

# Orkney Food Dignity Strategy Project: Phase 2 Invite to Tender



## Background

There is an increasing prevalence of food insecurity and poverty in Orkney. In a recent survey by the Scottish Government, one in ten respondents reported experiencing food insecurity. In response, we have facilitated the development of the 'Orkney Food Dignity Partnership', which brings together statutory and third sector partners to work towards creating a dignified system of food in Orkney.

We understand food dignity to mean a system where everyone is food secure, with access to adequate, nutritious, and culturally appropriate food. It is a system where the right to food is understood as a matter of justice, rather than charity. Practically we believe this will be realised by:

- Increasing people's incomes and financial security through income maximisation
- Supporting people with a cash-first response when they experience financially challenging times
- Intervening early and comprehensively when people are at risk of financial difficulties
- Ensuring that when cash-first responses are exhausted the support they receive is dignified and does not create stigma for the individual

We have recently secured funding from Inspiring Scotland's 'Rural Communities Ideas into Action' fund to develop a Food Dignity Strategy for Orkney. This strategy will be developed by a Food Dignity Strategy Steering Group predominately composed of community members with a lived experience of food insecurity, alongside statutory and third sector representatives, working together as equals.

## The Project

The Food Dignity Strategy project will run until March 31<sup>st</sup>, 2022. We are procuring consultants for two phases of work. We have now appointed our phase 1 consultants and our seeking applications for phase 2 of the work. These phases are:

- **Phase 1:** Developing a Food Dignity Strategy Briefing Document, drawing together insights from a literature review, interviews with local stakeholders and a focus group with those currently experiencing food insecurity.
- **Phase 2:** Facilitating an online Strategy Group to develop a Food Dignity Strategy for Orkney. You will recruit residents with lived experience of food insecurity, design and deliver a training and briefing day, facilitate three strategy development days, and author the Food Dignity Strategy.

The expected outcome of the project is a Food Dignity Strategy for Orkney which outlines the actions that statutory services, third sector organisations, businesses and community groups need to take. We also want to showcase the benefits of community-led work, which embraces the value of lived experience, with community members positioned as key decision-makers, rather than just a group to be consulted.

## Brief Specification

We are seeking a consultant to complete phase 2 of the Food Dignity Strategy Project. You will be expected to deliver the following:

- Lead the recruitment of people with lived experience of food insecurity, who will make up the membership of the Food Dignity Strategy Group alongside representatives from statutory, third sector, business and community organisations
- Provide an induction to each member of the strategy group
- Organise and facilitate a training and briefing day for the strategy group, based on the Food Dignity Strategy Briefing Document and collaborative decision-making training
- Plan and facilitate three strategy development days
- Prepare the draft Food Dignity Strategy
- Plan and facilitate a feedback session with the strategy group
- Make revisions on the basis of feedback and finalise the Food Dignity Strategy

You will work in a facilitative and enabling role, developing the strategy on the basis of the decisions made by the Food Dignity Strategy Steering Group.

Whilst members of the Strategy Steering Group with lived experience will remain consistent throughout the development days, representatives from other sectors may change depending on the relevance of the day to their work. Strategy Steering Group members with a lived experience of food insecurity will be reimbursed for their time.

The final Orkney Food Dignity Strategy should provide a comprehensive overview of activity required by stakeholders to achieve Food Dignity in the area. The document should be concise and suitable for a broad audience, from policy makers to members of the public.

An initial outline of the strategy document is provided overleaf, though there is an expectation that this will be discussed and revised by the Strategy Steering Group during their initial meeting.

Chapters on 'Overview of food insecurity in Orkney', 'Mechanics of food insecurity' and 'Food Dignity' will be authored by the phase 1 consultants, though you will be expected to revise and update these works following discussions and insights from the Strategy Steering Group.

<b>Introduction</b>	Overview of food insecurity in Orkney
	Mechanics of food insecurity
	Food Dignity
<b>Vision</b>	Vision for Food Dignity in Orkney
	Two-, five- and ten-year targets for Orkney
	Benefits of achieving food dignity
<b>Recommendations</b>	Recommendations for Statutory Services
	Recommendations for Third Sector
	Recommendations for businesses
	Cross-organisational recommendations
	Useful resources
	References

## Monitoring and evaluation

We will be funding a separate Project Evaluator so there are no standalone evaluation requirements. You will be required to keep a log of activity and to participate in an evaluation interview to assist the Project Evaluator.

## Timelines

As per our funding agreement, activity will need to be completed by 31<sup>st</sup> March 2022. A draft Food Dignity Strategy will need to be submitted by 24<sup>th</sup> March 2022.

There is flexibility as to how this phase of work is delivered but we anticipate that the Strategy Steering Group will be in place by the start of March. The Food Dignity Strategy Briefing Document will be completed by 14<sup>th</sup> February.

We have created the below timeline to give a guide indication of delivery time:

Recruitment of strategy group members	2.5 days
Induction of strategy group members	3 days
Organising training and briefing day	1.5 days
Facilitating training and briefing day	1 days
Facilitating strategy development days	3 days
Ad-hoc support to members outside of meetings	2 days
Authoring draft strategy	5 days
Final revisions	2 days
<b>Guide delivery days needed</b>	<b>20 days</b>

## Budget

£7,500.00 excluding VAT.

## What we are looking for

We are looking for somebody with facilitation experience who has excellent communications skills. You will be confident navigating complex issues and will have a good understanding of food insecurity and dignity.

Due to the uncertainty of Covid-19 restrictions, this work will predominantly take place online via Zoom and Microsoft Teams. Whilst we are open to candidates outside of Orkney, you will need to demonstrate an understanding of our unique operating environment and will need to outline how you will approach the recruitment of Strategy Group members remotely.

## Support from VAO

Your point of contact at Voluntary Action Orkney (VAO) will be Harry Johnson, Island Wellbeing Project Manager.

We will support the recruitment of community members for the Food Dignity Strategy Steering Group by introducing you to organisations working with those who have a lived experience of food insecurity. We will also advise on the recruitment of statutory, third sector and community group representatives.

We will support with the promotion of the group through our social media and email distribution channels.

You will meet regularly with the Island Wellbeing Project Manager to discuss progress and to resolve any issues of concern that may emerge.

## Response format

Please respond in writing to Harry Johnson, Island Wellbeing Project Manager via email at [Harry.Johnson@vaorkney.org.uk](mailto:Harry.Johnson@vaorkney.org.uk) with the following by **5pm 26<sup>th</sup> January 2022**:

1. Your experience
  - List any relevant experience and relevant projects, showing examples where possible
  - Include details of anybody who will be involved in delivering the work, a project lead and point of contact
2. Proposed outline of how you will approach the work
3. Proposed timeline for the work
4. Budget

## Scoring

Following the deadline, completed tender submissions will be assessed by a panel using the following criteria:

### **Price (40%) to include:**

- Demonstration of understanding of timescale and budget
- Ability to deliver within the timescale and budget

### **Quality (60%) to include:**

- Clarity and credibility of proposal
- Understanding of our unique operating environment
- Understanding of key issues surrounding food insecurity and food dignity
- Understanding of needs and priorities of stakeholders involved
- Demonstrable facilitation skills
- Evidence of report-writing skills

We expect to make a decision on applications during the week commencing 31<sup>st</sup> January 2022.