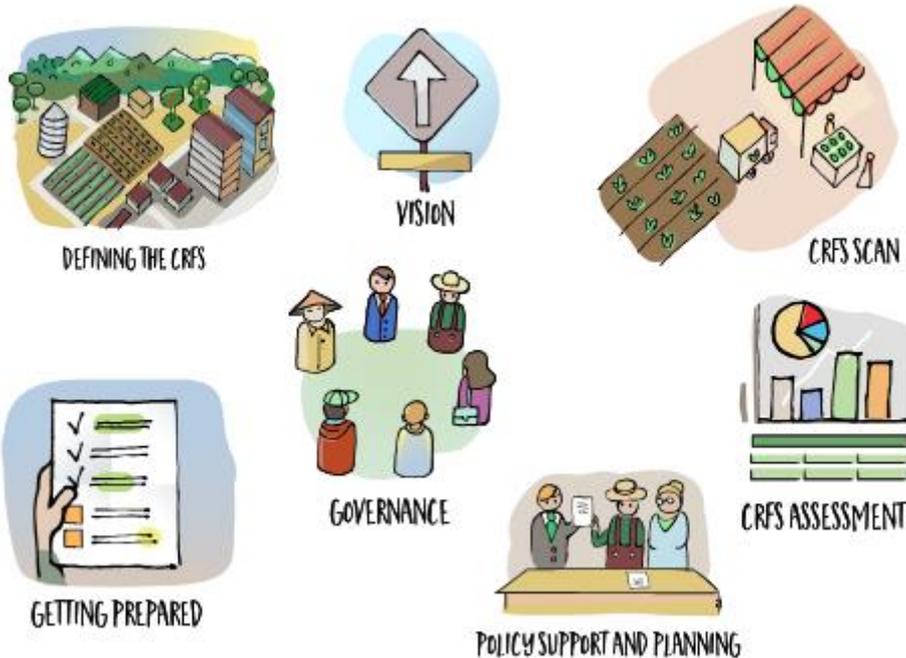




City Region Food System Toolkit
Assessing and planning sustainable city region food systems

CITY REGION FOOD SYSTEM TOOLKIT
TOOL/EXAMPLE



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## City Region Food System Toolkit

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#### Tool/Example:

### Terms of Reference Institutional Focal Point

Author(s): Guido Santini, FAO & Marielle Dubbeling, RUAF Foundation

Project: FAO Food for the Cities programme

#### Introduction to the joint programme

This tool is part of the City Region Food Systems (CRFS) toolkit to assess and plan sustainable city region food systems. The toolkit has been developed by FAO, RUAF Foundation and Wilfrid Laurier University with the financial support of the German Federal Ministry of Food and Agriculture and the Daniel and Nina Carasso Foundation.

#### Link to programme website and toolbox

<http://www.fao.org/in-action/food-for-cities-programme/overview/what-we-do/en/>

<http://www.fao.org/in-action/food-for-cities-programme/toolkit/introduction/en/>

<http://www.ruaf.org/projects/developing-tools-mapping-and-assessing-sustainable-city-region-food-systems-cityfoodtools>

#### Tool summary:

<b>Brief description</b>	This tool provides a Terms of Reference for the institutional focal point participating in the CRFS project team
<b>Expected outcome</b>	Engagement of an institutional focal point in the CRFS project
<b>Expected Output</b>	Terms of Reference adapted to the local context
<b>Scale of application</b>	Project level
<b>Expertise required for application</b>	Project management
<b>Examples of application</b>	Kitwe and Lusaka (Zambia); Colombo (Sri Lanka)
<b>Year of development</b>	2015
<b>References</b>	-

#### Tool description:

Given the policy planning dimension of the CRFS process, it is strongly recommended to identify and engage an institutional focal point (placed within the local or subnational government) from the start. The institutional focal point will act as the reference person for the project within the local/regional government. S/he should preferably have a technical profile and, at the same time, the capacity and position to influence the decision making process. A Terms of Reference for this position is provided below.

#### Terms of Reference

##### Background

In the context of a holistic and integrated approach to city region food systems (CRFS), and the assessment process will be developed through multidisciplinary and multilevel cooperation

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between different actors in the local food system, as detailed in the project process and methodology document.

The CRFS assessment and planning process is envisaged to be highly participatory and promote local ownership. Specifically, it will foster inclusive multi-stakeholder dialogue processes to support local governments and other multiple stakeholders, in taking informed decisions on food planning, harness knowledge, information and participation of different stakeholders involved in the food system, enhance synergies and reduce costs and prioritise investments. In this context, the methodology recognizes the great importance and added value of a consultation-participative processes, balanced with information and data collection and the use of more quantitative assessment tools.

#### **Main purpose and key functions**

The institutional focal point will act as the reference person for the project in the local or regional government and is responsible to ensure political support and ownership of the CRFS assessment and planning process, and potential future uptake of results in policies, programmes, institutional budgets and actions plans. The focal point ensures regular communication on project activities with other city officials and staff involved in food system related activities, facilitates access to government information on the city region and city region food system, and informs the research coordinator and global project team about relevant (policy) developments in the local food system.

S/he should have a technical profile and, at the same time, the capacity and position to influence the decision process. The institutional focal point should have strong capacities in facilitating multi-stakeholder participation and processes of participatory planning. He/she should be well established and linked to different government departments and decision-making processes.

More specifically s/he will:

- Facilitate contact between the local/regional government institutions and project local team;
- Contribute to identifying and mapping relevant local key stakeholders from different government sectors and mandates;
- Participate in key project meetings, provide feedback and guidance on project from a policy perspective;
- Facilitate access to information regarding the city region, inform the project about relevant developments with regard to issues related to the CRFS. This entails making staff time available to support data collection and processing, as required;
- Regularly report progress of project implementation to higher levels of decision-making within the local government, and ensure that project findings are used in the design of future strategies;
- Make human and logistic resources available for the smooth implementation of the research activities
- If needed, provide office space and facilities (telephone, paper, etc.) to project team;
- If needed, provide facilities for stakeholder events, meetings and workshops (venue, supply material, administrative and logistic support);
- When possible, provide a vehicle to facilitate field activities at city region level.

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