



[Contract] Request for Proposals:

Community Food Mentor Program Redevelopment

Timeline: November 13th, 2018-March 1st, 2019

Budget: Up to \$10,000 (including expenses)

Deadline for Proposals: October 26th, 2018

Background

The New Brunswick Food Security Action Network (NBFSAN) envisions a New Brunswick that is informed, connected, and engaged in food security for all. One way in which the NBFSAN achieves this vision is by administering the Community Food Mentor (CFM) Program. Developed in 2011, the CFM Program is now ready for redevelopment in order to best serve its mandate.

The Goal of the CFM Program is to develop a network of dedicated food mentors in New Brunswick communities through a shared learning experience that will increase the exchange of information on food skills, healthy eating practices and local food sourcing in the province.

Description of the work:

The NBFSAN is seeking a self-directed, professional consultant to implement the CFM Program redevelopment plan as was approved by the CFM Program Advisory Committee. The preferred candidate will have exceptional written communications skills and a knack for strategic project organization.

The scope of work includes: 1) revising the program materials; and 2) developing a comprehensive infrastructure to support the CFM Program on an ongoing basis.

Deliverables:

- 1- Revised CFM materials and documents, including:
 - a. Coordinator Manual
 - b. Training evaluation form for participants
 - c. Program evaluation form for coordinators
 - d. Graduation Criteria and Package
 - e. Resource Library and CFM Directory on website

- 2- Infrastructure and clear processes in place to support the CFM Program
 - a. Evaluations are submitted to NBFSAN
 - b. Graduation request forms are submitted to NBFSAN
 - c. NBFSAN website hosts new materials and CFM Directory
 - d. Regular sharing opportunities for CFMs are in place

The contractor will be directly supervised by the Network Director and will work in collaboration with members of the CFM Advisory Committee.

Qualifications:

- ✓ Exceptional written communication skills
- ✓ Thoroughness and attention to detail
- ✓ Strategic thinking and organizational management skills
- ✓ Experience in project management
- ✓ Topical expertise in food security
- ✓ Technical expertise with website content creation
- ✓ Ability to establish and maintain focus while managing a process of change
- ✓ Excellent time management skills and a demonstrated ability to meet deadlines
- ✓ Bilingualism is an asset

How to Apply:

If you are the right fit for this contract, please submit your resume and cover letter to coordinator@nbfsan-rasanb.ca by **Friday, October 26th, 2018**. In your cover letter, please explain why you are qualified for this contract and how you will contribute to the success of the CFM Program redevelopment process.