

Daily Bread Food Bank Evaluation Program RFP (Request for Proposals)

October 2022

Introduction

Daily Bread Food Bank works towards long-term solutions to end hunger and poverty and runs innovative programs to support individuals living on low income and experiencing food insecurity. Daily Bread distributes fresh and shelf-stable food, and fresh-cooked meals to 131 member agencies delivering 203 food programs across the old city of Toronto, Scarborough, and Etobicoke. Daily Bread also publishes the influential [Who's Hungry](#) report - an annual survey measuring trends in food insecurity and poverty in Toronto to educate the public and spark policy change.

Background

Daily Bread has adopted a Rights-Based approach to food distribution and service. As a result, Daily Bread has implemented service standards that help guide agencies to provide service in a manner that maximizes dignity, choice, and reduces barriers to food access. Members are expected to and agree to follow these standards.

As a diverse network of members, there exists a variety of organizational structures, capacity, and resources. Members can range from well-funded multiservice agencies to small volunteer run programs delivered in a TCHC (Toronto Community Housing Corporation) community room. This network has grown at an accelerated pace to meet the challenges of the rapidly increasing number of food insecure individuals.

Through Daily Bread's Programs & Services department, staff provide members with program support, development, and training on an ongoing basis. Staff are hands-on working with members, but due to the recent growth and current size of the network, support is prioritized according to need and resources available. While this relationship building approach yields a good understanding of our member's needs, it is not systematic.

To better understand our member's needs, mitigate risk, and ensure compliance with standards Daily Bread is seeking to develop a program of continuous evaluation of our members using key metrics. Daily Bread is seeking an outside consultant to develop this system of evaluation. This evaluation program will be used to report to the organization the state of network's health including the leadership team and the Board of Directors. The reporting will help guide decision making around resource allocation in support of members.



Project Timeline: January 2023 through March 2023 (3 months) - can be negotiated

Project Goals

Goal 1: Through consultation with key stakeholders at the organization and members, identify key metrics for evaluation. This can include, for example, but is not limited to:

- Standards compliance
- Organizational health
- Organizational capacity
- Fiscal solvency

Goal 2: Develop a program of continuous evaluation of members based on agreed upon metrics. This program should be equity-based to account for the variance in types of member organizations. The program should include a timetable for execution of a complete cycle of evaluation of all members, as well as anticipated material and human resources required.

Goal 3: Develop a reporting structure that visualizes the data from the evaluation program for the leadership team and the Board of Directors.

Selection Schedule and Timeline

This RFP will close on November 30, 2022. The successful firm will be selected by December 31, 2022.

Experience: A consultancy or organization with previous experience developing evidence-based evaluation frameworks, particularly in the non-profit sector. Experience with grassroots organizational evaluation is an asset.



Elements of Proposal Required

1. Executive summary.
2. Applicant background, information, and services. Please include a sample of previous relevant work.
3. An outline of human resources required to implement the project.
4. Project Proposal that addresses the Project Goals as outlined above.
5. Proposed budget.
6. Timeline of implementation.

Evaluation Criteria

Daily Bread will select the consultant that can provide a proposal most closely aligned with the project goals at the best price.

Contact

We strongly encourage interested applicants to contact Charles Jergl prior to preparing a proposal to discuss the RFP requirements.

For more information or to submit a proposal, please contact:

Charles Jergl

VP, Programs & Services

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For more information about Daily Bread Food Bank please visit our [website](#).