



Expression of Interest

Invitation for the Provision of Tuition Services from Qualified Tutors for the Delivery of Courses in relation to Dry Stone Wall Building and Restoration:

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1. Introduction

1.1 The Building and Construction Authority (hereinafter referred to as the Contracting Authority or the BCA) is a public entity established under Chapter 623 of the Laws of Malta, known as the Building and Construction Authority Act.

1.2 Since the BCA took over the Building Industry Consultative Council's (BICC) education and skill certification responsibilities, the authority is looking to engage educative **tutors** (hereinafter referred to as the Service Providers) who could provide accredited Dry-Stone Wall courses, including presenting, lecturing and assessing material and correcting the latter. The Dry-Stone Wall Course includes theoretical and practical sessions. Attending and passing the Dry-Stone course is one of the requirements for an individual to be issued a Construction Industry Skill Card (CISC).

1.3 The BCA is looking to appoint tutors who are to deliver the Dry-Stone Wall courses (practical and theoretical sessions), separately or collectively:

- MQF Level 2 Dry Stone Wall Restoration
- MQF Level 3 Award in Building and Maintaining Dry-Stone Walls



- 1.4 The Service Provider is expected to provide professional service through the process of delivering these courses and shall follow the specific instructions issued by the Contracting Authority.
- 1.5 The period of performance shall commence from the **Letter of Approval date**.
- 1.6 The period of contract shall be of two (2) years.

2. Duties, Functions and Responsibilities:

The contracted Service Provider should be requested to provide a service as follows:

- Provide tutoring services for the aforementioned courses, during the day or in the afternoon/evening (after office hours) between Monday and Saturday, during the contract duration as mentioned in Clause 1.6. It is worth mentioning that the dates and times are stipulated by the Building and Construction Authority.
- Prepare lesson (theory and practical sessions) plans, and work with the presentations and assessment material/templates that are to be provided by the Building and Construction Authority or, provided by the tutor, assess and correct any assessment for every course that is to be issued, within the timeframe as per Clause 1.6.
- The Service provider agrees to provide tutoring services that meet or exceed the Authority's standards of tutoring, according to and not limited to the student's age and educational level. The Service provider must maintain an understanding of the course's curriculum and expectations provided by the Authority, respectively, as approved by the MFHEA. The Service provider is required to treat students with courtesy and professionalism, and



to behave appropriately during these sessions that cater to the age and educational level of the student.

- The Service Provider agrees to carry out these courses at any location/premises specified and/or provided by the Building and Construction Authority.

3. Other Obligations

3.1 The Service Provider agrees to provide the BCA with their official contact number and email address. The Service provider agrees to inform the Contracting Authority immediately of any changes to such details.

3.2 The service provider cannot disseminate the prepared material, including the presentations and assessments provided, as it is the sole property of the Building and Construction Authority.

4. Terms and conditions

4.1 The Service Provider shall assume responsibility for the quality of lessons delivered and assessments supervised and/or corrected from their end.

4.2 The Service Provider must execute any assignment or task with the utmost integrity.

4.3 During the term of the contract with the Authority and at any time thereafter, the Service Provider shall keep all information in confidence.

4.4 The Service Provider shall make use of their own equipment that is to be used during the delivery of presentations and shall refrain from



purchasing any items/equipment on behalf of the Contracting Authority or the Ministry as part of the contract with the Authority.

- 4.5 Any dispute which may arise between the Service Provider and the Authority in connection with the execution of this Contract will first be dealt with amicably and, if unresolved, will be settled through arbitration proceedings.
- 4.6 Should the Service provider fail to meet certain standards and expectations, the Building and Construction Authority reserves the right to cancel its obligations to the individual and prohibit them from further carrying out duties through this expression of interest.

5. Duration of Contract and Payment

- 5.1 The period of performance shall commence from the last signature of the Contract and shall run for a period of two (2) years
- 5.2 Payment to the Service Providers will be of a fixed fee (lump sum) for every course carried out after the Service Provider has finished the supervision and corrected the assessments of each course carried out. Payment shall be affected against the submission of a fiscal invoice to be issued upon the completion of every requirement.
- 5.3 Payments may be stopped whenever, in the opinion of the Contracting Authority, the Service Provider is in breach of the conditions of the contract.
- 5.4 All invoices issued by the Service Provider to the Building and Construction Authority for payment for services rendered in terms of the contract shall be payable to the Service Provider within thirty (30) calendar days from the date on which the said invoice has been received by the Building and Construction Authority, subject to satisfactory services rendered.



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- 5.5 The Service Provider needs to be in possession of a valid VAT number.
- 5.6 Every invoice presented to the BCA should contain an Invoice date, the Service Provider's general details, the amount in Euro (net of VAT) and the VAT Component together with the total amount due.
- 5.7 The Service Provider shall be responsible for paying VAT, Income Tax and National Insurance Contributions and any other dues that may be applicable because of the engagement and throughout the contract's duration.
- 5.8 The Service Provider is to issue an invoice for every individual course completed upon submission of the student's results of their examinations, and the Service Provider has signed off on all the students' certifications upon completion of the respective course.

6. Termination

- 6.1 Without prejudice to any other provision hereof, the contract shall terminate at the option of the Contracting Authority, by giving written notice of termination to the Service Provider, without prejudice to any claim for damages or other remedy to which the Authority may be entitled either at law or under this Agreement, on the occurrence of any one or more of the following events:
- 6.2 If the Service Provider breaches, and/or habitually neglects, and/or proves ineffective in accomplishing or demonstrates an inability to fulfil the duties/obligations which are a requirement under the terms of this Agreement.



- 6.3 If the Service Provider fails to follow any order and/or instruction or fails to observe any policy and/or directive promulgated from time to time by the Contracting Authority.
- 6.4 If the Service Provider, at any time during the term of this contract, fails to cooperate with the Contracting Authority and/or its officers, and no mutual agreement has been reached between the individual and the Contracting Authority.
- 6.5 If it should become apparent to the Contracting Authority that any matter disclosed, warranted or represented to the Contracting Authority by or on behalf of the Service Provider is materially or adversely misleading or incorrect.
- 6.6 If the Service Provider fails to fulfil any of his/her obligations under this contract.
- 6.7 If the Service Provider fails to comply with the terms and conditions of the Contract, and such non-compliance is deemed to be of significance by the Contracting Authority, and upon the occurrence of any event or circumstance which gives the Contracting Authority good reason to believe that the Service Provider may not perform any obligation/s referred to in the contract.
- 6.8 The Service Provider may, for a valid reason, at any time after the expiration of four (4) months from the commencement of the contract, terminate the contract by giving a one (1) month notice in writing, subject to the completion of any tasks active at that point in time. The one (1) month notice period will start to reckon from the date on which the letter of termination is received by the BCA via registered post or by electronic mail.
- 6.9 If the Service Provider terminates the service otherwise than in accordance with the terms of the contract, he/she shall be liable to



pay, by way of pre-liquidated damages the equivalent of 10% of the initial contract value.

7. Selection of Candidates

The candidates will be interviewed by a selection board to assess their suitability for the post. Candidates must provide an original official identity document (identity card or passport) and original certificates/qualifications for verification at the interview stage. Candidates will be notified by email of the outcome. The result of the interview will remain valid for two (2) years.

8. Eligibility Requirements

Eligible applicants need to possess any of the following:

- MQF Level 6 Bachelor's degree in Architecture or in a related field, and a minimum of 2 years' working experience in Dry Stone Wall Restoration or Building.

OR

- MQF Level 6 Bachelor's Degree of Education or in a related field, and a minimum of 2 years' working experience in Dry Stone Wall Restoration or Building.

OR

- A Mason's License and a minimum of 4 years' working experience in Dry Stone Wall Restoration or Building.

OR



- An MQF Level 3 in Dry Stone Wall Building and Restoration, and a minimum of 5 years of working experience in Dry Stone Wall Restoration or Building.

OR

- 10 years of working experience in Dry Stone Wall Restoration or Building.

Apart from the above, the eligible applicants should be:

- Fluent in speaking and writing in Maltese and English; and
- of good moral character, trustworthy, team-driven, and motivated to perform their duties diligently and zealously.

Applicants may apply for more than one module, provided they meet the eligibility requirements for each module. However, it is up to the discretion of the authority to assign any applicant to be selected for the module that they deem fit. Following the interviews, the Contracting Authority will decide which module or modules are the applicants to be assigned to, regardless of how many modules the applicant applied for.

9. Submission

9.1 Interested parties are to submit their interest by filling in Annex I and Annex II of this Expression of Interest and attach all relevant documentation as indicated in clause 8.

9.2 Submissions are to reach the BCA by not later than **Monday, 26th January 2026** via the email address indicated in clause 9.4.

9.3 Applicants are required to submit:

- Updated Curriculum Vitae.
- Copy of relevant original certificates, as indicated in Clause 8



- Police Conduct Certificate, issued within three months prior to the date of submission of the application.

9.4 The Expression of Interest including all documents may be submitted to the BCA, electronically on the following email address: procurement.bca@bca.org.mt

9.5 A contract is to be signed within fifteen (15) days from the notification of the result of the interview.

9.6 By submitting their interest, the applicants are accepting that this procedure is regulated by Maltese Law and are deemed to be aware of all relevant laws, acts and regulations of Malta that may in any way affect or govern the operations and activities covered by this procedure.

9.7 Applicants shall bear all costs associated with the preparation and submission of their interest. The BCA shall not reimburse any fee associated with the preparation of the expression of interest in the event that any or all interest/s is/are rejected.

9.8 The Contracting Authority reserves the right to:

- Issue any new additional information during the publication period.
- Cancel this Expression of Interest.
- Reject all interests that had been received.
- Initiate a new Expression of Interest.



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10. Courses

This section is to be considered as an estimate for candidates willing to apply for this Expression of Interest. The Building and Construction Authority estimates to carry these amounts of courses:

<u>Course</u>	Estimated number of courses depending on number of applicants and engaged tutors	<u>Cost</u>	<u>Course Duration</u>
MQF Level 2 - Dry Stone Wall Restoration	An estimate of 4 courses to be delivered in a two (2) year period)	€750 per course	25 hours Per course
MQF Level 3 - Award in Building and Maintaining Dry-Stone Walls	An estimate of 4 courses to be delivered in a two (2) year period)	€1500 per course	50 hours Per course

Keeping in mind that the Building and Construction Authority is planning to conduct an estimate of 2 courses for MQF level 2 Dry Stone Wall Restoration courses every year and an estimate of 2 courses for MQF Level 3 Award in Building and Maintaining Dry-Stone Walls every year, it is up to the discretion of the Authority to assign the courses to any tutor according to their availabilities and to the availabilities assigned to the BCA's scheduled courses.



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Annex I – Submission Table

<u>General Details</u>	
Name of Service Provider	
Address	
Email Address	
Mobile No.	
VAT Registration No.	
ID Card No.	



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Annex II – Declaration Form Schedule of Fixed Rate

I hereby declare and agree to carry out the services at the rates established below:

Item No.	Description	Period of Performance	Lump Sum rate per course (incl. Taxes/Charges but excl. VAT)	Tick Below for the module for which you are applying for
1.1	MQF Level 2 - Dry Stone Wall Restoration	2 years	€ 750	
1.2	MQF Level 3 - Award in Building and Maintaining Dry- Stone Walls	2 years	€ 1500	
Total				

The Contracting Authority reserves the right to procure higher or lower quantities than those mentioned in the above table. If these quantities are not used, the Service Provider shall have no claim against Government.

Date: _____

Signature: _____

Declaration:

- I declare that by signing this form, I have read, understood, and agreed to abide to all the clauses mentioned in this Expression of Interest.