

# Participation Consultant Note of Interest



Ruth Livingstone

Levenmouth Foodbank Community

Support Project SC044087

Sept 2024

## 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 ongoing need for emergency 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 included 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.

In 2014 LfCSP established a popular community café to tackle social isolation and hunger. Strong relationships have been built up through Café Connect, where the customers act as an unstructured sounding board for the service as a whole.

Our priority is to ensure that a broad range of individuals with lived experience of using our services are supported to join decision-making spaces and act within delivery roles. It is our intention to avoid tokenism and to embed this principle into the service for the long-term which is why we are commissioning the consultant at this time.

The aim of this work is to co-produce a clear process for how we engage with people who use our services and to equip all stakeholders to implement this.

## Brief Specification

We are seeking a consultant to support this area of work. We would like the consultant to work with our trustees, staff, volunteers and people who use our services in-order to:

- Evaluate our current practice
  
- Create a three-year plan to embed participation in the service, taking into account our reduced post-pathfinder capacity, and any additional resource that will be needed to implement this.

- Facilitate trial activities for this work, including in-person sessions with people who use our services, and provide written evaluation of learning, outcomes and recommendations.
- Host sessions with the board/staff/volunteer group/café customers to improve understanding of the process and outcomes.

## Timelines and Budget

We expect this project to take 25-30 days total, with a maximum budget of £10 000 (including VAT) which will be paid on a project basis.

The final plan and any reports will be completed by Friday 30<sup>th</sup> May 2025.

## What We Are Looking For

We are looking for a skilled participation consultant with facilitation experience and excellent communication skills. You will be confident navigating complex issues and will have a good understanding of engaging people and communities who have experience of food insecurity and the effects of deep-rooted poverty. We expect you to have evidence of working to high standards with focus on working with vulnerable participants.

This work will take place both online and in person in the Levenmouth area.

## Support from LfCSP

Your contact at LfCSP will be Ruth Livingstone, Manager. Our co-ordinators will also be available to support warm handover and act as a trusted person for facilitation of in-person sessions.

We will lead on recruitment of participants.

You will meet regularly with Ruth to discuss progress and to resolve any issues or concerns that may emerge.

## Response Format

Please respond with the following information to Ruth Livingstone [ruth@levenmouth.foodbank.org.uk](mailto:ruth@levenmouth.foodbank.org.uk) by Tuesday 1<sup>st</sup> October at 5pm:

1. Your experience
  - a. List any relevant experience and projects, showing examples where possible.
  - b. 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 and budget for the work.

4. Any other information you believe is relevant up to three sides A4.

## Scoring

Following the deadline, 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
- Experience of engaging a wide range of people to co-create work product
- Understanding of the key issues faced by people experiencing food insecurity and crisis situations
- Experience of engaging with vulnerable individuals, including those experiencing financial insecurity
- Demonstrable facilitation skills
- Experience of handling sensitive data

We expect to make a decision on applications the week commencing 7<sup>th</sup> October.