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Referral Pathways Research Project

Invite to Tender

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Levenmouth Foodbank Community Support Project (LfCSP),

3-5 Bowling Green Street, Methil, Fife, KY8 3DH

info@levenmouth.foodbank.org.uk - www.levenmouth.foodbank.org.uk - 01333 439202



Background

Levenmouth Foodbank Community Support Project (LfCSP) was established in 2013 with the vision to improve the lives of Levenmouth residents by alleviating poverty and social isolation. Over the years, the needs and difficulties faced by people in the community have changed and there is an increasing need for food provision.

We are working with Trussell Trust Pathfinder program to realise a future in which our foodbank is no longer needed, where work and welfare pay enough for people to be able to afford the essentials. We want to shift our focus away from food provision so that we are working more closely with the community, local authority and third sector organisations to tackle the underlying causes of poverty. Together we aim to be providing holistic and tailored support to meet people’s wider needs.

The Project

Pathfinder is a two year program designed to support foodbanks in the Trussell Trust Network to explore ways to end the need for emergency food provision. The focus is on three areas; referral pathways, financial inclusion and participation.

LfCSP joined Pathfinder in September 2022. We are striving to have a strong evidence-base for the work we undertake throughout the program which is why we are commissioning the project at this time.

The aim of the research project is to map and understand the experiences of individuals before they access the food bank’s service. We are seeking to answer the following questions:

* What are the drivers that lead to people needing to use the food bank?
* What services do people come into contact with first, and how do these services respond?
* What are the experiences of individuals who use the food bank of these services?
* How effectively are individuals triaged and offered wider support by our referral partners before coming to the food bank?
* What do individuals who use the food bank and our referral partners understand the role of the food bank to be?
* What understanding do individuals who use the food bank and our referral partners have of the Scottish Welfare Fund, and how well utilised is this support?

This research will help us to understand where there are gaps in service provision, what the barriers to engagement are, and the opportunities which exist to support people earlier in the referral pathway.

Brief Specification

We are seeking a consultant to complete this research project. We would like the consultant to answer the above questions by drawing on the insights of referral partners, people who have used the food bank, food bank staff and volunteers, and services or community groups who do not currently refer to the food bank. We expect this to be done through surveys, interviews and discussion groups.

You will be expected to deliver the following

* Design, administer and analyse surveys, discussions groups and interviews with referral partners, people who have used the food bank, food bank staff and volunteers, and services or community groups who do not currently refer to the food bank
* Brief volunteers, staff and trustees on activities
* Facilitate interviews and discussion groups
* Analyse the collected data
* Author a findings report
* Author an easy read version of the report
* Facilitate a feedback session with the board of trustees on the findings report and incorporate any changes to the report

The findings report should provide a comprehensive overview of people’s experiences prior to accessing the foodbank and should be concise and suitable for a broad audience including referral partners, and foodbank trustees, staff, volunteers and people who have accessed our services. The easy read version of the report is intended to support our wider participation plans.

Monitoring and Evaluation

You will be expected to meet with the LfCSP manager fortnightly to discuss progress.

Timelines and budget

We expect this project to take 16-22 days total, with a maximum budget of £8,000.00 (including VAT).

The final findings report, and easy read report need to be completed by 25th August 2023. Draft reports will need to be submitted for feedback one week before this deadline.

What we are looking for

We are looking for a skilled researcher with facilitation experience and excellent communication skills. You will be confident navigating complex issues and will have a good understanding of food insecurity and the effects of deep rooted poverty on people and communities. We expect you to have evidence of working to high research standards with focus on working with vulnerable participants and safeguarding sensitive data. You will be the data controller for the project.

This work will take place both online via Zoom and Microsoft Teams, and in person in the Levenmouth area.

Support from LFCSP

Your contact at LfCSP will be Ruth Livingstone, Project Manager.

We will support with the recruitment of referral partners, people with experience of using the foodbank and volunteers.

We will support the promotion of activities through social media and email distribution channels.

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

Response Format

Please respond by email with the following information to Ruth Livingstone ruth@levenmouth.foodbank.org.uk, by Friday 2nd June at 5pm.

1. Your experience
   1. List any relevant experience and projects, showing examples where possible.
   2. 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 (20%) to include:**

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

**Quality (80%) to include:**

* Clarity and credibility of proposal
* Understanding of the Levenmouth area
* Experience of working with vulnerable individuals, including those experiencing financial insecurity
* Understanding of key issues faced by people experiencing crisis situations and food insecurity
* Experience of handling sensitive data
* Demonstrable facilitation skills
* Evidence of report writing skills

We expect to make a decision on applications during the week commencing 5th June.