

Global Alliance for Improved Nutrition

Job title:	Project Coordinator, Social Protection
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Classification:	Grade 4	Direct reports:	0
Work location	Dhaka, Bangladesh	Travel required:	20-30%

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 COVID19, 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 whose 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.

GAIN is expanding its efforts to improve the diets of low-income, high-need consumers in the countries we work in through social protection. Social protection programme is critically important for improving the livelihoods and purchasing power of vulnerable consumers, and nearly all such mechanisms have the potential to improve nutrition and diet quality. In Bangladesh, GAIN supports the Government of Bangladesh's efforts to enhance resilience of vulnerable groups confronted with economic, social, climate and other shocks, create opportunities for upward social and economic mobility with long term outcome of improving nutritional status of all, especially the vulnerable population. Our approach complements existing government efforts to achieve Sustainable Development Goals enhancing the nutrition impacts of social protection, predominantly through promoting inclusion and reinforcing nutrition social and behaviour change communication (SBCC).

Partnerships with governments and nutrition-sensitive social protection policy advocacy are a central focus of GAIN's social protection work. GAIN Bangladesh intends to hire a Project Coordinator, Social Protection to serve as the focal point for project implementation and stakeholder relationship management on social protection in Bangladesh. S/he will work under the supervision of the Portfolio Lead of Drivers of Food Systems Transformation (DFST) and in coordination and aligning with the priorities of the Policy and Advocacy team and country priorities.

DESCRIPTION
<p>Overall purpose</p> <p>The Project Coordinator, Social Protection has overall responsibility for the day-to-day operational delivery, implementation, identifying influencing agenda working with the policy team, budget tracking, and monitoring of social protection activities in Bangladesh, including routine tracking of activities' progress and the status of project deliverables. They play a coordination role in GAIN's cross-functional project teams and supporting the maintenance of relationships with partners and stakeholders. They are responsible for managing and documenting engagements with key government and non-government social protection stakeholders in-country. This position also represents Bangladesh in the broader multi-country GAIN social protection team and is the primary liaison for Bangladesh's social protection activities to the global Social Protection programme. As part of the social protection team, the Project Coordinator is expected to contribute to project deliverables, participate in donor reporting, and support timely and effective communication of findings to diverse and cross-cultural audiences.</p>

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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.
- Collaborate with the Project Manager and global Social Protection Programme Lead on the design and planning of project activities and objectives.
- 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 project proposal development.
- Developing the relevant documentation for donor reporting processes and other progress updates.
- Under the guidance of the Project Manager, coordinating and scheduling project review meetings at regular cycles and preparing documentation of findings and recommendations in GAIN's online project management system (PRISM).

Project Management Coordination

- Liaising with Project Manager and the global Social Protection Programme Lead on issues of course correction and change requests aligning with the policy influencing at global and country level on social protection.
- 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 GAIN focal points for relevant cross-cutting themes (environment, gender, reaching the very poor, resilience, etc.) to ensure that themes are appropriately considered in project activities.
- Facilitate implementation of project activities in accordance with workplans and in compliance with the policies and best practice standards of GAIN.
- Contribute to building a positive and inclusive culture and working environment for the staff to carry out their activities.
- Support uptake and ensure accountability of the social protection team in Bangladesh on the GAIN Code of Conduct.

Relationship Management

- Contribute to building strong partnerships with national government entities, INGOs, civil society organisations, private sector actors, and other stakeholders engaged in GAIN Bangladesh's social protection work to support actions to reduce duplication of efforts and ensure GAIN's work complements other interventions and demonstrate value addition.
- Routinely and comprehensively document key stakeholder engagements and milestones.
- Contributing to a culture of mutual accountable partnership with other teams within GAIN supporting programmes and projects
- Participate in and contribute to regular and ad hoc meetings of GAIN's multi-country social protection teams, serving as the primary representative of GAIN's Bangladesh social protection projects in that forum.
- Ensure quality presentation and reporting of GAIN Bangladesh's Social Protection Work to stakeholders (internal and external to GAIN).

Resource Management

- Supports the Project Manager 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 Project Manager's review in order to meet GAIN and donor's requirements.

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

Key organisational relationships

- Reports directly to the Portfolio Lead with a dotted reporting line to the Senior Policy Advisor
- Works closely with GAIN's global Social Protection Programme Lead and the Asia Project Coordinator, Social Protection
- Liaises regularly with relevant members of the GAIN Programme Services Team and Knowledge Leadership team.
- Government, Donors, NGOs, Private Sector, Academia, and others

JOB REQUIREMENTS

Competencies

- Ability to coordinate and influence the formulation, implementation, monitoring of international development projects.
- Ability to take initiative and work independently, with limited hand-holding support, in a fast-paced work environment.
- 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.
- Excellent writing and presentation skills in English and Bengali, 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, particularly national and sub-national government officials/policymakers, and other development sector partners.
- 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

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Experience

- Proven experience in project management/coordination
- Previous experience with 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.
- Previous exposure to policy formulation, implementation, and/or communication, and awareness of applicable policy influencing tools (e.g., stakeholder mapping, needs assessment, etc.)
- Experience in group facilitation to ensure effective stakeholder participation and consensus building.
- Demonstrable experience engaging and managing relationships with multilateral stakeholders, particularly government officials.
- Good familiarity with key development issues and policy environments relevant to social protection, nutrition, and food security in Bangladesh

Education

- Bachelor's degree (or higher) in project management, policy, applied economics, business management, international relations, sustainable development, food systems, or a related field.

Other requirements

- Must be willing and able to travel domestically and (ideally) internationally.
- Fluent written and verbal English and Bengali
- Knowledge of additional language(s) relevant within GAIN's regional offices (desirable)

WHAT GAIN OFFERS

- 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