

Participant Engagement Learning Cohort Consultant, Request for Proposals

About the Nutrition Incentive Hub

The Nutrition Incentive Hub is a [coalition of partners](#), created by the Gus Schumacher Nutrition Incentive Program Training, Technical Assistance, Evaluation, and Information Center (GusNIP NTAE Center), that supports nutrition incentive and produce prescription projects.

The GusNIP NTAE Center is led by Gretchen Swanson Center for Nutrition (GSCN). In partnership with Fair Food Network, GSCN assembled the Nutrition Incentive Hub, a coalition of practitioners, grocery and farmers market experts, researchers, and evaluators from across the country. Together, they are dedicated to supporting program applicants and grantees and strengthening and uniting the best thinking in the field to increase access to and affordability of fruits and vegetables and improve health outcomes for participating households.

The GusNIP NTAE Center is funded through a cooperative agreement and is supported by Gus Schumacher Nutrition Incentive Program grant no. 2019-70030-30415/project accession no. 1020863 from the USDA National Institute of Food and Agriculture.

Statement of Need

We are looking for an organization or individual (herein referred to as consultant(s)) to work collaboratively with Fair Food Network to facilitate **a tailored peer learning opportunity** for **nutrition incentive** and **produce prescription providers**.

Nutrition incentive projects increase the purchase of fruits and vegetables by low-income consumers participating in SNAP by providing incentives at the point of purchase. SNAP incentive programs typically operate at partnering farmers markets and mobile markets, supermarkets and corner stores, community-supported agriculture (CSA) programs, and more.

Produce prescriptions projects allow healthcare providers to prescribe fruits and vegetables during routine visits to people experiencing food insecurity and/or dealing with a diet-related chronic illness, such as type 2 diabetes. Produce prescriptions are often redeemed at local farmers markets and grocery stores.

The training opportunity, referred to as the **Participant Engagement Learning Cohort (PELC)**, will focus on improving nutrition incentive and produce prescription practitioners' knowledge and practices of participant engagement. The cohort will consist of 8-10 participating organizations.

Intended outcomes of the learning cohort:

- Practitioners expand their knowledge and practice of **non-extractive participant engagement practices**
- Practitioners build upon their understanding of **equitable community engagement practices**
- Participating organizations move further along the [community engagement spectrum towards community ownership](#)
- Participants develop a plan for launching a new community engagement initiative or expand upon a current initiative. The plan will be used to apply for funding to implement the engagement initiative. Consultant will be part of the application development, review and, feedback process.
- Consultant will produce a case study/best practice document and/or webinar compiling learnings from the cohort process. This document will be included as a resource for the Nutrition Incentive Hub website, <https://www.nutritionincentivehub.org/>.
- Cohort participants will lead a session (online and/or in person) sharing learnings with the field at large. Consultant will weigh in on crafting the session(s) but will not be expected to lead them.

Suggested timeline of programing

Phase 1	PELC session 1	December 2023
	PELC session 2	January 2023

	PELC session 3	February 2023
	PELC cohort applications for funding participant engagement programs	March 2023
Phase 2	PELC engagement implementation	April 2023 - August 2023
	PELC one-on-one coaching (min two sessions each per cohort member)	April 2023 - August 2023
	Final PELC debrief session	July 2023

Deliverables

- Customized participant engagement training for PELC participants
 - Training should include 4, 1.5 hour group learning sessions. (3 pre implementation learning sessions and 1 post implementation debrief session)
 - Sessions should include topics such as: community engagement strategies and best practices, non-extractive engagement practices, trust building
 - Sessions can include guest speakers. Additional stipends are available for compensating guest speakers and priority should be given to current nutrition incentive practitioners excelling at participant engagement.
- Provide 1:1 coaching meetings with each participating organization 2 times throughout the plan development and implementation period.
- Provide input into the development and review of the participant engagement grants.
- Case study summarizing the community engagement initiatives implemented by cohort participants, highlighting the success and challenges of each initiative.

Required Experience

- Experience conducting community engagement.
- Knowledge and some background in the field of food systems, food sovereignty and food justice. Knowledge of nutrition incentives projects preferred, but not required.
- Experience developing and delivering customized engagement or equity centered trainings geared toward actionable initiatives.

- Advanced facilitation skills for a wide range of organizations and individuals with different awareness of equitable engagement.

Budget & Timeline for Selection

We have a maximum budget of \$25,000 for this project.

- September 19, 2022 - RFP opens
- September 20-30, 2022 - Submit questions about the RFP
- October 4, 2022 - Receive answer to questions about the RFP
- October 14, 2022 - Proposal due
- Oct 26-28, 2022 - Interviews held
- November 4, 2022 - Consultant selected

How to Apply

Please submit to Fair Food Network a brief (2-3 page) proposal that includes a work plan, timeline, and budget.

The proposal should address the following questions:

- Describe how you have utilized community engagement to inform the development of a project or program.
- How would you approach developing a Participant Engagement Learning Cohort training for the Nutrition Incentive Hub?
- What facilitation techniques and content do you envision incorporating into the training?

Please also include 2 professional references that can speak to your work with community engagement and / or as a trainer.

If you have any questions regarding the scope, please email lalpern@fairfoodnetwork.org by September 30, 2022 and you will receive a response by October 4, 2022.

Proposals should be submitted by October 14, 2022 and interviews will be held with the top candidates October 26-28, 2022.

Review Process

All proposals will be reviewed by staff from both Fair Food Network and additional members of the NTAE's Nutrition Incentive Hub.

About Fair Food Network

Fair Food Network is a national nonprofit whose mission is to grow community health and wealth through food. More than a decade in, our work is connecting people to the power of food to improve health, support farmers, ignite local economies, and open opportunities for all.

Our work testing and scaling replicable solutions has resulted in big changes in local communities, first through our innovative Double Up Food Bucks program, which today is a national model for healthy food incentives, and now through our Fair Food Fund investing in good food entrepreneurs.

Together with our partners, we are pioneering and proving innovations that can be owned locally and scaled nationally, for lasting change in communities across the country. Within the Nutrition Incentive Hub, Fair Food Network leads the Technical Assistance and Innovation work.

Fair Food Network's commitment to diversity includes the recognition that our mission is best advanced by contributions of people of diverse backgrounds, beliefs, and culture. Recruiting and mentoring staff to create an inclusive organization that reflects the diverse communities that we serve is a priority, and we encourage applicants of all ages, cultures, races, colors, religions, national or regional origins, disability status, sexual orientation, gender identity, veteran status or other status protected by law.

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