



GOVERNMENT
OF MALTA

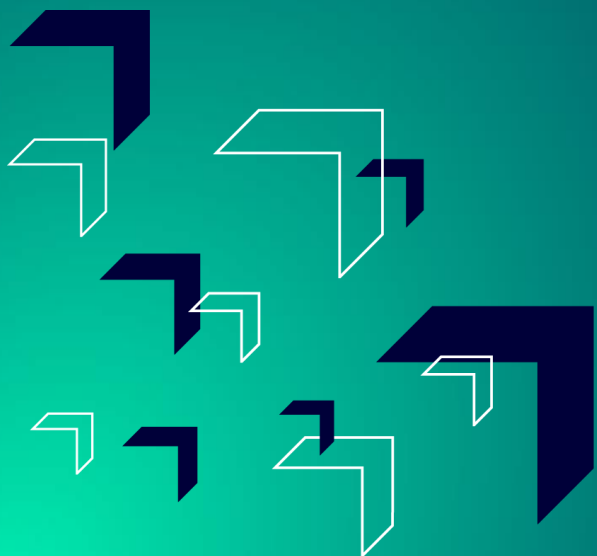


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Consultancy Service Providers Guidelines

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1. Consultancy Service Providers already registered with the IB to provide consultancy services under the Consultancy Scheme, as of 1st June 2023, shall be automatically considered as Registered Consultancy Service Providers under the 'Business Reports for SMEs' aid scheme.
2. These Guidelines bind economic operators, hereinafter referred to as 'Service Providers' registered with the Measures and Support Division within the Ministry responsible for EU Funds and Programmes, being the designated Intermediate Body for ERDF Support Measures for the Operational Programme 2021 – 2027, hereinafter referred to as the 'IB', to render consultancy services under the Business Reports for SMEs grant scheme.
3. To be considered for registration, Service Providers need to have the competence and expertise in the provision of consultancy services to Micro, Small and Medium-sized enterprises operating across different sectors of the economy, hereinafter referred to as the 'target group'.
4. Consultancy Service providers need to fill in the application to become a Registered Service Provider, together with providing all necessary documentation for consideration by the Measures and Support Division. In the case of a company, the application form is to be signed by the Authorised Representative of the enterprise, who shall be identified as a Director in the Memorandum of Articles of Association of the enterprise, and in the case of a self-employed to be signed by the self-employed person. Where the Memorandum of Articles of Association does not identify the Authorised Representative as a director, a declaration of Authorization by the Board of Directors is required. Further information on the application process can be found in the Annex I to these Guidelines, titled *How to Register as a Consultancy Service Provider*.
5. A consultancy Service Provider is required to appoint at least one consultant, being a senior member/employee of the organisation (e.g. partner, or forms part of the senior management team of the organisation), with a minimum of a Master's Degree or a comparable recognised qualification at MQF Level 7 in any one of the following areas: Accounts, Economics, Business Management or being a warranted Accountant or Auditor. A qualification at MQF Level 7 in other areas may be accepted on provision of a full academic record and/or declaration from the Award.
6. Each consultant shall provide and list their competences and expertise including but not limited to analytical and evaluation skills; knowledge and expertise of the national and international economic landscape; and previous consultancy projects undertaken in Malta. These may be supported by any relevant documentation.
7. The Consultancy Service Provider shall notify the IB accordingly by sending an email to msd.eufunds@gov.mt if he would like to *amend a Consultant* or *add another Consultant* respectively. The IB shall approve any changes to the approved consultants or any additional consultants prior to any work being carried out by the new consultant in relation to supported activities under the Business Reports for SMEs.

8. If a consultant is no longer employed or their services are otherwise not being utilized in relation to supported activities under the Business Reports for SMEs, the Service Provider shall notify the IB by sending an email to msd.eufunds@gov.mt.
9. The Service Provider shall have in place high reporting standards, project management methodologies and a supporting quality assurance system¹ and shall provide the IB with supporting documentation providing a detailed overview of such methodologies.
10. The Service Provider shall ensure that these methodologies are maintained when providing consultancy services to Undertakings being assisted through the Business Reports for SMEs.
11. External consultancy services shall be procured in line with the eligible actions identified in Section 2.2 of the Guidance Notes for the Business Reports to SMEs.
12. Consultancy services shall not be of a periodical or continuous nature or in relation to the usual operating costs of the beneficiary, such as routine tax consultancy services, regular legal services or advertising or relating to legal and regulatory obligations arising from the nature of the beneficiary's operations and economic activity.
13. Consultancy services shall only be provided to beneficiary Undertakings external to the registered Service Provider. That is to say, the beneficiary and the Service Provider are to be autonomous and unrelated to each other.
14. On project completion, the registered Service Provider shall provide the assisted Undertaking with an authenticated report, issued in a signed scanned copy (.pdf), in the form of a;
 - (i) Business Plan, or
 - (ii) Process and Systems Review, both being the output pursuant to the consultancy service.
15. The authenticated report shall include (as its cover page) the signed and dated [Declaration of Unrelation](#) by the Service Provider, which declaration is available for download from Fondi.EU by clicking [here](#). The declaration shall be signed by both the Authorized Representative and the Consultant. Moreover, the report shall also include a reference in the Executive Summary that the report is being funded under the Business Reports for SMEs part-financed by the European Union.
16. The IB shall not be liable for any payments to the Service Provider for participating and registering under the Consultancy Service Providers.
17. The IB shall not be liable for any unhonoured payments due by enterprises to consultancy Service Providers with respect to any services rendered.

¹ This requirement does not necessitate certified quality standards, however the Service Provider has to have a documented methodology in place that offers assurance through checks and balances that the consultancy services and the emanating output meets specific standards that at least meet the minimum requirements outlined in these guidelines.

18. A Service Provider found to be in breach with the provisions of these guidelines may be de-registered and shall be informed in writing accordingly.
19. A Service Provider no longer wishing to be considered to provide services under the Business Reports for SMEs shall notify the IB accordingly by sending an email to msd.eufunds@gov.mt. Further details may be referred to in Annex I which is enclosed to this document.
20. If a Consultant would like to offer his services to more than one service provider, a copy of the consent from the Authorized Representatives of both service providers is to be submitted.
21. The Measures and Support Division reserves the right to verify any qualifications, experiences and conduct with third parties.
22. The Measures and Support Divisions reserves the right to refuse or withdraw a registration by any Consultancy Service Provider on the basis of actual, potential or perceived reputational harm and/or unwanted or unfavourable publicity to the Measures and Support Division, the Government of Malta and EU funds.

Annex I: How to register as a Consultancy Service Provider

1. The authorized representative of a service provider is to submit an application by downloading a copy from <https://fondi.eu> from [here](#). Subsequently, the applicant shall fill all the required details of the Service Provider in the form. Evidence and other supporting documentation can be enclosed to the same email when a copy of the complete application is sent to msd.eufunds@gov.mt.
2. All the details related to the Service Provider have to be filled in. A minimum of 1 Consultant need to be registered filling in his details in the pertinent section – *Resources*. The detailed for any additional Consultant added to the application must be filled in too. The application includes a section on the applicant’s applied methodologies, which practices must be identified and explained accordingly.
3. Once an application has been submitted electronically, an acknowledgment email shall be sent out to the authorized representative’s email address, informing them that an application has been submitted. It is only once the IB has approved a submission that a Consultancy Service Provider is added to the list of Registered Service Providers. The IB reserves the right to request the applicant for further information or additional documentation where and as necessary.
4. Once an application has been approved, the Registered Service Provider may wish to add or remove an existing Consultant or change any details relating to an existing Consultant. The authorised representative is to inform the IB by sending an email to msd.eufunds@gov.mt clearly indicating the new details.
5. In each case, the new Consultant will only be added to the service provider once the submission has been approved by the IB.
6. If a Registered Service Provider wishes to deregister and hence be removed from the list published on Fondi.eu, it needs to inform the IB by sending an email to msd.eufunds@gov.mt.

Annex II – Declaration of Unrelation Template



Business Reports for SMEs – Declaration of Unrelation

I hereby declare that (insert name of Service Provider) is external to the beneficiary Undertaking, and the parties are autonomous and unrelated to each other. The consultancy services provided are not of a continuous or periodical nature or related to the usual operating costs of the beneficiary or related to legal or regulatory obligations arising from the nature of the beneficiary’s operations and economic activity.

| Details of Beneficiary | |
|---------------------------------------|-----------------|
| Project Code | |
| Beneficiary Name (Registered Name) | (BLOCK LETTERS) |
| Beneficiary Registration No | |
| VAT No. | |
| Official Address | |
| e-mail | |
| Telephone No. | |

| | |
|--|------------------------------|
| (BLOCK LETTERS) | (BLOCK LETTERS) |
| Name & Surname Service Provider Authorised representative | Name & Surname Consultant |
| Signature | Signature |
| Date | Date |

*Data Protection Declaration -
Personal Data supplied to the Measures and Support Division (MSD) within the scope of implementation of projects being co-financed by Cohesion Policy funds is processed, in accordance with Community obligations according to law and in line with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive (95/46/EC (General Data Protection Regulation) and any subsequent amendments, by MSD and by other stakeholders and competent authorities mandated to implement, monitor, execute payments, controls and audit the project/contract.*



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