

Request for Proposals (RFP)

Writing and Copyediting Support for Report Development

Issued by: Food Insight Group (FIG)

Location: remote

Issue Date: August 5, 2026

Proposal Deadline: Applications received on a rolling basis until Sept 13, 2026

Anticipated Start Date: October 2026

Engagement Type: Independent contractor / consultant (ongoing, as-needed)

1. About Food Insight Group

Food Insight Group (FIG) is working to redesign food systems for people and the planet.

FIG's work is grounded in collaboration, community leadership, and a racial equity lens. Through evaluation, technical assistance, coaching, and consulting, FIG works alongside communities, nonprofits, foundations, and government agencies to build food systems that are just, equitable, and resilient.

Our team uses both qualitative and quantitative methods to translate research and evaluation findings into insights that support systems change - connecting people at the grassroots with those who have the power to enact policy and programmatic change.

We are seeking one or two consultants to support the development of FIG's written deliverables: turning our data, findings, and analysis into clear, accessible reports and policy materials for clients and decision-makers.

2. Purpose of This RFP

FIG is seeking proposals from qualified individual consultants or small firms for **one or both** of the following scopes of work:

- **Scope A: Report Drafting / Writing Support:** translating FIG's data, analysis, and outlines into polished, accessible draft reports and policy briefs.
- **Scope B: Copyediting Support:** providing detailed, final-stage editing of reports and materials for clarity, consistency, tone, and accuracy.

A single consultant or firm may propose to cover **both** scopes, or applicants may propose for only one. FIG anticipates selecting up to two consultants total (e.g., one primary writer and one primary editor, or one consultant covering both functions) but may also build a small roster to flex with project demand.

This is intended to be an **ongoing, as-needed engagement** rather than a single fixed-scope project. FIG's report and brief production needs fluctuate based on active client contracts, so assignments will be issued on a rolling basis over the course of the engagement period.

3. Scope of Work

Scope A: Draft Development of Report Deliverables

FIG's internal team will develop the report outline and provide the underlying quantitative and qualitative data, visuals, and key findings. The contracted writer will be responsible for:

- Drafting full narrative content for final report deliverables based on FIG-provided outlines, data, and visuals
- Translating technical quantitative, and qualitative findings into clear, accessible, and engaging language appropriate for **community members and policy makers**
- Developing content across multiple formats, including full-length reports and shorter **policy issue briefs**
- Working collaboratively with FIG staff through iterative drafts and revisions
- Maintaining consistency with FIG's voice, values, and racial equity lens throughout written materials
- Meeting agreed-upon deadlines for individual report assignments, which will vary based on FIG's active client work

Desired qualifications:

- Demonstrated experience translating complex data, research, or evaluation findings into plain-language content for general and/or policy audiences
- Strong narrative writing skills, with a portfolio that includes reports, briefs, or similar public-facing materials
- Experience working from outlines, data sets, and visuals provided by a research or evaluation team

- Familiarity or direct experience with community food systems, food justice, food security, public health, or related fields **preferred**
- Comfort working collaboratively and iteratively with subject-matter experts
- Ability to manage multiple concurrent assignments with varying timelines

Scope B: Copyediting Support

FIG is seeking a detail-oriented copyeditor to provide final-stage editing on reports, briefs, and related materials prior to publication or distribution. Responsibilities include:

- Line editing and copyediting of near-final report drafts and policy materials for grammar, clarity, tone, and consistency
- Ensuring consistency in style, formatting, and terminology across documents (per FIG style preferences/style guide, to be shared)
- Fact- and figure-consistency checks against source data/visuals provided by FIG (flagging discrepancies, not conducting independent research)
- Providing a final polish that ensures materials are appropriate and accessible for clients and policy-maker audiences
- Turning around edits within agreed timelines, which will vary by project

Desired qualifications:

- Demonstrated professional copyediting experience, ideally with reports, briefs, nonprofit publications, or policy materials
- Strong command of style consistency, plain language principles, and accessibility in writing
- Familiarity or direct experience with community food systems, food justice, food security, public health, or related fields **preferred**
- Ability to work within a defined style guide and provide edits in track changes/comments

4. Audience and Tone Expectations

All materials produced under this engagement are intended for **clients and policy makers** - not academic or technical audiences. Consultants should be prepared to:

- Prioritize plain language over technical or academic jargon
- Present data and findings in ways that are meaningful and actionable to non-specialist readers
- Balance accessibility with accuracy and nuance
- Reflect FIG's commitment to racial equity and community-centered framing in tone and language choices

Please note: We encourage limited to no use of AI. If AI is used, consultants are expected to edit and adjust language to reflect readability, accuracy and all goals listed above. Moreover, AI use shall be disclosed to FIG, so that we can confirm that datasets and interviews are kept safe and confidential.

5. Engagement Structure and Volume

- This is an **as-needed, project-based engagement**, not a fixed full-time role. Volume of work will fluctuate based on FIG's active client contracts.
 - FIG anticipates issuing individual assignments (e.g., one report, one brief) on a rolling basis, with scope, timeline, and compensation confirmed for each assignment.
 - Consultants will be asked to propose **rate structures** (see Section 6) that can flex with this variable workload rather than a single fixed project fee.
 - FIG is open to retaining more than one consultant per scope to ensure coverage during high-demand periods.
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6. Budget and Rate Expectations

FIG does not have a fixed budget for this engagement, as the volume and scope of report needs will vary over time based on client demand. Instead, we ask applicants to propose their **standard market rate(s)**, structured in whichever way best reflects how they typically bill (e.g., hourly rate, per-word or per-page rate, or per-deliverable/flat project rate with defined scope assumptions).

Please include:

- Your standard rate(s) and billing structure
- Any tiered pricing based on document type (e.g., full report vs. policy brief) or turnaround time
- Estimated time/cost for a representative deliverable (e.g., "a 10-page report drafted from a completed outline and provided data typically takes me X hours at \$X/hour")

FIG will evaluate proposals based on overall value, quality of past work, and fit — not lowest cost alone.

7. Proposal Requirements

Interested consultants should submit a proposal that includes:

1. **Cover letter / statement of interest** (1 page max): briefly describing your relevant experience and which scope(s) you are applying for (A, B, or both)
2. **Resume or CV of key team members**
3. **Writing and/or editing samples:** 2–3 samples that best demonstrate relevant experience (reports, policy briefs, or similar public-facing materials translating data into accessible language strongly preferred)
4. **Rate proposal** (see Section 6)
5. **References:** 2–3 professional references, ideally from similar report-writing or editing engagements
6. **Availability:** general availability/capacity over the next year, including any known scheduling constraints
7. **Optional:** brief description of any experience with community food systems, food justice, food security, or related fields

Proposals may be submitted for **Scope A, Scope B, or both**. Applicants proposing for both scopes should clearly indicate relevant experience and rates for each.

8. Submission Instructions

- **Deadline:** Applications accepted on a rolling basis until Sept 13, 2026
 - **Submit to:** carrie@thebiglil.com
 - **Format:** PDF preferred; please combine all materials into a single file where possible. Include “FIG RFP” in the subject line.
 - **Questions:** Direct any questions to carrie@thebiglil.com
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9. Selection Timeline (Tentative)

Milestone	Date
RFP issued	August 5, 2026
Deadline for questions	August 30, 2026
Proposal deadline	Sept 13, 2026
Interviews (if applicable)	Sept 14-30, 2026

Selection notification Sept 30, 2026

Engagement start Oct 1, 2026

10. Evaluation Criteria

Proposals will be evaluated based on:

- Quality and relevance of writing/editing samples
- Ability to convey technical information and findings into accessible language
- Relevant subject-matter experience (community food systems, food justice, public health, or related fields)
- Demonstrated ability to work collaboratively and meet variable, rolling deadlines
- Rate structure and overall value
- References and past performance on similar engagements