ERA
Environment & Resources Authority

Terms of Reference

Implementation of the Continuous Professional Development Programme on Waste Prevention

(Malta's Long Term Waste Management Plan 2021–2030)



Terms of Reference for the Implementation of the Continuous Professional Development Programme on Waste Prevention

1. Introduction

The Environment and Resources Authority (ERA) is seeking collaboration with interested entities (private or public), including Non-Governmental Organisations (NGOs) and educational institutions, to support the implementation of a measure included in the Long Term Waste Management Plan 2021 – 2030, for Malta. This measure: Continuous Professional Development (CPD) Programme on Waste Prevention [Measure WP_CB2], aims to foster skill-sharing and training initiatives that encourage waste reduction, re-purposing, repairing, re-use and re-sale of various products.

2. Objectives

The CPD Programme will run over a period from 2026 to 2027. The CPD aims to:

2.1. Promote, develop and encourage skill-sharing and training, including skills on how to repair **electronics** and upcycle **textiles**.
2.2. Promote, develop and encourage skill-sharing and training, including skills on how to prevent **food**, **packaging**, **non-packaging paper**, **single-use plastics** and **construction** waste.
2.3. Organise workshops, training sessions and public events that encourage the objectives of 2.1 and 2.2.
2.4. Communicate the environmental benefits of extending the lifetime of items.
2.5. Provide a platform for showcasing successful practices from public and private sectors as well as civil society.
2.6. Facilitate dialogue among stakeholders, experts, and industry bodies to promote waste prevention strategies and awareness programmes.

3. Scope of Work

Relevant entities that qualify to participate in this programme, following this call, will be expected to:

3.1. Organise and facilitate workshops and training sessions (online or in person) that:
3.1.1. Elucidate re-purposing, repairing, re-use, and resale of **clothing** and/ or **electronics;** and/ or elucidate the reduction of waste from anyone or more of the following: **food, packaging, non-packaging paper, single-use plastics** and **construction material**.
3.2. Develop training materials and guidelines relevant to the programme's objectives.
3.3. Engage with stakeholders, including industry experts and community representatives, to share best practices.
3.4. Promote participation and raise awareness with stakeholders and the public in general through various communication channels, while making reference to the CPD Programme supported and financed by ERA

3.5. Provide logistical support, including venue arrangements, materials, and administrative coordination.
3.6. Monitor and report on the impact of activities and key takeaways.

4. Support and Financial Assistance

ERA intends to provide financial assistance to cover ancillary and amenity costs related to the programme, including:

4.1. Venue hire for workshops, training sessions and events and associated logistical costs.
4.2. Fees for speakers and trainers, especially when engaging individuals outside the entity. This includes compensation for their services as well as travel-related expenses, such as allowances and accommodation costs for those traveling from abroad when necessary.
4.3. Production of educational and promotional materials. This may also extend to the creation of digital content such as videos, infographics, and interactive e-learning materials to broaden the reach of the programme.
4.4. Administrative costs borne by the organising entity.
4.5. Costs of adverts. The adverts has to be pre-approved by ERA.

As a general requirement, ERA must be acknowledged in all communications related to any initiative carried out under Section 3.

5. Submission Requirements

Interested entities must submit the following information that provides clear details on their approach to achieve the objectives of the CPD Programme:

5.1. The interested entity should specify the chosen subject area of focus (this can be any one or more of the waste streams referred to in Section 2),
5.2. A brief introduction to the entity, including its mission, objectives, previous similar or relevant projects, and expertise in line with the objectives highlighted above under Section 2.
5.3. A description on how the entity intends to reach the objectives set out in this document such as any workshops, training sessions, and awareness activities the entity may intend to implement.

The authority will ask for a more detailed plan to those who only submit a satisfactory response to this call.

6. Deadline and Contact Information

Interest for participation, including requirements listed in Section 5, must be submitted by the 4th of November 2025 to era.policy@era.org.mt.

For further inquiries, send an email to era.policy@era.org.mt.

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