Request for Proposals: Community of Practice Convener and Facilitator

Background: This past November, Walmart and the Walmart Foundation celebrated an important milestone of putting funding in place to provide access to 4 billion meals and nutrition education to 4 million people over 5 years. To celebrate this milestone, Walmart and the Walmart Foundation convened organizations working on the issues of food access and healthier eating to reflect and share learning on past and current work, as well as engage in facilitated group exercises to envision strategies for the future. After the event, 90% of attendees responded affirmatively to a survey question asking if they would like to participate in an optional community of practice. Organizations expressed that while there are other convening forums on the topic of food insecurity and nutrition, there is no platform for field practitioners to intentionally learn and work together on how programs are designed and implemented in the field. Additionally, there is not a forum focused on building capacity to help field practitioners strategically and cohesively respond to the rapidly changing landscape (e.g. public policy, technology, and growing inequality).

Purpose: The purpose of this grant is to provide funding to a lead organization that will be responsible for designing, convening and facilitating a community of practice for organizations working to improve food insecure households' **confidence** (self-efficacy) and ability to **consistently consume** (food stability) **healthier foods,** and are prioritizing geographies, and racial and ethnic minorities with disproportionate rates of food insecurity.

The community of practice will focus on developing and deepening relationships between peer organizations, advancing individual and group learning to help the field shift in response to the future opportunities and disruptions.

Focus for the Community of Practice**:** The community of practice will be a convening and learning platform for organizations (both non-profits and funders) operating initiatives that focus on:

- **Increasing access to healthier foods by:**
  - Strengthen and protect federal nutrition programs
  - Evolve food programs to provide healthier foods, better meet needs and fill gaps

- **Enabling healthier food choices by:**
  - Scale evidence-based nutrition literacy programs
  - Send signals to nudge behavior when individuals are making food decisions

Expectations of Facilitator Organization:

- Develop criteria for membership to the community of practice (estimated size 50-60 organizations)
- Recruit and manage membership for the community of practice
- Define a specific role for funders to engage in the community of practice
- Design, implement and facilitate convenings among community of practice participants (in person and/or virtual)
- Develop online and on-demand communication tools and resources that facilitate learning and sharing among community of practice participants
- Develop and facilitate an approach to working groups on priority topics for the community of practice
- Connect with and include external experts to implement learning and skill building sessions (in-person and/or online)
- Document learning across the field including insights shared by participants of the community of practice, identify trends and gaps to support the community of practice in developing future strategies
- Administer the day to day operations of the community of practice including, but not limited to, scheduling meetings, sending invitations, and gathering feedback from participants
- Focus learning and capacity building agenda on priority topics including, but not limited to human centered design, technology, diversity, equity and inclusion (see definitions below).

Length of Grant: November 2019-November 2021

Qualifications: Applications should be able to demonstrate experience in the following areas:

- Facilitation and peer learning
- Change management among networks of organizations
- Systems thinking
- Project management
- Technology, diversity, equity, inclusion and human centered design (may sub-grant or hire consultants if one organization does not have all this expertise in house)

Minimum Requirements

- A registered 501(c)(3) public charity operating in the US
- Grant request does not exceed 30% of the applicant's total operating budget for the most recent fiscal year

- Overhead costs do not exceed 10% of total budget
- Collaborative proposals with two or more eligible organizations will be considered; however, one organization must serve as the grantee applicant. Collaborative proposals should clearly define roles of each organization and any amounts to be transferred by the grantee applicant to the collaborator.
- Funding provided by the Walmart Foundation cannot be used for any activities that exclusively benefit or involve Walmart stores or business.
- Funds cannot be used for lobbying.

Evaluation Criteria

- **Experience and track record** (30%). Applications will be assessed on the expertise that staff and the organization have on the qualifications listed in the section above.
- **Proposed plan for design and execution** (30%). Applications will be assessed on the strength of proposed plans to execute on the deliverables listed above under expectations of the facilitator.
- **Diversity, equity and inclusion** (30%). Applications will be assessed on commitment to diversity, equity and inclusion as discussed in proposed design and implementation plans.
- **Budget** (10%). Applications will be assessed on use of funds, clarity of descriptions for use of funds and cost effectiveness.

Review and Selection Process

Selections will be made through a two-step process. Organizations interested in this opportunity are invited to submit an LOI. LOIs will then be reviewed and finalists will be invited to submit a full proposal.

If your proposal is selected as a finalist, the proposal will go through legal review, including conducting necessary diligence, before finalizing the approval and grant agreement. Finalists may also be asked to modify their proposals to strengthen methodologies, adjust budgets, or answer questions about their proposed program before the Walmart Foundation makes a decision on funding.

Submission Format, Procedures and Timeline

All submissions will be made using the CyberGrants online system. To begin, visit:

http://www.cybergrants.com/walmart/national_loi
Use invitation code: natinveh

* Please note that you will need to enter this invitation code each time you log in. If you do not use the invitation code, your application will not be considered for review. If you are a first-time user, you will be prompted to create an online profile.

2019	June 27th	System is open for LOIs
	August 8th	LOIs due. All LOIs must be submitted by 11:59PM PDT/PST
	August 16th	All applicants notified with decision regarding full proposals. If selected, the applicant will be invited to submit a full proposal.
	September 26th	Proposals due. All proposals must be submitted by 11:59PM PDT/PST
	Early October	If selected, proposals will be submitted for full review and internal approval, including negotiation of a grant agreement. Grant funds will be disbursed only upon full execution of a grant agreement. Please plan on a tentative start date for the proposed project in November 2019.

Definitions of priority topics for skill building: The community of practice will focus on skill building for priority topics identified by the community of practice, including but not limited to the following topics:

- **Human centered design:** a process for designing solutions that starts with and includes engagement of those that the solution is being designed for
- **Technology enabled:** understanding and applying trends in technology and data analytics to solve social problems and improve the efficiency of operations at scale
- **Diversity, equity and inclusion:** intentionally designing and implementing programs that focus on **diversity**, a recognition of the different characteristics that make one individual or group different from one another; use an **equity approach,** a proactive and strategic approach on improving outcomes and advancing target solutions that account for structural differences in opportunities, burdens and needs among groups and individuals; and promote **inclusion**, the degree to which individuals from marginalized groups of people can participate fully in the decision-making processes within an organization or group.

Statement of Non-Commitment
Issuance of this RFP does not commit the Walmart Foundation to award a grant or to pay any costs incurred in preparation of the proposals to respond to the RFP. Those responding to this RFP must follow its procedures and requirements. Failure to comply with or complete any part of this RFP may result in rejection of the proposal. The Walmart Foundation reserves the right to reject any or all proposals, or to negotiate separately with competing applicants for funds described in this RFP.

Walmart.org Overview: Walmart.org, through the combined philanthropic efforts of Walmart and the Walmart Foundation, helps create opportunities for people to live better every day. Along with the unique expertise of Walmart's business, Walmart.org aspires to build healthier, resilient systems that are good for society. Walmart.org is helping people live better by supporting programs that work to accelerate upward job mobility for frontline workers, address hunger and make healthier, more sustainably-grown food a reality, and build strong communities where Walmart operates. Walmart.org works not only to tackle key social issues, we also collaborate with others to inspire solutions for long-lasting systemic change. To learn more, visit www.walmart.org or find us on Twitter @Walmartorg

Please contact Eileen Hyde at Eileen.Hyde@walmart.com with any questions