



Global Alliance for Improved Nutrition

Job title:	Project Assistant, YASP		
Classification:	Grade 2	Direct reports:	0
Work location	Dhaka, Bangladesh	Travel required:	Field Visits 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. Working with governments, businesses and civil society, we aim to transform food systems so that they deliver healthier diets for all people, especially the most vulnerable.

Headquartered in Geneva, Switzerland, GAIN has offices in countries with high levels of malnutrition: Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda. To support work in those countries, we have representative offices in the Netherlands, the United Kingdom, and the United States.

At GAIN, we believe that everyone in the world should have access to nutritious, safe, and affordable food. Today, one in three people - drawn from nearly every country on the planet - are unable to consume enough nutritious food. We work to develop and deliver solutions to this daily challenge.

DESCRIPTION
<p>Overall purpose</p> <p>GAIN seeks to hire a Project Assistant for the Youth-led Agribusiness Service Providers (YASP) program supported by a grant from an international foundation.</p> <p>The project objective is to improve the availability of quality, nutritious and safe food to vulnerable communities in Bangladesh through youth-led agriculture. Through this project, GAIN seeks to support selected youth-led agriculture start-ups to develop their capacity, revamp their organizational strength/operational capabilities, expand their network/reach, and lastly enhance their impact through greater penetration. These Agribusiness Service Providers (ASPs) will be further supported by GAIN to meet specific targets that have an over-arching theme of incentivizing young people to adopt farming and improve their livelihoods by linking the agricultural value chain with innovation and modern technology while also making it more attractive and profitable with a sound business plan.</p> <p>The ASPs, under the supervision of GAIN, will aim to provide training in modern farming technologies and build young farmers' capacities to engage in farming as commercial enterprise or through developing enterprises along the value chain. GAIN intends to reach as many as 15,000 farmers with training modules in innovative, safe, and sustainable business solutions ensuring healthier and safe food with high nutritious value for their families and communities at large.</p> <p>The Project Assistant will be expected to support the Private Sector Coordinator in successfully implementing YASP project activities in collaboration with partners. The role will specifically provide support to two youth-led agri-service provider start-ups in developing their capacity and growing as organizations. The Project Assistant will provide necessary basic technical, logistic, and administrative support to the project.</p> <p>The candidate is expected to have experience of working in or with start-ups and be familiar with the start-up ecosystem in Bangladesh.</p> <p>This role will be offered on fixed-term contract from the date of hiring up to December 2025 (with possibility of further extension depending on budget availability). The Project Assistant will be based in Dhaka, Bangladesh with travel (> 30%) outside of the city as and when required by the project.</p>

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Tasks and Responsibilities

Overall, the Project Assistant, YASP will support project implementation activities as well as assisting with the quality monitoring and reporting of the project along with other responsibilities.

Project Support

- Provide administrative support to the project and related activities in accordance with GAIN guidelines for successful implementation.
- Collect, collate, and compile project related data for project database, reports and updates.
- Track and monitor progression of the project by taking periodic updates from the two Agribusiness Service Providers (ASPs) and other relevant stakeholders and flag any potential delays, risks or issues to the program team in a timely manner.
- Assist in field visits to monitor project progress and draft reports about project activities and updates.
- Support with the preparation of letters, notes, terms of reference (ToR), and technical documentation as per the project activities and requirements.
- Facilitate logistics support for organizing meetings with partners and write meeting notes for circulation to relevant stakeholders.
- Support budget administration, procurement and contracting processes.
- Collaborate and liaise with the project team regularly and effectively.
- Assist the project team in preparing project surveys (along with related documents).

Stakeholders Support

- Support the project team in maintaining good relations with the farmer communities and field officers where the ASPs will be operating (i.e. Rangpur, Kurigram, Lalmonirhat, Tangail, urban areas of Dhaka etc.) to ensure smooth communication and collaboration.
- Assist the project team to work with curriculum developers in developing training materials for farmers

Monitoring, reporting and learning support:

- Be well-versed of GAIN's internal monitoring, reporting, and learning mechanism and collect information, record data and file information to meet the reporting and monitoring standards.
- Support the Private Sector Coordinator with relevant updates to keep internal reporting mechanisms like QUAD/PRIMS updated.
- Support in preparing presentation and communication materials as well as organizing webinars.
- With the guidance of the Private Sector Coordinator, prepare documentation on latest innovation and technology in the agricultural sector on a weekly basis for the project team.
- Support the project team in preparing detailed reports on project updates for donors and relevant stakeholders.
- Assist in drafting documentation of the activities including monitoring reports based on Key Performance Indicators (KPIs), quarterly reports, annual reports, best practices, and capacity building manual for mainstreaming the best practices of the project.

Key organizational relationships

- Reports to Private Sector Coordinator, GAIN Bangladesh
- Portfolio Lead, LSFF and Value Chain
- Working closely with Finance and Operation teams
- Work closely with global stakeholders within GAIN

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JOB REQUIREMENTS
<p>Competencies</p> <ul style="list-style-type: none"> • Having knowledge, understanding and familiarity of the start-up ecosystem in Bangladesh. • Proven ability to support project activities with solutions-oriented mindset. • Well organized and the ability to prioritize and work under pressure to meet deadlines. • Good interpersonal and communication skills in multicultural, multi-lingual environments. • Passionate about the agricultural industry in Bangladesh with a willingness and enthusiasm to work with all stakeholders in the agri-industry (from farmers to back-end suppliers – all actors of the value chain). • Inquisitive mindset with problem-solving ability. • Good ability to provide support to high-level stakeholders. • Familiarity with human-centered design and its application is desirable but not essential.
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working within an international development setting would be preferred. • Demonstrable experience in an administrative or project management support role supporting multiple members of a geographically dispersed team. • Familiar with the start-up ecosystem in Bangladesh. • Good working knowledge of monitoring and evaluation tools • Ability to work with multi-stakeholders such as (vendors, clients, end users, donors) in a supporting role. • Familiarity with working with data sets and understanding trends and patterns would be helpful. • Understanding and some experience/technical knowledge in food systems is an asset. Proven experience of supporting budget administration, procurement and contracting processes. • General understanding and experience in the realm of development sector project management support • Experience working with multi-stakeholders such as (vendors, clients, end users, donors). First-hand experience of private sector engagement
<p>Education</p> <ul style="list-style-type: none"> • Degree or equivalent in business administration, agronomy, Food Technology, or related field (candidates from other social sciences background may also apply).
<p>Other requirements</p> <ul style="list-style-type: none"> • Good command of written and spoken English and Bangla. • Willingness to travel to field sites (in and outside of Dhaka) as per the requirement of the project. • Good organizational skills. • Adaptable and capable of working in a fast-paced environment.
WHAT GAIN OFFERS
<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. • Unique opportunity to contribute to the eco-system through getting involved in high impact and results oriented projects