

REQUEST FOR PROPOSALS:

Cooperative Food Distribution Initiative Coordinator

BACKGROUND

OPIRG (Ontario Public Interest Research Group) Kingston, The National Farmer's Union (NFU) Local 316, The Sisters of Providence of St. Vincent de Paul, and The Partners in Mission Food Bank are partners on this Cooperative Food Distribution Initiative (CFDI). This project has been organized as a way to address concerns and objectives around food security, community health, food wastage, sustainable farming, and local food system development in Kingston and area.

Modeling on 20 years of successful food reclamation by Second Harvest in Toronto, we aim to develop a system for reclaiming fresh produce headed for the waste stream in local restaurants, grocers and institutions. This produce will supply existing food providers/meal programs. Our local innovation will be to simultaneously distribute sustainably grown food, bought at fair prices from local farmers, to the same restaurants, grocers and institutions, as a fundraising activity for the reclamation program. A long-term goal will be for food providers/meal programs to begin purchasing some of the food they use from sustainable local farms; thereby offering those most in need access to fresh, healthy local food.

The Food Providers Networking Group, which has 15 members who operate meal programs and food pantries, has been discussing a joint food reclamation project since the 2003 *Food Reclamation Program* study indicated the positive potential for such a program. Through the efforts of the NFU's Food Down the Road initiative, dozens of sustainable local farmers, grocers and restaurants, and hundreds of eaters, have expressed their interest in more healthy local food. This initiative brings together the people who grow food with the people who provide it to those most in need.

We are looking for a Coordinator to lead research on the feasibility of this initiative, to develop the necessary relationships and logistics, and to conduct a pilot program. These activities will take place over a 45 week period beginning January 28th to December 5th, 2008.

PROJECT OBJECTIVES

Broadly:

1. Improve food security for youth, families, elders and all citizens in Kingston
2. Improve the health of our community by increasing access to fresh produce, reducing fossil fuel emissions and pesticides, and improving air quality
3. Build partnerships within and between sectors in our local food system

Specifically:

1. Reclaim food from grocers, restaurants and institutions to be distributed to food providers/meal programs
2. Increase the amount of sustainably grown local food distributed to grocers, restaurants and institutions.
3. Long-term: increase the percentage (set targets) of fresh food from sustainable, local farms being provided to hungry Kingstonians through food justice organizations.

FEASIBILITY AND DEVELOPMENT STUDY

The feasibility study should cover a few key areas:

1. Interest and needs of food justice organizations, food providers, restaurants, grocers, and local farmers with regards to this project
2. A discussion and analysis on successful models of food reclamation and distribution of locally grown food
3. A detailed discussion of the logistical needs and economics of possible food reclamation and distribution scenarios
4. Possible short-term and long-term scenarios for structuring, funding, and staffing the CFDI

Previously conducted research, organizational contacts, and research support will be made available to the CFDI Coordinator.

A 2-3 page executive summary will be included in the Feasibility Study (which will be as long as necessary), and it will be formatted and printed as an outreach tool and for funding purposes.

The following is a suggested Work Plan, including milestones/deliverables:

Phase I – Project Start-up		
Dates	Task	Responsibility (see list of organizations below)
Dec 13 2007- Jan 14, 2008	Distribute RFP and collect proposals	OPIRG C
Jan 15, 2008	CFDIOT selects candidates to interview	OPIRG C, CFDIOT
Jan 22	Interview and hire CFDI C for 45 week contract: Jan 21-Nov 28, 2008	OPIRG C, CFDIOT
Phase II – CFDI Feasibility and Development		
Jan 28	CFDI C begins work at OPIRG Kingston, Orientation with the OPIRG C and CSROP*	CFDI C, FB, OPIRG C, CSROP*
Jan 28-Feb 22	Coordinator orientation – meets with partners, researchers*, and potential client organizations (farmers, restaurants, grocers, food providers)	CFDI C and all others
Jan 28-Apr 4	Conduct feasibility study for the project, report on results and integrate them into project development process	CFDI C, CSROP
Apr 4, 2008	<i>MILESTONE 1: Feasibility study complete</i>	CFDI C, CSROP
Apr 4-Jun 27	Based on input, conduct other development research: location options, vehicle options, equipment, staffing, etc Develop tools and protocols Search for sustainable project funding and develop business plan for the operation Make decision about the best way to format cooperation between the reclamation and local food distribution components of the initiative	CFDI C Support from OPIRG C and CFDIOT
May 30, 2008	<i>MILESTONE 2: Development Report</i> Submit Phase II CFDI Development report to the CFDIOT and all partners for feedback	CFDI C, CFDIOT and all partners
Jun 2008	Receive guidance on Phase III Pilot and work out the logistics with FB Develop evaluation tools for Pilot	CFDI C, FB, CFDIOT
Phase III – Community Food Distribution Pilot Project		
Jul-Aug 2008	Start work at Food Bank. Set up relationships and logistics for food pick- ups and deliveries. Organize volunteer/staff drivers	CFDI C,
Jul-Nov 2008	Research and develop funding proposals for 2-3 year funding based on results of feasibility, development and pilot	CFDI C, CFDIOT
Aug 18, 2008	<i>MILESTONE 3: Pilot Community Food Distribution begin</i>	
Aug-Oct 2008	Coordinate pilot pick ups and deliveries	CFDI C
Nov 2008	Assess and evaluate the pilot	CFDI C, CFDIOT
Dec 5, 2008	<i>MILESTONE 4: Pilot Evaluation Report complete</i> Final evaluation reports, transition to sustainable project structure if warranted and supported	CFDI C, CFDIOT

List of Organizations and Individuals

CFDIOT: Cooperative Food Distribution Initiative Organizing Team – including our four key partner organizations – OPIRG, SP, FB, NFU	OPIRG: Ontario Public Interest Research Group, Kingston
FDTR C: Food Down the Road Coordinators	OPIRG C: OPIRG Coordinator

CSROPR: Queen's Centre for Corporate Social Responsibility, Outreach Project researchers	NFU: National Farmers Union, Local 316
CSROP: Queen's Centre for Corporate Social Responsibility, Outreach Project	CFDI C: CFDI Coordinator
SP: Sisters of Providence of St. Vincent de Paul, Justice and Peace Office	FB: Partners in Mission Foodbank

*Please note that we have applied for Student researchers through the CSROP, this is not a guarantee.

OUTCOMES AND PERFORMANCE INDICATORS

1. Number of restaurants and grocers involved in the pilot = min 5
2. Number of food providers who receive reclaimed and locally grown food = min 5
3. Number of local farmers who's food is distributed = min 3
4. Specific target volumes of food to be reclaimed and distributed during Phase III will be identified during the feasibility and development Phase II

BUDGET

Item	Expenses
Salaries	
CFDI Coordinator (\$21*23 hrs*45 wks)	\$21,735
Consultants from Partners (in kind)	\$4,138
Administration	
(Rent, phone/fax, office supplies, accounting, insurance, project supervision) (in kind)	\$2,000 \$1,750
Program Equipment and Transportation (in kind)	\$2,500
TOTAL ****	\$32,123

CLASSIFICATION

This is a grant position unionized under the Canadian Union of Public Employees (CUPE) Local 1281. This position pays \$21 per hour at 23 hours per week for a 45 week contract period without benefits.

PROPOSAL GUIDELINES AND LOGISTICS

Submissions must not exceed four pages and must include, but are not limited to, the following components:

- Summary of the applicant's interest in and approach towards the project
- A response to three documents: The CDFI Backgrounder, the *Food Reclamation Program Study* (pdfs) and The Second Harvest (www.secondharvest.ca) website. How do these three sources shape your vision for this project?
- Thoughts on ability to adhere to the Suggested Work Plan and recommendations for change.
- Given that the workplace for this position is committed to anti-oppression and creating a non-hierarchical space, please include one to two paragraphs on your views of power and oppression
- One page resume, highlighting relevant skills and experiences
- Three references with contact info and a description of the connection
- One example of the applicant's related research-based writing should be appended to the proposal (not included in the four pages)

Deadline for proposals is Monday January 14, 2007 at 4:00pm (Kingston time). Proposals should be emailed – we will confirm receipt of your proposal as soon as possible. If you would prefer to submit a hard copy, please drop it off at 51 Bader Lane, on Queen's Campus by the same deadline. Late proposals will not be considered.

Proposals will be accepted electronically in Microsoft Word (doc not docx) or Adobe Portable Document Format (pdf) or in hard copy.

Proposals and any questions may be emailed to Sayyida Jaffer: info@opirgkingston.org

All applicants will be informed as to whether or not they have been selected for interview on Tuesday January 15th by 9pm. **Interviews will take place Tuesday, January 22nd, 2008.** The successful candidate will begin work on Monday January 28th, 2007.

We welcome the contributions that individuals from marginalized communities bring to our organization, and invites aboriginal people, people of colour, women, gays, lesbians, bisexuals, trans-identified people, queer identified people, intersexed people, two-spirited people, working class people, single parents, members of ethnic minorities, immigrants and people with disabilities to apply.

We encourage applicants to describe the contributions and experiences they, as individuals who identify with marginalized communities, would bring to the OPIRG organization, in their cover letter. All applicants are asked for a brief statement on their views of power and oppression.

CRITERIA TO BE USED IN ASSESSING APPLICATIONS

The CFDIOT will apply several factors to its assessment of the submitted proposals. In brief, these factors include:

Criterion 1: Demonstrated Capacity to do the Work

- ✓ . Thorough understanding of food security in a local context of meal programs, food reclamation and local farming needs
- ✓ . Relevant skills and experience
- ✓ . Up to speed on partner organizations and/or similar projects
- ✓ . Ability to work in collaboration with OPIRG Kingston Coordinator, potential student researchers and CFDIOT
- ✓ . Creative approach
- ✓ . Demonstrated ability, capacity and commitment to take on and complete the feasibility study and pilot program within the timelines and allocated budget
- ✓ . Knowledge and experience in conducting research and writing projects and quality of research sample

Criterion 2: Work Plan

- ✓ . Critical analysis of plan
- ✓ . Addresses expected outcomes

Criterion 3: Quality of Response to Second Harvest, Food Reclamation Program and CFDI Backgrounder (see attached pdfs and weblink)

- ✓ . Quality of reflection and insight into these three sources and how they shape your initial vision for the project
- ✓ . Writing skill - concise and meaningfully written response

Criterion 4: General

- ✓ . Completeness
- ✓ . Overall impression

Please note that a valid driver's license is required and access to a vehicle for this position is an asset. In addition, experience with food handling or a willingness to learn is required.

Please also note that the *Food Reclamation Program* pdf is inverted so rotate 180 degrees to view correctly.