

Global Alliance for Improved Nutrition

Job title:	Project Coordinator – Food systems Dashboard & Food Fortification		
Classification:	Grade 4	Direct reports:	0
Work location	New Delhi, India	Travel required:	30%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p>Large scale food fortification</p> <p>One of the pillars of GAIN's work has been large scale food fortification. Since 2006, GAIN in India has worked closely with state governments, the private sector, federations and cooperative bodies on fortification of staple foods; wheat flour, edible oil and milk, in order to address micronutrient deficiencies at population level. GAIN is implementing projects spanning multiple Indian states for scaling up fortification through both- government funded safety net programmes and open market channels. As we continue to support efforts to scale up fortification, GAIN India will also play the role of Country Coordinator (CC) to provide overall project management support, reporting of outcomes through a Common Results Framework (CRF) and coordinate day-to-day activities across partners supporting staple food fortification.</p> <p>Food Systems Dashboards</p> <p>Evidence-based policy making in food systems has received renewed attention and throughout the world, policymakers are increasingly relying on empirical evidence, data, information and expert opinions in designing different policy interventions. Quality data (and access to data) has become essential for policy making. To support policy makers, GAIN aims to collaborate with subnational governments and different state and non-state actors to build country food systems dashboards displaying sub-national data providing access to evidence in one place to support data-informed decision-making.</p> <p>Overall purpose</p> <p>The Project Coordinator is envisaged to support food fortification's Country Coordination mechanism across partners for project coordination, data management, documentation, and reporting. Additionally, s/he would work closely with the India and Global FSD team to ensure implementation of the sub-national dashboards as per project plan.</p> <p>The Project Coordinator in close collaboration with the Senior Policy Advisor/ India Program Lead, has overall responsibility for the day-to-day operational delivery, implementation, and monitoring of the Large Scale Food Fortification and Food Systems Dashboard project, specifically focusing on tracking the progress and status of project activities. They play a coordination role in GAINs cross-functional project teams and supporting the maintenance of relationships with partners and stakeholders.</p> <p>They are responsible for ensuring that project outputs and activities are successfully implemented within approved plans, budget, timeline, and quality standard.</p>

Global Alliance for Improved Nutrition

Tasks and responsibilities

Project Coordination, Planning and Implementation

- Managing the project schedule, activity plan and planning milestones, supporting the tracking of progress and deliverables from project partners and implementing countries
- Contributing to close collaboration with the Project Manager to the design, and planning of the scope, activities and objectives of the project.
- Drafting the necessary project documentation during the design, planning and end-to-end implementation of the project as per the GAIN Project Management Guidelines (PMG) i.e results framework, work plans etc. Conducting assessments and take part in proposal development
- Developing the relevant documentation for the inception workshop for the project.
- Under the guidance of the project manager, coordinating and scheduling project review meetings at regular cycles and preparing documentation of findings and recommendations in PRISM.

Project Management Coordination

- Liaising with Project Manager or Project Sponsor on issues of course correction and change requests.
- Identifying, escalating, tracking and resolving project issues on an ongoing basis, and proactively reporting to the Project Manager issues which require wider attention and resolution.
- Helping the project manager to monitor risks and develop contingency plans to respond to emergencies. Making an assessment and reviewing the status of projects and providing recommendations to the project manager on approaches and procedures for project implementation
- Liaise with relevant environment, gender and safeguarding specialists to ensure that themes are present and relevant in project activities.
- Facilitate implementation of project activities in compliance with the policies and best practice standards of GAIN.

Relationship Management

- Contribute to building strong partnerships with civil society, INGOs, government entities, private sector and other organisations.
- Contributing to a culture of mutual accountable partnership with other teams within GAIN that supports programmes and projects.
- Work closely with India Programme Lead and Senior Policy Advisor, the professional services teams (HR, Finance, Legal etc) to manage and deliver effective projects.

Resource Management

- Supports the India Programme Lead and Senior Policy Advisor in preparing donors' reports in collaboration with project teams, technical teams, funding team and support teams.
- Develop appropriate narrative reporting and financial accounting documentation for the India Programme Lead review in order to meet GAIN and donor's requirements.
- Facilitate accurate project budgeting and forecasting processes, ensuring that activities costs are kept within budgets.
- Develop Terms of Reference for project consultants/suppliers hired on a short-term basis and ensure proper delivery of technical services and submission of technical and other report within ethical and procurement standards and guidelines.
- Maintaining a central database of all project documents and materials, such as meeting summaries, status reports, action items, and deadlines
- Ensure timely monthly project reporting on program progress achieved, program plans, changes in direction and challenges encountered.
- In collaboration with the Project Manager, develop project summaries, collate lessons learned and draft best practice documents.

Global Alliance for Improved Nutrition

- Taking on the project management role in the absence of the project manager
- Perform other duties as assigned by management.

Support developing a national food systems dashboard for India

- Responsible for undertaking initial desk research and stakeholder mapping and interviews for identifying contextually relevant data to include in the India subnational dashboard to be used to populate the metadata spreadsheet for the India FSD.
- Support ongoing coordination with relevant inputs to ensure comprehensiveness of FSD and covers all food systems sectors such as Food supply chains, Food environments, Individual factors, Consumer Behavior, Diets and nutrition, Environment and Drivers.
- Work closely with stakeholders to provide a list of other possible relevant data sources, indicators, data types and access requirements and other criteria to be considered.
- Contribute to drafting inception report and periodic donor reporting on progress and key milestones

Monitoring for FSD

- Provide inputs to assess quality of data received from different custodians and decide suitability for dashboard based on agreed-established criteria such as geographic coverage, accessibility, methodology, recency of data and relevance.
- Coordinate with key stakeholders to set up a stakeholder advisory group (including representation from national govt institutions, think tanks, and potential data users) and ensure periodic feedback mechanism from the advisory group on the project progress.
- Working in close collaboration with govt stakeholders to complete the datasheet once the metadata is approved, including data cleaning, disaggregation, and formatting of data in a way that it can be extracted and uploaded in the Dashboard.
- Contribute to developing/ refining monitoring frameworks and templates.
- Lead continuous and on-going course-corrections in developing the sub-national dashboard based on inputs from government stakeholders through periodic consultations and updates.

Key organisational relationships

- Reports to Senior Policy Advisor with dotted line to Program Lead.
- Works closely with the Project Manager LSFF, Senior Policy Advisor, and Program Lead, on project implementation.
- Close collaboration with the other projects and operational staff.
- Liaises regularly with GAIN Programme Services Team and Knowledge Leadership teams for fortification and FSD.
- Regular coordination with government representatives (FSSAI and NITI Aayog), donors, NGOs, academia and research think tanks for effective delivery of projects.

JOB REQUIREMENTS

Competencies

- Ability to coordinate and influence the formulation, implementation, monitoring of international development projects
- Ability to lead effectively, motivate and mobilise individuals within or outside their reporting line.
- Demonstrate flexibility and openness to change and ability to manage complexities whilst maintaining the ethos and objectives of the work at all times.
- Clear and systematic proactive thinking that demonstrates good judgement, expert problem solving, and creativity.
- Good interpersonal, communication and influencing skills

Global Alliance for Improved Nutrition

<ul style="list-style-type: none"> • Excellent writing skills, with analytical capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports. • Diplomacy, tact and negotiation skills. • Some understanding of the gender and protection dynamics of humanitarian and development work, and ability to capture this in the analysis and design of interventions. • Strong ability to work with diverse groups/individuals, ranging from local partners, local authorities, local community groups, the civil society and the private sector. • Computer literacy with good Excel, MS Word, Outlook, and Power Point skills and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems • Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles
<p>Experience</p> <ul style="list-style-type: none"> • Proven experience in project coordination and implementation • Previous experience with business and project administration systems, including financial administration • Previous experience in delivering projects on time / on budget, using project management processes and tools including risk management, benefits management, financial management and quality assurance. • Proven ability in donor contracting & budget management. • Experience in group facilitation to ensure effective stakeholder participation and consensus building. • Previous successful experience in engaging government stakeholders and collaborators • Strong understanding of state level program delivery, documentation and coordination Experience working on digitizing large datasets desirable
<p>Education</p> <ul style="list-style-type: none"> • Degree or equivalent recognized international accreditation in a project management and/or Bachelors' degree in business management, international relations, sustainable development, economics, development studies, peace and conflict studies or social sciences.
<p>Other requirements</p> <ul style="list-style-type: none"> • Must be willing and able to travel • Fluent written and verbal English • Knowledge of second language within GAIN's regional offices (desirable)