

Request for Proposal

Strategic Planning Consultant

Overview

Center for Community Action is establishing a Food Policy Council in Huntingdon County to help build a strong, sustainable, self-reliant County-wide community food system.

As part of the process, Center for Community Action is seeking a consultant to support staff and community stakeholders in a strategic planning process to develop a five-year strategic plan to address feeding needs within Huntingdon County. The consultant will be working directly with an appointed Council to craft a strategic plan around data points and areas of need, as identified through a survey completed in September 2023.

The objective of the Food Policy Council will be to assess the food-related issues in Huntingdon County and plan long-term solutions resulting in the development of a 5-year Food Security Plan. At the conclusion of the grant term, it is expected that the Food Policy Council will carry on its activities, monitor the Food Security Plan, review the plan annually, make adjustments as needed, and operate the devised solutions to food inequities and insecurities in Huntingdon County.

Organizational Background

Center for Community Action is a non-profit organization who coordinates, partners, and provides services and resources to low-income individuals and families to promote self-sufficiency. CCA also fosters community and economic development in our service area. We offer a variety of quality programs across ten Counties to support individuals, families, and communities.

Project Summary

Center for Community Action has been awarded funding through the USDA National Institute of Food and Agriculture (NIFA) to complete a Community Food Project. Through this planning grant, Center for Community Action will develop a "Food Policy Council" that will be comprised of staff and community stakeholders throughout Huntingdon County.

The main objective of the Huntingdon County Food Policy Council will be to identify issues of food insecurity, and to develop and implement strategies to improve the long-term food and nutrition security for the residents of Huntingdon County. Objectives will

also include nutrition and health, education, agricultural concerns, conservation, and communication for policy change.

The consultant will work with the Policy Council to develop a 5-year food security plan by gathering input, information and data, identifying five to eight priority areas of food insecurity, and strategizing to find solutions. This will include working with the Council in developing data collection tools to take a deep dive into the needs within the County. After the data is analyzed, the results will become the focal points of the strategic plan and be used to develop action items to address the needs and gaps in service, as indicated by the collected data.

Scope of Work & Objectives

The consultant will work with the Huntingdon County Food Council to craft and implement the strategic planning process through a series of meetings, whose frequency will be determined by the Council. The consultant will assist in information gathering, identifying plan objectives, developing action items, and formatting the final plan for publication and presentation. The consultant will be responsible for guiding the process, encouraging strategic thinking from Council members, and assisting in keeping the project on track to meet the targeted deadline. The goal is to have a comprehensive strategic plan developed by August 31, 2025.

This will include working with the Council in developing data collection tools to take a deep dive into the feeding needs within the County. After the data is analyzed, the results will become focal points of the strategic plan and be used to develop action items to address the needs and gaps in service, as indicated by the collected data.

The strategic planning session to lead the group through the strategic planning process of doing a SOAR (strengths, opportunities, aspirations, and results) analysis, setting priorities, defining their goals and objectives and assessing the group's direction and what steps will be necessary to reach those goals, objectives, and direction. A Food Policy Council will be created from this group of dedicated individuals and recruitment efforts will continue.

A planning consultant will be engaged to assist the Council in developing a mission statement, vision statement, and establishing council by-laws. The Planning consultant will guide the Council through the process of choosing five to eight priority food issues to address, creating action plans, and creating a sustainability plan. The Planning Consultant will lead the Council toward the completion of a Huntingdon County 5-Year Food Security Plan.

Prior to finalization of the Huntingdon County 5-Year Food Security Plan, a public meeting will be held to introduce the plan for public review. County residents will be

given an opportunity to comment on the plan and all comments will be evaluated. Upon completion of the plan review, the plan will be finalized by the Food Policy Council, presented to the Huntingdon County Commissioners for adoption, then will be sent for printing and publication.

Anticipated Budget

All proposals must include an anticipated budget for the scope of work. The anticipated budget for this project is up to \$5,500.

Proposal Submission Process

Completed proposals should be submitted to Alisha Grove via email at agrove@ccaofpa.org no later than February 7, 2024 at 12:00 pm.

Proposals should include the following:

- Cover letter
- Resume
- Proposed approach to planning process
- An anticipated budget
- References

For additional inquiries, please contact Alisha Grove (agrove@ccaofpa.org) or call (814).643.4202 ext. 4132.