

## CALL FOR PROPOSALS

### Developing an intellectual disability-friendly guide for working with food

### within AMPLE program

#### **ABOUT EIT FOOD**

EIT Food is Europe's leading food innovation initiative, working to make the food system more sustainable, healthy, and trusted by consumers. Established by the European Institute of Innovation and Technology (EIT) in 2017, EIT Food is a fast-growing partnership organisation focusing on entrepreneurship and innovation in the food sector.

EIT Food is a member organisation bringing together key industry players, agri-food startups, research centres and universities from across Europe representing the food value chain in Europe. In addition to thematic leadership, EIT Food is also responsible for coordinating a multi-million-euro EU grant allocation from the EIT and distributing it among its partners and stakeholders for the implementation of projects.

EIT Food headquarters (HQ) are based in Leuven (Belgium) and it has 5 regional offices (Co-Location Centres) in Europe (based in Poland, Spain, Germany, the UK and Belgium), each working with and for partners in several EU and associate countries. Visit our website: <https://www.eitfood.eu>.

#### **ABOUT CITI FOUNDATION**

The Citi Foundation works to promote economic progress and improve the lives of people in low-income communities around the world. We invest in efforts that increase financial inclusion, catalyse job opportunities for youth, and reimagine approaches to building economically vibrant communities. The Citi Foundation's "More than Philanthropy" approach leverages the enormous expertise of Citi and its people to fulfil our mission and drive thought leadership and innovation. For more information, visit [www.citifoundation.com](http://www.citifoundation.com).

#### **ABOUT AMPLE PROGRAM**

EIT Food has been funded by the Citi Foundation to enhance food security in European countries. EIT Food was chosen from over 1,000 submissions across 80 countries. The funding will go to EIT Food's new social innovation and entrepreneurship programme: **The AMPLE Program**. The Ample Program aims to improve food security and accessibility working with underrepresented communities. We work with collaborative spaces where communities can grow food and create new businesses. We help scale healthier more affordable food.

We support local entrepreneurs and help create new employment opportunities for under-represented groups.

There are **3 key pillars** that guide the program: community, business, and learning.

- **Community & Learning:** EIT Food and Citi Foundation will collaborate closely with cooperatives and non-governmental organisations to help low-income communities access nutritious foods, and support job creation in the agrifood industry
- **Business:** agrifood startups or small businesses will be able to access to a boost voucher and training to improve food security in their value chain.

The program started in October 2023 in Madrid and in September 2024 in Warsaw. In both cities the programs will run until 30 September 2025.

[AMPLE - EIT Food](#)

## CALL SPECIFICATION

### PROJECT DESCRIPTION

EIT Food invites proposals from qualified organizations to develop a comprehensive guide designed to support people with intellectual disabilities in food-related work and kitchen environments. This guide will serve as a practical learning resource tailored to individuals with intellectual disabilities, focusing on essential food safety and kitchen skills. The content will need to be accessible and engaging, using clear language and inclusive visuals to facilitate understanding.

## **SPECIFICATION**

The purpose of the guide is to provide a useful learning material to help individuals with intellectual disabilities to work safely and effectively with food in a kitchen environment. This guide must:

- Be developed in a manner that is easily understood by people with intellectual disabilities
- Include professional input from individuals or organizations with proven expertise in working with this group, ensuring the guide's content is appropriate and safe
- Contain clear and accessible graphics and designs to aid comprehension of the content
- Be delivered in both PDF and printed formats
- Optionally, include supplementary materials such as videos to enhance learning
- Be completed and delivered by 1st August 2025

The selected partner will work closely with EIT Food to ensure that the guide aligns with the needs of the target group and meets the standards of accessibility and inclusivity.

## **TASKS AND DELIVERABLES**

The successful organization will be responsible for:

1. **Guide development:**
  - a. Conducting research and consultations with experts in disability, food safety, and inclusive design
  - b. Developing content that is simple, accessible, and suitable for individuals with intellectual disabilities
  - c. Incorporating clear graphics and visual aids to support the text and enhance comprehension
  - d. Preparing the guide in both a digital (PDF) version and a printed version
2. **Supplementary materials:**
  - a. Optionally creating supplementary resources, such as instructional videos, to further support the guide's content and enhance learning
  - b. Ensuring that the supplementary materials are integrated with the guide in a cohesive manner
3. **Collaboration and supervision:**

- a. Engaging with professionals and experts with a proven track record in supporting individuals with intellectual disabilities to ensure that the content is appropriate and effective
  - b. Managing the project through regular progress reviews with EIT Food, ensuring the guide meets the agreed-upon deadlines and quality standards
4. **Final deliverables:**
  - a. A fully developed guide, delivered in PDF and printed formats
  - b. Any supplementary materials (videos, visuals, etc.) that complement the guide

#### **DEFINED TASKS:**

**The selected organization will carry out the following tasks**

##### **Research & Development**

- Conduct a needs assessment with relevant stakeholders (mental health professionals, caregivers, disability organizations) to ensure the guide meets the specific needs of people with intellectual disabilities
- Develop a detailed content plan that covers all essential food safety practices and kitchen skills
- Design the guide to be as visual and interactive as necessary, ensuring it accommodates different learning styles

##### **Design & Production**

- Create the layout for the guide, ensuring it is user-friendly, visually appealing, and accessible
- Develop accompanying graphics and visuals to explain key concepts
- Prepare both the digital and print versions of the guide, ensuring the layout is compatible with each format
- If applicable, produce supplementary videos or other learning tools that will help users understand and retain the information presented in the guide
- Test the guide with a small group of individuals from the target audience to gather feedback on accessibility, content comprehension, and overall effectiveness

##### **Final Delivery & Reporting**

- Submit the finalized guide in both PDF and printed formats **by the deadline of 1st August 2025**
- Provide a report detailing the development process, including challenges encountered and how they were addressed
- Include feedback and suggestions from stakeholders or trial users, ensuring that any lessons learned are documented for future reference.

## BUDGET

The budget for this project ranges from €15,000 to €20,000. Proposals should include a breakdown of the costs involved in the development, production, and distribution of the guide, as well as any supplementary materials (videos, additional resources, etc.).

## APPLICATION SUBMISSION

**The deadline for the submission of applications is Wednesday 29 January 2025, 11:00 AM CET.**

Interested organizations must submit a proposal that includes:

- A proposed outline of the flow and structure of the guide's content, demonstrating how the information will be organized and presented to the target audience
- An itemized budget proposal
- A timeline for the completion of the project, from initiation to final delivery
- Relevant experience and examples of similar work completed by the applicant
- Contact information, including legal name, address, and relevant registration numbers

Proposals should be sent electronically to [antonina.kurmanowicz@eitfood.eu](mailto:antonina.kurmanowicz@eitfood.eu), with the subject line: "Proposal for food handling guide – [Organization name]."

## EVALUATION AND SELECTION PROCESS

Proposals will be evaluated based on feasibility, experience, the quality of the proposed approach, and alignment with Ample program's objectives of inclusivity and food ecosystem transformation. The evaluation will be conducted by 2 internal evaluators.

For further inquiries, please contact: [antonina.kurmanowicz@eitfood.eu](mailto:antonina.kurmanowicz@eitfood.eu)