

## Global Alliance for Improved Nutrition

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| <b>Job title:</b> | Project Coordinator- Initiative on Climate Action and Nutrition (I-CAN) |
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| <b>Classification:</b> | Grade 4                            | <b>Direct reports:</b>  | 0         |
| <b>Work location</b>   | Nairobi, Kenya or New Delhi, India | <b>Travel required:</b> | Up to 15% |

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.

Our food systems— including consumer behaviours, food environments, natural resources and institutions as well as the production, processing, marketing and purchase of food— are struggling to deliver nutritious diets to a growing global population in an environmentally sustainable manner. Food systems, our health and the environment are inextricably linked. For example, climate change adversely affects yields and the nutritional quality of major staple crops. Such staple foods are especially important in the diets of people in low- and middle-income countries (LMIC), increasing the risk of food insecurity, socio-economic instability, and malnutrition among vulnerable populations.

Extreme weather events are affecting populations, impacting livelihoods, food security and access to healthy diets. Women and children are often the most affected. And not only does the environment impact nutrition, but food systems adversely impact the environment through various ways, including increasing pressure on land-use for food production for human and animal consumption, and contributing a third of greenhouse gas emissions.

Since the approval of GAIN's Environment Strategy in November 2020, the organisation has been advancing work on the environment across its programmes, advocacy, and operational work. The GAIN strategy refresh 2022 – 2027 puts environment at the core of GAIN's work and reiterates the commitment to make GAIN the 'greenest nutrition organization both organizationally and programmatically'.

## Global Alliance for Improved Nutrition

### DESCRIPTION

#### Overall purpose

The Initiative on Climate Action and Nutrition (I-CAN) is a multistakeholder, multisectoral global flagship initiative developed by Egypt as COP27 Presidency in partnership with GAIN, WHO, FAO, and SUN, with the goal of fostering collaboration to accelerate transformative action at the critical nexus of climate change and nutrition. I-CAN's first year saw the delivery of two key reports that lay out the conceptual foundation to the work and set a baseline for the current state of integration. Now, I-CAN is scaling its work at both international and national levels.

GAIN is looking for a Project Coordinator to work with the Lead I-CAN, to carry the work forward together with the GAIN Environment Team and our I-CAN partners (incl. FAO, WHO, SUN, UN Nutrition and climate organisations). The Project Coordinator will handle the day-to-day delivery, implementation, and monitoring of I-CAN initiative, specifically focusing on tracking the progress and status of activities. They play a coordination role in GAIN's cross-functional teams and support the maintenance of relationships with partners and stakeholders.

#### Tasks and responsibilities

##### Project Coordination -- Planning, Implementation, and Reporting

- Support the implementation and management of activities under I-CAN, including tracking, monitoring, and reporting on KPIs for I-CAN to ensure that the initiative is on time, on-budget, and well-coordinated.
- Coordinate internal and external reporting processes by collating the necessary information and assembling it in required formats for different reporting purposes.
- Support, with the I-CAN Lead and I-CAN partners, the development of annual budgets and detailed workplans for all I-CAN activities at both the global and national level.
- Provide guidance on project implementation to GAIN countries and technical know-how to design and deliver national level work including deep-dive analysis of nutrition and climate integration and technical advice on policy priorities.
- Support knowledge management and learning sharing in support of I-CAN, alongside I-CAN partners and GAIN's Knowledge Leadership, Communications and Country Programmes teams, by supporting data collection, draft report writing, and other opportunities.
- Act as a focal point for I-CAN, both internally and externally, representing I-CAN at government and donor meetings, technical groups, seminars and conferences, in coordination with the I-CAN lead.

##### Advocacy, Communications, and Events

- Work through key food systems and sustainable development fora and mechanisms to identify opportunities to influence strategic direction and good practice on integrated action on climate and nutrition.
- Coordinate planning for events and communications, in collaboration with the I-CAN Lead and I-CAN partners across climate, health, food, agriculture, gender and wider development agendas.

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### Partnership Cultivation

- Support the cultivation of a broad network of relevant partners and experts in the field, tracking I-CANs engagement with them as well as supporting the collection and management of their input.
- Draft key communication deliverables for and with partners, as well as collate input from partners on I-CAN documents and deliverables.

### Fundraising and Donor Management

- Support in the management and reporting for existing grants, including tracking of grant activities, drafting input for reports, and preparing for renewal proposals.
- Work in close collaboration with GAIN's Finance team to monitor project budgets and expenses.
- Advance resource mobilization opportunities in collaboration with the Lead of I-CAN, GAIN leadership and I-CAN partners by supporting opportunity screening and proposal development for future I-CAN work.

### Key organisational relationships

- Reports to Lead, Initiative on Climate Action and Nutrition
- Close collaboration with GAIN's Environment Team.
- Close collaboration with core I-CAN partners including FAO, WHO, SUN and UN Nutrition and climate organisations.
- Liaise regularly with GAIN Programme Services Team, Policy Engagement and Advocacy Support (PEAS), Knowledge Leadership, and Communications.

## JOB REQUIREMENTS

### Competencies

- Excellent project management skills.
- Track record in stakeholder management and relationship-building skills; comfortable managing and engaging with colleagues and partners.
- Ability to work on a wide portfolio of projects with multiple teams in multiple geographic contexts; ability to prioritise with excellent time management and strong organizational skills.
- Understanding policy processes and policy stakeholders at the national and global level, as well as ability to identify and engage in relevant policy advocacy opportunities.
- Analytic and technical competence in the areas of global hunger and malnutrition, environment, climate change, food systems, or closely related domains.
- Strong written and verbal communication skills, presenting clear and structured arguments.
- Clear and systematic thinking that demonstrates good judgement, problem solving, and creativity.
- Intermediate Microsoft Excel, Word, Outlook, and PowerPoint skills.
- Affinity and interest in web-based tools (desirable).

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### Experience

- Proven experience engaging with or supporting global and/or national policy processes as well as multi- stakeholder initiatives, coalitions or campaigns on topics related to food systems, nutrition, climate change or other related environmental issues.
- Proven experience in project management in complex and diverse environments, preferably on topics related to nutrition, climate, environment, and food systems.
- Proven experience in managing projects on time / on budget, using project management processes and tools including risk management, benefits management, financial management and quality assurance.
- Excellent written and verbal communication skills, able to be deployed for diverse purposes, including drafting of policy papers, donor-facing reports, internal memos, external communication campaigns, etc.
- Highly motivated to deliver on all responsibilities with excellence; open to feedback and growth when identified with manager.
- Experience engaging with people from diverse cultures and backgrounds.

### Education

- Master's degree is desirable but not essential (in a relevant field such as environmental science, international development, public policy, public health or a related field, or equivalent experience), or equivalent experience.

### Other requirements

- Ability to travel to other GAIN offices regularly, including country programmes (up to 15%).
- Passionate about the challenges of addressing nutrition, food systems and environmental issues.
- Proficiency in written and verbal English.

### 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.