



Draft Terms of Reference: Consultancy Assignment

Food Harvesting, Processing & Community Food Business Development

Preamble

CLEAR Buckhaven & Methil is a small charity running since 2007 (2012 as SCIO) which seeks to improve the local environment and build community engagement in an area of higher deprivation. Food has become an important element of CLEAR's work including managing two main community gardens, planting extensive orchards (the majority on public greenspace), harvesting, processing sale of distribution of local produce and also, using mainly Fareshare (supermarket surplus food), providing daily meals to volunteers and staff (4 days per week) and running a community fridge (a type of local foodbank).

CLEAR now wishes to improve and develop its involvement in, and management of, the range of food harvesting and processing/preparation activities, which would maximise their community benefit, as well as their efficiency, effectiveness and viability. This also needs to be developed and carried out in ways which will generate more revenue in order to finance continued food operations in future - if not on a self-financing basis, then requiring a greatly reduced level of subsidy to maintain them. At present, food-related activity is heavily subsidized through relatively short-term grant funding and therefore the need to improve efficiency, productivity and income generation is essential in sustaining and possibly expanding this role in future. This includes improved methods of providing meals and refreshments for volunteers and supplying the community fridge

Requirement

As one supporting element in the ongoing Aspiring Communities Methil-Buckhaven Green Regeneration Project running until end August 2019, CLEAR is seeking to engage the services of experienced and qualified consultant(s)

1. to review current arrangements and also potential and to develop an overall vision of how this work can be efficiently expanded and made viable, given the current assets and challenges, especially reduced future funding.
2. to produce a practical development plan, with all necessary operational details, which would enable CLEAR both to expand its food role to serve both community and also social enterprise role and/or to improve its current operations and methods which would improve its efficiency, revenue generation and profit margin
3. directly to get involved in aspects of the development process in order to advance the establishment of necessary improvements to the community food business

The role will require individual(s) or consulting group with excellent experience of and qualifications in food business, ideally possessing a good familiarity with charity and social enterprise operations and community-based operations

Expected Outputs

1. Based on information gathered, produce a short report summarising the current food harvesting, processing and use arrangements and streams and identifying key gaps and also opportunities – bearing in mind the limitations under which CLEAR and its food component functions. This may require contact not only with CLEAR staff and volunteers

but other local food businesses and other actors involved in community food production and use, potential end user and new/existing markets.

2. Based on feedback from and dialogue with CLEAR following the review, to proceed to develop practical plans (with at least a 3 year horizon) for the most promising aspects of the community food business. This would also include specific recommendations for necessary equipment, compliance, working arrangements (specifically balance of volunteers and paid workers) recommendations and advice for improvements which. These include recommendations on setup and operations, monitoring/recording, sales and marketing. Also advice on providing daily meals and refreshments for volunteers and staff, and for running the community fridge.
3. A linked aspect of the 3 year plan (or longer) would be to produce a simple and succinct business plan which includes identifies realistic new and existing markets for produce or other outputs, opportunities for increased production, and to assess the expenditure and income at different levels of operation.
4. Depending on availability/budget remaining, to work with CLEAR to help implement the most immediate and promising recommendations and/or to pilot any new methods, arrangements, products and similar.

If, in the course of carrying out this work, some differing outputs (ie report, analysis etc) are felt to be more useful in achieving the main o, this can be considered.

Background Information

CLEAR can provide the following input to assist the consultant(s):

- Simple statistical information on food produced and sold, approximate number of purchasers, users of community fridge income currently generated, volunteers and staff served with daily lunches.
- A report on potential Food Production produced by Intern George Clark in Feb 2018
- Discussion, site visits (of food harvesting and processing), assistance with local logistics; referrals to other key actors or information sources

Timescale, Remuneration

CLEAR is looking for this work to be conducted and completed by end April 2019 (in terms of the two reports (1. review, 2. development and business plan) identified above 1-3). The practical implementation can continue until August 2019 if there is time/budget provision remaining.

CLEAR has a total budget for this component of £5,000 which must include all related costs (such as travel etc).

Application process.

CLEAR invites relevant, qualified and experienced consultants to bid for this assignment and commit to complete the agreed tasks within this budget

Applicants should provide a CV, any example(s) of similar work conducted (eg report), and a breakdown of time and cost involved for each broad stage/aspects of the work and a probable timescale - sent to clearfife@aol.com

Once the closing date has passed, applications will be reviewed by a panel from CLEAR and, if necessary interviews conducted (in all likelihood by phone, depending on location). All applicants will be advised within 3 weeks of the outcome

Closing Date:

No final date has yet been set and this depends upon responses received. Probably closing date is likely to be 21st November 2018

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SCIO SCO43573