

Pitkalija Outlet Project

Information Pack

A collaboration between
The Malta Food Agency
The Malta Council for the Voluntary Sector
&
Agenzija Sapport



Introduction

The Malta Food Agency is collaborating with the Malta Council for the Voluntary Sector and Agenzija Support to offer a new business opportunity to the right voluntary organisation/s. Voluntary organisation/s with the right motivation and capacity will be able to embark on a new business venture with a possibility to make financial earnings. Voluntary organisations may choose to enter this opportunity on their own or collaborate on this project with another voluntary organisation.

The Project

The Malta Food Agency has identified the need to structure a commercial outlet at the Pitkalija market to sell unsold produce to domestic buyers at wholesale prices. A voluntary organisation or partnering voluntary organisations will be chosen to manage the outlet as well as explore the outlet's potential to serve other purposes and aid the community. Overall top Management shall be fully retained by MFA.

The aims of the project include:

- To uphold and manage outlet with the function of selling unsold produce to domestic buyers;
- To generate an income to the farmers for the unsold produce;
- To reduce food waste;
- To provide fresh produce at low and accessible prices;
- To mentor and train individuals with fewer opportunities from diverse employment programmes leading to their eventual employment.

The organisation/s who will take on this venture will be able to contribute to, or create a business model for the Pitkalija outlet in collaboration with the Malta Food Agency, depending on their capacity in this role. The VO will still need to operate under guidelines and procedures as identified and communicated by MFA. The Malta Food Agency will be working hand in hand with the chosen organisation/s to offer ongoing support and ensure that the outlet functions efficiently.

Roles and Responsibilities

- Outlet Management
The chosen VO/s will be responsible for the running of the outlet including employee roster, staff management, stock take and store up-keep. The Malta Food Agency will be providing the software required to manage stock as well as any required maintenance which the space provided will require. (Space is already built and is currently being refurbished.)
- Staff Management

Staff must be engaged from employment programmes which promote employment of people with disabilities or societal difficulties.

The **Way to Work programme** which is administered by Agenzija Sapport is a programme which supports people with a disability to seek and retain employment. The chosen VO/s will be responsible to engage individuals from this programme. Agenzija Sapport will be able to provide their assistance with personal difficulties which may arise with the staff.

The **Sheltered Employment Programme** which is administered by Jobs Plus is a programme which supports people with a disability to seek and retain employment. The chosen VO/s will be responsible to engage individuals from this programme. Jobs Plus will be able to provide their assistance with personal difficulties which may arise with the staff.

And/Or

The chosen VO/s may also decide to engage people with disabilities/societal difficulties who are members of the same VO.

The chosen VO/s will be responsible for rostering the employees and managing the staff at the premises. Salaries for the staff from these programmes will be supplied from the earnings of the venture.

➤ Business hours

The chosen VO/s will need to open the outlet for a minimum of 3 days a week. The ideal opening days include Tuesdays, Wednesdays and Fridays. The outlet cannot be open to the public on Monday and Saturday mornings due to other restrictions. Additionally, the VO/s would preferably be able to extend opening hours to the evening. Logistical decisions with regards opening hours can be discussed and arranged accordingly at a later stage.

Priority shall be given towards Pitkalija when it comes to certain operational conditions; for example should Pitkalija require different opening hours, the shop shall act accordingly to avoid clashes during operation.

➤ Business Plan

The VO/s' main responsibility is to open the outlet at least 3 days a week for domestic buyers to buy produce. Additionally, the chosen VO/s are encouraged to propose alternative uses for the space. Some examples include: hosting food / sustainability workshops for public or school children; Hosting open day and activities for the public; Identifying new sources of revenue from the use of the

outlet, etc. The chosen VO/s are encouraged and supported to explore innovative ways of exploiting the shop's potential. The VO/s will be able to retain a percentage of the earnings made from the venture, hence strategic planning and creativity is advised to maximize revenue.

Procedure

1) Expression of interest

Interested VO/s are to submit their Expression of Interest by filling this [google form](#) with the necessary details. This form is to be submitted by Friday 17th November 2023.

2) Information meeting

The interested voluntary organisations will be invited for an information meeting and a site visit at the premises between the 18th and the 21st of November. Any queries regarding this opportunity can be addressed by the Malta Food Agency during the meeting.

3) Proposals

After the information meeting, the Voluntary Organisations interested in the venture are to submit a proposal covering the following topics with regards to the project: This proposal is to be submitted by Sunday 21st January 2024 on volunteer@maltacvs.org.

➤ Operational & Administrative Capacity of the organisation/s

What is the experience of the VO/s in retail?

What is the experience of the appointed manager/s from the VO/s?

Will this be a co-venture with another VO?

Indicate what advantages will your VO bring to the venture.

➤ Motivation

Indicate the motivation of the VO to collaborate on this project

➤ Strategic Plan

briefly Indicate the following: (we understand that the below indications may be subject to change)

- Proposed opening hours

- Proposed number of employees from Way to Work programme

- Proposed number of managers / volunteers from the VO responsible of the Outlet

- Any other logistical details identified by the VO

➤ Objectives for the Pitkaliija Outlet

- Short term / long term goals for the outlet
- Indicate any potential streams of revenue OR potential uses of the outlet which can serve the community. Indicate how the VO can bring the indicated ideas to fruition.

4) Evaluation and Selection

An evaluation committee consisting of representatives from The Malta Council for the Voluntary Sector, the Malta Food Agency and Agenzija Sapport will evaluate each proposal on the topics listed in point 3. The evaluation committee will select the VO/s which have the best operational capacity, motivation, innovativeness, and most clear objectives with regards the Pitkaliija Outlet Project and will formulate a definite term contract for the selected VO/s. Same committee will oversee the running of the outlet and will provide any necessary support.

Additional Information

- Only Voluntary Organisations which are enrolled and compliant with the Office of the Commissioner [OCVO] are eligible to apply for this project.
- Voluntary organisations must abide with fiscal rules, so they must be registered with the VAT Department.
- Any clarifications or questions can be made to MCVS on 22481136/5 or via email to volunteer@maltacvs.org. Alternatively, operational queries can be addressed to the Malta Food Agency during the information meeting referred to in point 2.