

Middlesex London Community Food Assessment Update 2021 Request for Proposals

Name of Project: **Middlesex London Community Food Assessment Update 2021**

RFP Issue Date: July 26, 2021

RFP Due Date: Sept 15, 2021

Email to: info@mlfpc.ca

Project Summary:

A community food assessment (CFA) is a participatory and collaborative process engaged in by members of a community who are interested in exploring their area's food system strengths and needs. The purpose of a CFA is to gather the information needed to picture the whole food system, and then to work towards increasing community food sovereignty by using this information to inform decision-making around the policies and practices that define the local food system.

In 2015-16, the initial [Middlesex London Community Food Assessment \(MLCFA\)](#) was completed. The overarching recommendation from this research was *for Middlesex-London food system stakeholders to proceed with the establishment of a food policy council*. The Middlesex London Food Policy Council (MLFPC) was subsequently initiated in the Fall of 2016. Since its establishment, the MLFPC has been guided by the recommendations of the first MLCFA. However, the food system landscape in Middlesex London has changed since 2016 and the global pandemic has further exacerbated many of the existing challenges in both our local and global food system. Considering these changes, it is time to update the MLCFA.

The MLFPC is seeking to review the landscape of community food security in London and Middlesex County, with a focus on areas of the local food system where information gaps existed at the time of the initial MLCFA. In addition, we are looking to assess the impact of the Covid-19 pandemic on the resilience and sovereignty of our local food system. These areas of focus are to include:

- Indigenous peoples
- Climate change and environmental issues
- Rural and urban agriculture landscape (statistics, protection of farmland, labour, local production, distribution, etc.)
- Access to local healthy food
- Food literacy
- Food recovery
- Governance, Policy

The Middlesex-London region is the geographical focus for this community food assessment. This includes the eight municipalities of Middlesex County (Newbury, Southwest Middlesex, Strathroy-Caradoc, Thames Centre, Middlesex Centre, North Middlesex, Adelaide Metcalfe, and Lucan Biddulph), three First Nations reserves within the census division, and the City of London.

Project Scope:

1. **Review of Existing Resources and Assets** – An environmental scan will be conducted to identify existing community resources and assets related to the local food system, which includes all processes and infrastructure involved in feeding a population from ‘farm to fork’. The scan will consider demographic, economic, policy, social, environmental and technological factors. Gaps and issues in programs, services, policies, structures, and community capacity should also be explored.
2. **Collection and Collation of Community-based Data** – A key characteristic of the Community Food Assessment will be the involvement of stakeholders to ensure shared ownership of both the process and results. A collaborative approach will build capacity by engaging the community in meaningful ways. Existing community research should be compiled and analyzed, and new research should build on existing research.
3. **Community Food Assessment Report** – A Community Food Assessment Report, that articulates the results from the community food assessment process, in a concise and user-friendly format, will be completed. The Community Food Assessment Report should focus on strategies for action.

Key Deliverables:

1. Review of existing resources and data.
2. Participatory Research and Stakeholder Engagement (Primary Research)
3. Complete written interim reports on the research as it progresses and the deliverables by the specified deadlines. A final report will be written with conclusions and recommendations for action.
4. Together with the MLFPC Community Food Assessment Committee, complete a plan for the dissemination of study findings.

Project Timelines: (estimates; final timelines to be determined)

The MLFPC aims to have this work begin in the Fall, 2021 with an estimated completion in Spring, 2022.

Standards of Work:

- Abide by the terms of the ethics submission approved by the MLFPC.
- Take direction from the MLFPC Community Food Assessment Committee and report on and complete work as requested by members and outlined in the deliverables above.

- Meet (in person and virtually) with members of the MLFPC Community Food Assessment committee on a regular basis to discuss plans and solicit feedback. Revise materials if required based on feedback.
- Use standardized and/or best practice qualitative research methodologies.
- Lead the data analysis team.
- Use appropriate and secure technology for communication and data analysis and storage.
- Write reports including multiple drafts with and input from the MLFPC Community Food Assessment Committee.
- Lead in the writing and development of key documents for knowledge translation, interim reporting, etc.
- Work within a prescribed budget.

The MLFPC Community Food Assessment Committee will provide:

- Direction through all phases of the project.
- Funding will be provided via the MLFPC trustee, the London Food Bank

Successful candidates will have demonstrated experience in the following areas:

- Assessment research, particularly, community food assessment research.
- Successful collaboration with a variety of stakeholders on a community-based research project.
- Conducting qualitative research in community settings.
- Analysis, interpretation and synthesis of qualitative research data to reach meaningful conclusions.
- The use of appropriate technology for communication
- Have strong project management skills.
- Work within existing project budgets and timelines.
- Possess superior time management skills.
- Possess excellent communication skills (oral, active listening, and written).
- Use their home office for long distance calls, internet-based work, faxing and data analysis using qualitative data analysis software. A budget for any ancillary expenses will need to be provided and will be factored into final remuneration fees.

Other Considerations:

- In reviewing the submissions, the Evaluation Committee will consider the candidate's qualifications and experience in addition to the proposed methodology, timeline, and schedule of fees.
- The successful candidate will be required to enter into an approved **Standard Contract Agreement with the London Food Bank**.
- All work and products associated with this project will remain the sole and exclusive property of the Middlesex London Food Policy Council.

TO APPLY

Interested parties are asked to submit a concise proposal with the following information:

- Demonstrated experience in conducting Community Food Assessments.
- Experience leading collaborative, participatory assessments and research.
- Experience supporting community groups developing strategies for action.
- Names and contact information for three references who can be contacted

- regarding experience relevant to this study
- List of personnel who will be directly involved in the completion of the project.
 - Proposed methodology and timelines for the project.
 - Schedule of fees, including the total cost for this work.
 - Reports from previous qualitative research projects written by the applicant.

CONSULTANT INQUIRIES

All inquiries regarding this RFP should be directed in writing via email to Ellen Lakusiak, MLFPC coordinator at ellen.lakusiak@mlhu.on.ca. The deadline for inquiries is midnight, September 14, 2021.

SUBMISSION INSTRUCTIONS

Interested proponents should submit their proposal by email to info@mlfpc.ca. All submissions must be received no later than midnight September 14, 2021.

