case and/or intervention's scope and according to the needs of the same Service User. Therefore, the service may be requested to be held at any one of the premises of the Agency, private residences, online or any other location identified by the management of My Programme. The majority of the services being mostly during the afternoons and Saturdays.

3. Roles and Responsibilities

Specific Requirements

- The Service Provider is expected to be an OT in possession of the qualifications requested under Article 6 of this document.
- The OT shall be flexible and capable of respecting specific targets within strict deadlines.

- The OT shall seek to establish and maintain good working cooperations with the Contracting Authority.
- The Service provided must meet local as well as EU legislation requirements and must meet all specifications and conditions under the contract.
- A minimum average of 5 hours per week of work done by the OT must be provided.

4. Specific Objectives

Professional Responsibilities

- Complete evaluations, develop measurable goals, plan and implement therapeutic interventions at intervals determined to be relevant.
- Communicate results of evaluations and reports to service users, parents, staff, and when appropriate, other professionals and agencies concerned with the service user.
- Documentation is to be uploaded on TEAMS (SharePoint) and is required to be professional, efficient, and timely providing proof of accountability.
- Conduct home visits as part of the direct interventions.
- Collaborate, consult, teach and monitor staff and/students involved with the implementation of occupational therapy interventions.
- Make recommendations regarding adaptive equipment needs.
- Might need to attend case conferences, reviews and other relevant meetings.

- If, during interventions, the professional observes any risks concerning the assigned individual, these must be reported immediately to My Programme On-Call.
- Attend supervisory meetings with the Leader.
- The OT shall follow all policies and procedures of Agenzija Sapport. The OT shall provide a working plan including number of hours, dates and times to Agenzija Sapport one month in advance.
- The OT shall maintain records of sessions, client interactions, communications and provide reports when requested in line with Agenzija Sapport's policies and procedures. It is imperative that no information regarding service users is stored on private laptops. This is to safeguard client's confidentiality. Files may only be taken out from the Agency's premises in accordance with My Programme's procedures only when this is required for the provision of the service. Documentation can take the form of a soft copy or a hard copy, however all assessments that are done in a soft copy format must be printed and later filed in the respective service user's file.
- The OT should seek respective professional advice from the Leader, who shall also be having the role of OT mentor, during an occupational therapy supervision for such matters to be further discussed. The OT should prioritize and discuss interventions based on professional judgment and consult with the Leader when needed.
- Case allocations are solely at the discretion of Agenzija Sapport's Management.
- The OT must not be assigned the same service users they work with in another role. The OT is to inform the Agency management if they are allocated such a case due to potential ethical conflicts. If it comes to the attention of Agenzija Sapport that this clause was not adhered to, the Agency has the right to immediately terminate the contract.
- This Expression of Interest is intended for Occupational Therapy services from external economic operators capable of providing their services on an independent and dedicated basis.

- Interested bidders must demonstrate that they have the operational capacity, availability, and organisational independence necessary to undertake the required services.

Service Delivery

- Referrals shall be presented to the OT during a review meeting to be held monthly or via email. The OT is to follow the format outlined in the Occupational Therapist Process below for each allocated case. Should there be a case which merits more hours than those outlined below, approval is to be sought from management.

Occupational Therapist Process

Referral	The OT will be provided with the aim of the referral. The OT may ask for further feedback, as deemed necessary.	1 hour per month
Assessment	For the age range between 2:0–18:11 the 'The Roll Evaluation of Activities of Life (The REAL)' will be utilized as a screening instrument. This is aimed to help professionals assess children's ability to care for themselves and in the community. For over 18:11 over the assessment will involve a generic OT assessment. Specific OT assessments may be also utilized.	2-3 hours
Documentation	The Assessment will be documented and a set of recommendations in line with the service user ISP should be compiled.	2-3 hours
Therapeutic Intervention	A meeting is held with the ISP Executive and the Support Workers on how the therapeutic intervention would be provided. The liaison with the ISP Executives and Support Workers is necessary to have a continuation of service when the OT would stop attending the sessions with the service users. The OT should attend at least 6 sessions with the service user. These sessions may be conducted in various locations, meaning that intervention may happen in various occupational settings, be it the service user's home, community hub, community or social environment. Sessions may occur during or after office hours and on weekends. Case reviews and meetings may be scheduled during office hours.	6 hours (6 sessions of 1 hour each) Documentation: 0.5 hour following each session Total: up to 3 hours
Review	A review of the initial goals and therapeutic intervention is conducted with the ISP Executive. If further assessments are needed the service user will be able to be reassessed. This may	1 hour

	be conducted during a meeting between the stakeholders.	
Discharge	The service user is discharged, and case is closed. A discharge note is written in the service user's file.	

5. Remuneration and Payment Terms

- Remuneration is €50 per hour, excluding VAT.
- Invoices are to be submitted monthly. Invoices must minimally indicate the date and times of service, and the number of hours provided to Aġenzija Sapport and a description of the work carried out, indicating whether it is direct interventions or indirect interventions (research, preparation and documentation). These invoices shall be signed by both the Agency representative and by the Service Provider. Indirect intervention is capped up to a maximum 30% of the total direct intervention claimed at any calendar month.
- Payments are to be made within 30 days from submission of invoice and shall be affected by a bank transfer.
- Any further costs related to the provision of the service not mentioned above must be borne by the Service Provider.
- Notice of cancellation of sessions shall be of not less than 24 hours.

Cancellations made prior to 24 hours of the set date and time of appointment, shall not be charged.

Any sessions cancelled by the Service User for reasons of an emergency such as hospitalisation or ill health within the 24-hour period shall also not be charged.

In the case of cancellations made by the service user within the 24-hour period, the OT shall be flexible in shifting any other duties during this set time. If after discussion with Aġenzija Sapport, one gives reasonable explanation that no other duties can be carried out during that set time, the OT will be paid in a 50% rate.

6. Eligibility Criteria

- Without prejudice to the generality of the foregoing, bidders shall be required to declare, at the time of submission, that:
 - (a) they are able to provide the services in accordance with the timelines, workload requirements and service levels established in this EOI.
 - (b) the performance of the services shall not be adversely affected by any existing full-time employment or equivalent engagement; and
 - (c) they are able to enter into a contractual arrangement with Agenzija Sapport as independent service providers, and to allocate sufficient time and resources to meet the Agency's needs.
- For the avoidance of doubt, Agenzija Sapport reserves the right to request documentary evidence supporting such declarations and to disqualify any bidder who, in the Agency's reasonable assessment, does not demonstrate adequate availability, independence or capacity to perform the services in line with the requirements of this Call.
- Compliance with the above requirements is mandatory for eligibility.
- Interested candidates must possess a recognised qualification at a minimum of an MQF Level 6 (or equivalent) in Occupational Therapy.
- Interested OTs shall have the aptitude to work with persons with disability and must have at least 6 months of prior occupational therapy experience.
- This is a self-employed opportunity; thus, the applicants are required to comply with all the legal prerequisites to offer this service, including but not limited to invoicing, VAT registration and compliance with all applicable VAT obligations, where applicable.

- 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 Proof of CPCM registration.
- Candidates must have POMA clearance.

7. Selection Criteria

The contract duration will be established by Aġenzija Sapport in accordance with the number of professionals engaged through the selection process.

Selection Process:

The selection process shall include:

- A **preliminarily selection** upon written confirmation of the applicant's willingness, availability and compliance with every term and condition specified in this EOI.
- A formal **interview** for shortlisted applicants following the preliminary selection, during which candidates will be evaluated.
- During the interview, candidates will be assessed on aspects including, but not limited to, the competencies, knowledge, skills, experience, professional judgement, values, and personal attributes considered necessary for the effective performance of the duties associated with the post.
- **Candidates will be ranked according to their final selection process score, and appointments will be offered to the highest-ranked candidates up to the number of posts available.**

- Candidates may be **accepted or rejected** based on the outcome of the above process.

8. Submission of Applications

Applications shall be received by not later than **18th September 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
 - Proof of CPCM registration
 - POMA clearance
 - Applicants are required to comply with all the legal prerequisites to offer this service
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