**CONSULTANT’S PROPOSAL TEMPLATE -**

**FOR FOOD BANKS STANDARDS OF EXCELLENCE COMPLIANCE REQUIREMENTS**

**(This template should be used as a guide for consultants to develop their proposal to conduct services for food banks as they work towards Food Banks Canada’s Standards of Excellence Accreditation. You can add or remove elements depending on your scenario.)**

**Introduction**

The Food Banks Canada Standards of Excellence will officially launch in January 2024. In order for XYZ Food Bank to become accredited, a review of the organization’s policies, documents, processes, and procedures is required to determine the documentation that requires development/revision, what equipment needs to be purchased, and processes/procedures that should be updated.

**Scope of work of the Consultant**

1. To review each of the # standards and cross-reference these with XYZ Food Bank's existing policies and procedures.

- Identify missing documentation and the steps required to reach the verification process.

1. To present this information to the Board of Directors/Senior Leadership of XYZ Food Bank in a report format and as a PowerPoint presentation.

- This Report should be in a format that is easy to read, user-friendly, and shareable with partner organizations

1. To develop the missing documentation and outline the required purchases.

- All required documentation should be developed in line with the verification statement of each standard.

**Deliverables**

A Report that outlines the work undertaken with the new documentation (policies, documentation etc, attached as appendices.

**Consultant/s Information**

Name: John Brown

Areas of Expertise: Policy Development, Needs Assessments, Strategic Development

Location: Ottawa, Ontario

**Qualifications:**

* Bsc. Management Studies
* Or 5 years of Experience managing organizations addressing food insecurity/social services.

**Consultancy Approach**

|  |  |  |
| --- | --- | --- |
| **Phase** | **Activities & Outputs** | **Duration** |
| Inception | Finalizing the scope of work with XYZ Food Bank and identifying key stakeholders | 2 weeks |
| Desk Review | Review of XYZ Food Bank and FBC documentation | 1 month |
| Field Review | Onsite Food Bank visits | 1 month |
| Analysis and Report Compilation | Creating the missing documentation and outlining required purchases | 2 months |
| Dissemination | Sharing the draft report with XYZ Food Bank  and summary presentation of the draft report  to XYZ Food Bank’s focal point | 1 week |
| Finalization of Final Report | Submission of Final Report to XYZ Food Bank  (pdf file & ppt) with a list of resources consulted and completed documentation etc | 1 week |

**Budget**

|  |  |
| --- | --- |
| **Budget Category** | **Total** |
| Remuneration | $10,000 |
| Administrative Costs | $500 |
| Travel and Accommodation | $1200 |
|  | **$11,700\*** |

**\* These are rough estimates and in no way should be used as a guide for your project.**

**Timeline**

Total - 6 months