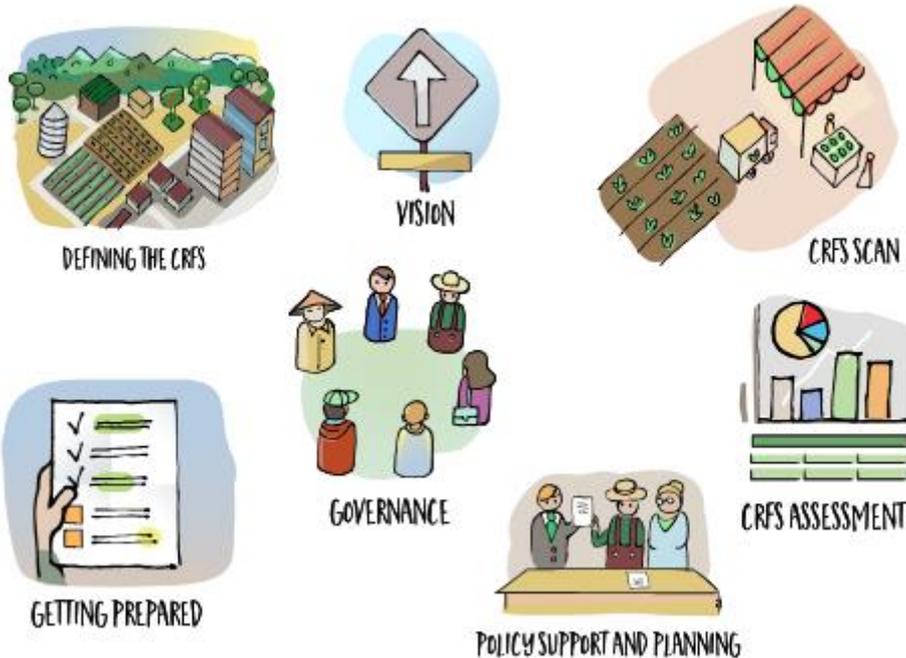




City Region Food System Toolkit
Assessing and planning sustainable city region food systems

CITY REGION FOOD SYSTEM TOOLKIT
TOOL/EXAMPLE



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Tool/Example:

Terms of Reference Research/Project Coordinator

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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:

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

Tool description:

As the CRFS assessment and planning process engages multiple disciplines and expertise, it is suggested that each city region forms a local research/project team that will be in charge of coordinating the CRFS assessment and planning process. The team can be led by a project or research coordinator and a suggested Terms of Reference for this position is provided below. S/he will have an appropriate technical profile coupled with the capacity to effectively manage projects, interact with different institutions/groups of stakeholders and orient research towards policy outcomes.

Terms of Reference

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Background

FAO and RUAF's integrated approach to city region food systems (CRFS) assessment and planning aims to contribute building a dynamic, resilient and sustainable food system with stronger urban-rural linkages that ensures improved food and nutrition security and livelihoods for urban and peri-urban dwellers. The CRFS assessment will specifically addresses environmental, economic and social sustainability factors and help municipal governments, policymakers and regional authorities to make informed decisions, prioritise investments, improve local production and marketing, and design food policies and strategies.

The process will be highly participatory and will promote local ownership of the process. The CRFS assessment and planning process will be articulated as follows:

Inception phase (Getting started)

- Set up local project team and local task force involving public sector, academics (including local universities), private sector and civil society.
- Train team and task force members.
- Develop a work plan for the assessment and planning activities, including stakeholder engagement at different stages of the process.

CRFS Assessment phase

- CRFS scan : rapid assessment of the food systems through stakeholder consultations, secondary data collection, etc.
- In-depth assessment: analysis of major critical issues and local priorities (through focus group discussions, interviews, primary data collection, household and individual surveys, etc.)

Policy support and planning phase

- Propose various scenarios for the improvement of the CRFS.
- Engage in policy lobbying and advocacy.
- Elaborate a territorial food strategy and an action plan.

Terms of Reference for the research/ project coordinator

The research/ project coordinator will be the local technical reference person for the project. S/he will have an appropriate technical profile coupled with the capacity to interact effectively with different institutions/groups of stakeholders. S/he will be employed by an acknowledged institution to guarantee necessary institutional/administrative support and future engagement.

In close collaboration with the institutional Focal Point, the research coordinator will provide for the necessary technical inputs and arrangements to ensure the timely and effective start-up, implementation and follow-up of different CRFS assessment and planning activities. More specifically s/he will:

- Identify and map stakeholders who might be directly or indirectly involved in the assessment and planning process. In collaboration with the Institutional Focal Point s/he will determine key organisations and individuals to be involved in a multi-stakeholder dialogue process;



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- Contribute to organising, participate in, and facilitate local multi-stakeholder consultations and dialogue processes (e.g. local Task Force¹) and other project events (workshops, expert meetings, technical seminars, training sessions, etc.) as required;
- Lead research, and data collection, processing and analysis which are necessary for the CRFS assessment process. This entails:
 - Recruiting other CRFS project team members as needed to form a local CRFS project team; supervise and coordinate their work;
 - Collecting, processing and making available secondary information and data (maps, GIS datasets, databases, statistics, reports, etc.);
 - Conducting primary data collection, processing and analysis;
 - Producing technical outputs (reports, maps, datasets, etc.).
- Participate in CRFS trainings.
- Ensure the integration of research data and input from multi-stakeholder into the assessment and planning process;
- Ensure regular documentation of project events, communication and progress reporting on project activities with the city officials involved in food system related activities.

Expected outputs

Inception phase/Getting started

- Set up of a local CRFS project team.
- A Terms of Reference for and set up of the local CRFS task force.
- An agreed work plan for the next steps in the CRFS process, and outlining a strategy for multi-stakeholder engagement.
- The project team and task force have participated in a first project training.

CRFS assessment

CRFS scan:

- A report characterising the CRFS, including strengths, potential, weaknesses, institutional, policy, legal and planning frameworks, critical issues and priorities.
- A set of maps characterising the local food system in the city region context.
- A short fact sheet or policy brief summarising results from the CRFS scan for broader dissemination and awareness raising.

In-depth analysis

- A report describing the in-depth analysis of key critical issues affecting CRFS based on further analysis and primary data collection.
- A report on more in-depth food flow mapping.
- Data and maps on CRFS indicators.
- Policy lobbying materials.

Policy support and planning phase

- A report describing a set of future scenarios for interventions in the CRFS.

1 The local Task Force (or Stakeholder Forum) will be composed by key stakeholders previously identified, and established in close collaboration with the institutional Focal Point.



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- A report describing strategies to improve the CRFS on the basis of local priorities and scenarios.
- An actual food strategy or plan (if possible and relevant).
- Further policy advocacy and dissemination materials.

Competences and skills

Ideally the research and project coordinator (and the institution covering this position) should a) be well experienced in project and team management; b) have a strong research background in an area related to CRFS; c) be well connected to the local food system scene; d) have the ability to engage effectively with key stakeholders and other sector experts; e) have a good capacity to listen, stimulate engagement and document process; f) have good communication skills in disseminating information connected with the CRFS assessment process; g) excellent writing and reporting skills.

Minimum requirements

- Advanced university degree in food security, agronomy, agricultural economics, planning, nutrition, social sciences, or related fields.
- Ten years of relevant professional experience in assessment of food systems or related areas such as environmental, economic, social, or risk assessment in urban areas;
- Thorough knowledge of the local context and strong connection with local networks of relevant stakeholders;
- Proven prior project management skills;
- Excellent oral and written communication skills in English and the local language.

Selection criteria

- Extent of relevant knowledge and experience in food system assessment, or environmental/economic/risk assessment in the context of urban planning, policy or project implementation;
- Strong interpersonal skills (or demonstrated ability) to work and engage effectively with key stakeholders and other sector experts;
- Ability to plan, organise and follow through a number of different activities (participatory dialogue processes, technical meetings and workshops, including training sessions);
- Demonstrated ability to identify, compile and analyse relevant technical information to prepare reports and communication/policy lobbying materials.

Duration

The assignment will last approximately 30 months.

