



Request for Proposal

Program Planning and Evaluation

FoodShare Toronto

January 20, 2016

Good Healthy Food For All!

1. Invitation

FoodShare Toronto is inviting qualified consultants with experience in community development and food systems and an in-depth knowledge of program planning and evaluation to evaluate two of FoodShare's food support programs: Good Food Program and Urban Agriculture program.

2. Background

FoodShare is a non-profit organization that works with communities and schools to deliver healthy food and food education. We believe everyone deserves access to affordable high-quality fresh food. Since 1985, FoodShare has modeled a food system that is sustainable and accessible to everyone. FoodShare has pioneered innovative programs such as the Good Food Box, impacted what kids eat in school, and improved the way people eat and grow food across Toronto every day. All programs support a variety of healthy, economic, environmental, community, and social benefits, and seek to improve food access for people and communities currently underserved by the food system.

FoodShare Vision: Good Healthy Food for All

FoodShare Mission: Increasing Access to, Knowledge of and Consumption of Vegetables and Fruits through Community-led Projects

3. The Purpose of this Project

This project is funded through the Local Poverty Reduction Fund (<https://www.ontario.ca/page/local-poverty-reduction-fund>) with the purpose to understand the impacts of community-led food initiatives in alleviating poverty. This project will evaluate two existing food support programs – the Good Food Program and Urban Agriculture Program. The programs help people living in low-income communities improve their access to affordable vegetables and fruit.

This project will measure whether food programs can demonstrate measureable evidence to make people's lives better. This project is interested in using both quantitative and qualitative research design to provide solid evidence in terms of program impacts and outcomes.

The findings of this research will also be used to inform decision-making in program re-design and sustainability planning inside FoodShare and will also lead to recommendations on best practices in food programs to be shared with the provincial government and other stakeholders.

4. Scope of Work

The Successful Consultant will work with the Project Manager and the Evaluation Facilitator at FoodShare to conduct evaluation on two existing food support programs: Good Food Program and Urban Agriculture program. With support from FoodShare staff and the Project's Academic and Policy Advisory Group, the Successful Consultant will design a rigorous evaluation plan, including defining the

evaluation questions, identifying the indicators and data sources, identifying data collection methods and timelines, reporting formats, etc.

The Successful Consultant will work closely with the Evaluation Facilitator to update the existing international literature review on food insecurity and community interventions, including research on the Good Food and Urban Agriculture Programs and similar food access and growing programs from around the world.

The Successful Consultant will engage in interviews and/or focus group discussions with FoodShare's program participants to understand their needs and the impacts of our programs. FoodShare will generate a list of program participants for each project in collaboration with the Successful Consultant.

Based on the understanding supported through conducting interviews and focus groups, the Successful Consultant will support the design of questionnaires and on-line or paper-based surveys as needed and as required.

The Successful Consultant will support the Project Manager and Evaluation Facilitator in data analysis, preparing evaluation reports and delivering the final project report.

5. Deliverables

- Rigorous evaluation designs for the two selected FoodShare's programs
- Updating the existing international literature on Food Insecurity and Community Interventions
- Interviews and/or focus groups with program participants
- Questionnaire survey design and supporting
- Supporting data analysis
- Writing evaluation reports as needed and as required
- Supporting project reporting (templates will be provided)
- Training and Information Workshop

6. Timelines:

February 2016 – March 2017

7. Consultant Roles and Relationship with FoodShare staff

The Successful Consultant will report directly to the LPRF Project Manager, who has the direct management responsibility for this project. Staff at FoodShare will provide support and guidance to the Consultant for the duration of this project. The Consultant will meet with the Project Manager and the Evaluation Facilitator on predetermined dates and as required to provide updates and progress on this project.

8. Consultant Qualifications and Considerations

- In-depth knowledge of program planning and design in the community and

vulnerable sector

- In-depth knowledge of performance measurement and program evaluation
- In-depth knowledge of community development
- In-depth knowledge of food insecurity and poverty
- Demonstrated experience in applying quantitative and qualitative research methods
- Ability to work collaboratively with FoodShare staff
- Ability to manage project to meet deadlines and deliver high-quality deliverables
- Price

9. Proposal Requirements

- Executive Summary
- Understanding of this Project, Scope, Approach and Methodology
- Project Management Approach and Work Plan
- Detailed and Itemized Pricing
- Declaration of Experience and Qualifications (Attach a separate CV if needed.)
- References

10. Budget

The budget for this project is \$25, 000, excluding HST.

11. Application Deadline

Please submit one (1) electronic copy of your complete proposal (including scheduling, hours needed, and project budget) before 5pm on February 3rd, 2016 to:

Debbie Field
Executive Director
FoodShare Toronto
90 Croatia Street.
Toronto, ON. M6H 1K9
Email: debbie@foodshare.net

12. Questions/Inquiries

Please contact Aijuan Chen at aijuan@foodshare.net or (416) 3636441, ext.241 if you have any questions regarding this RFP.