FOOD RESCUE CLIENT SURVEY
CONSULTANT SCOPE OF WORK

Contracted Amount: (amount)

Tasks and Deliverables:

Task 1: Develop and finalize survey instrument.

- Develop client survey instrument with input from (entity seeking consultant). The survey instrument should be designed to enable correlations between survey responses and attributes such as scale of Last Mile Organization (LMO) operations, location, use of a client choice model, etc.
- Enter the survey into SurveyMonkey or other suitable electronic data-gathering platform and de-bug to ensure the survey is recording data properly.
- Prepare hard copy version of survey instrument for use with end-users who are unable to participate in the survey electronically.

Deliverable: Completed and de-bugged electronic and paper survey instrument.

Task 2: Design a framework for obtaining a representative sample of responses, including responses from:

- A geographic mix of survey locations that parallels the distribution of food insecurity in the city of (city).
- A pool of survey respondents that generally reflects the racial make-up of the food insecure population of (city).
- A representative mix of different food distribution channels and models (e.g. pantries, mobile locations, K-12 schools, senior centers and others as appropriate, and client models and non-client choice models). The survey should capture data from both food distribution points that are supplied by the (local foodbank) and those that are supplied or operated by other food rescuers / distributors.

The proposed framework will be presented to (entity seeking consultant) in draft for discussion, updated as needed and finalized.

Deliverable: Completed framework for obtaining a representative survey sample.
**Task 3:** Secure participation by food distribution locations, the human resources needed to conduct surveys, and required technology:

- Secure participation by pantries and other LMOs to have the survey conducted at their sites.
- Enlist, train and manage volunteers or other human resources needed to administer the survey, including volunteers who can conduct surveys verbally in Spanish or additional languages as needed.
- Procure tablets and other technology needed to gather survey responses electronically.

**Deliverable:** List of pantries and other LMOs that have agreed to allow on-site survey work. Written confirmation that an adequate pool of volunteers has been secured and trained and that needed technology resources have been obtained.

**Task 4:** Conduct survey, obtaining a minimum of 1000 responses.

- At least 1000 survey responses obtained in line with the survey framework described in Tasks 1 and 2.

**Deliverable:** Electronic file containing all survey responses (by individual respondent, by question and multiple choice option).

**Task 5:** Prepare and submit a report analyzing the survey results and associated background documents.

- Prepare a draft report in Word outlining survey results and implications. The report should:
  - include an executive summary of major findings and implications/recommendations;
  - describe the scope and methodology used in conducting the survey, including any limitations that should readers should be aware of;
  - summarize the response to each survey question, including related analysis where appropriate;
  - provide clearly labeled graphical depictions of the data (such as pie charts and bar graphs) for a majority of the survey questions;
  - highlight key implications and recommendations based on the data
  - include a final list of participating LMO locations.
- Present the data gathering process and draft analysis report to (entity seeking consultant). Update summary report based on (entity seeking consultant) input and submit final report.
• Provide background materials and data to (entity seeking consultant) at the conclusion of the project including:
  o Link to electronic survey instrument;
  o Survey instrument in Word form, including questions and corresponding response options;
  o All raw survey responses (by individual respondent);
  o Final report in Word and pdf form;
  o Other background documents as appropriate.

Deliverable: Submission of final report and background materials.

Anticipated Timeline

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<td>Task 1</td>
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