

Global Alliance for Improved Nutrition

Job title:	Project Coordinator - Business Support, Strengthening Nutrition in Priority Staples		
Classification:	Grade 4	Direct reports:	1 - 5
Work location	Abuja, Nigeria	Travel required:	Up to 40%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID-19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those who are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners, including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

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DESCRIPTION
<p>Overall purpose</p> <p>The Strengthening Nutrition in Priority Staples Project (SNIPS) in Nigeria, in partnership with GIZ and the Green Innovation Centre for the Agricultural and Food Sector in Nigeria, is working on four priority value chains – Vitamin A Cassava, Vitamin A Maize, Rice, and Orange Fleshed Sweet Potato – to bring forward innovations with the potential to contribute to smallholder farmers' livelihoods and sustainable rural development. The project focuses on productivity, incomes, and jobs for smallholder farmers active in the priority value chains. This GAIN investment is an integrated plan to support and strengthen the GIC, adding a nutrition lens to make the intervention more nutrition-sensitive over the next two years in four GIC states, namely Kaduna, Benue, Nasarawa and Oyo states.</p> <p>The Business Support component is designed to empower women and young people and unleash the creativity and energy of youth and women to support their families, succeed in agri-business, attempt to tackle malnutrition and prevent foodborne illnesses and food and social insecurity. This component has increased women's and youth's involvement in value-added agriculture and entrepreneurship that directly addresses the specific challenges women and rural youth face in the four focal states for this project. It responds to opportunities to harness the political will at local, state, and national levels in Nigeria to invest in creating economic opportunities for women and youth in the production, processing, and sale of nutritious and safe foods. This is achieved by significantly increasing the knowledge and information available to women and young people about nutrition and food safety, increasing their participation in decision-making, and targeting business support and investments so they can bring forward innovations, increase livelihood opportunities and build nutrition sensitivity into the GIC value chains.</p> <p>The Project Coordinator will support the Project Manager, Supply Chains for Commercialization and will be directly responsible for coordinating the implementation of the Business Support component of the project. The post-holder will be expected to develop strong relationships with relevant partners, exploiting synergies within GAIN and with external stakeholders to ensure continued, effective project delivery. The Project Coordinator, in close collaboration with the Project Manager, has overall responsibility for the day-to-day operational delivery, implementation, and monitoring of the project, specifically focusing on tracking the progress and status of project activities. They play a coordination role in GAIN's cross-functional project teams and support the maintenance of relationships with partners and stakeholders. They are responsible for liaising with stakeholders within their assigned project components and ensuring that project outputs and activities are successfully implemented within approved plans, budgets, timelines, and quality standards.</p>
<p>Tasks and responsibilities</p> <p>Project Coordination, Planning, and Implementation</p> <ul style="list-style-type: none"> • MSME Capacity Building and Technical Support: Lead the development and delivery of comprehensive training programs for MSMEs, covering business optimisation, access to markets, financial literacy, food safety management systems (FSMS), and quality management systems (QMS). This encompasses nutrition-sensitive practices to enhance their operations. Offer continuous technical support for the successful adoption and implementation of these standards and practices. • Funding and Grant Management for Nutritious Businesses: Identify funding opportunities and manage grants aimed at the growth and sustainability of nutritious businesses. Assist MSMEs in navigating the funding process, aligning with project objectives while adhering to financial and reporting guidelines. • Strategic Development and Implementation: Collaborate with MSMEs and stakeholders to refine strategies for efficient nutritious food supply chains, incorporating nutrition-sensitive practices and innovations. Coordinate and execute project activities that support these strategies, including social behaviour change communications, to meet MSME needs and nutrition goals. • Monitoring, Evaluation, and Reporting: Co-implement and co-manage frameworks to assess the impact of project interventions on MSME growth, food product quality and safety, and nutrition outcomes. Produce detailed reports for stakeholders, summarising progress, achievements, and insights.

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- Risk Management and Compliance: Actively manage risks associated with nutritious business support, ensuring compliance with food safety, quality standards, and GAIN Project Management Guidelines (PMG). Ensure all interventions adhere to GAIN's definitions of safe and nutritious foods.
- Advocacy and Innovation for Nutritious Food Markets: Promote policies and practices that support nutritious food market development. Engage with policymakers, industry leaders, and communities to foster the adoption of innovative and nutritious food practices.
- Collaboration with Government and Regulatory Bodies: Establish and maintain partnerships with state governments, development agencies, and regulatory bodies to support the production and distribution of safer, nutritious foods. Serve as a key liaison to ensure project activities are in line with national food safety standards and regulations.
- Budget and Resource Management: Oversee the project's financial aspects, including budgeting, allocation, and monitoring. Maximise resource impact on nutritious and safe food initiatives, managing grants and financial support for MSMEs with strict compliance and effective reporting.

People and Team Management

- Line manages 1-2 direct junior staff reports, supporting staff career development and managing performance.
- Contribute to building a positive and inclusive culture and working environment. for the staff to carry out their activities.
- Support the uptake and ensure staff accountability on the GAIN code of conduct.
- Provide mediation to resolve any project implementation issues, including differences between stakeholders and internal groups.

Relationship Management

- Contribute to building strong partnerships with civil society, INGOs, government entities, the private sector, and other organisations.
- Contributing to a culture of mutually accountable partnership with other GAIN teams that support programmes and projects.
- Work closely with Project Managers and the professional services teams (HR, Finance, Legal, etc.) to manage and deliver effective projects.

Resource Management

- Supports the Project Manager in preparing donors' reports in collaboration with project, technical, funding, and support teams.
- Develop appropriate narrative reporting and financial accounting documentation for the Project Manager's review to meet GAIN and donor requirements.
- Facilitate accurate project budgeting and forecasting processes, ensuring activities costs are kept within budget.
- 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 reports 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.
- Taking on the project management role in the absence of the Project Manager
- Perform other duties as assigned by management.

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Donor relations

- Prepare and be accountable for periodic donor reports and support the global collation of broader programme reports and updates.
- Support the identification of new funding opportunities to fund the project as part of a long-term strategy.
- Support resource mobilisation efforts for the GAIN Nigeria programme based on the business plan and broader strategic objectives.

Key organisational relationships

- Reports to the Project Manager, SNIPS
- Line management and mentoring of the Junior Associate, SNIPS.
- Close collaboration with the other projects and operational staff.
- Liaises regularly with the GAIN Programme Services Team and Knowledge Leadership teams.
- Government, Donors, NGOs, Private Sector, Academia, and others

JOB REQUIREMENTS

Competencies

- Ability to coordinate and influence the formulation, implementation, and 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 always maintaining the ethos and objectives of the work.
- Clear and systematic proactive thinking that demonstrates good judgement, expert problem solving, and creativity.
- Good interpersonal, communication and influencing skills.
- Excellent writing skills, with analytical capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Strong problem-solving skills and ability to lead smallholder farmers and other businesses.
- Ability to present sometimes complex information to a diverse audience.
- Able to work effectively within a multi-cultural, matrix-style organisation.
- Analytical skills, able to review data and present meaningful reports.
- Able to effectively prioritize and multitask, often working under pressure to meet deadlines.
- Diplomacy, tact, and negotiation skills.
- Some understanding of the gender and protection dynamics of humanitarian and development work and the ability to capture this in the analysis and design of interventions.
- Strong ability to work with diverse groups/individuals, including local partners, local authorities, local community groups, civil society, and the private sector.
- Computer literacy with good Excel, MS Word, Outlook, and PowerPoint skills and advanced knowledge of spreadsheet and database packages.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles

Experience

- Previous experience with business and project management systems, including financial administration.
- Previous experience delivering projects on time/budget, using project management processes and tools, including risk management, benefits management, financial management and quality assurance.

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<ul style="list-style-type: none"> • Proven ability in donor contracting and budget management. • Experience in staff management, including coaching, motivation, performance assessment, conflict prevention and management. • Experience in group facilitation to ensure effective stakeholder participation and consensus building. • Proven experience in Social Behavior Change Communication research and implementation in food and agricultural value chains. • Experience working with government, business, civil society, and donor organisations/stakeholders at national and international levels. • Experience or deep understanding of the private sector, especially MSMEs. • Track record of success in building strong working relationships with internal and external stakeholders. • Experience in stimulating demand for food and agricultural commodities through social marketing.
<p>Education</p> <ul style="list-style-type: none"> • Degree or equivalent recognised international accreditation in project management and bachelor's degree in business management, international relations, sustainable development, economics, development studies Agricultural economics, or related field.
<p>Other requirements</p> <ul style="list-style-type: none"> • Must be willing and able to travel. • Fluent in written and verbal English • Knowledge of a second language within GAIN's regional offices (desirable)
<p>WHAT GAIN OFFERS</p>
<ul style="list-style-type: none"> • A competitive remuneration package. • Flexible working hours through hybrid working opportunities. • Friendly working environment • Professional development opportunities • The chance to make a lasting contribution to reducing global malnutrition.