

Global Alliance for Improved Nutrition

Job title:	Project Coordinator, Monitoring & Improvement, CALL		
Classification:	Grade 4	Direct reports:	0
Work location	Dhaka, Bangladesh	Travel required:	>50%

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.

GAIN, in a consortium, has been implementing a project titled '**Climate Action at Local Level (CALL)**' to execute comprehensive set of interventions in Bangladesh by strengthening public and private actors to manage climate risks and reduce disaster risks in a sustainable manner, but also by supporting inclusive growth and economic resilience to disaster and climate change and by improving social well-being for all, especially in the priority areas that are prone to climate risks or natural disasters. GAIN is expanding its efforts to improve the diets of low-income, high-need consumers in the countries we work in through climate resilient food system. In Bangladesh, GAIN supports the Government of Bangladesh's efforts to enhance resilience of vulnerable groups confronted with climate-hazards, economic, social, and other shocks. and creates opportunities for upward social and economic mobility with long term outcome of improving nutritional status of all. Our approach complements existing government efforts to achieve Sustainable Development Goals. GAIN Bangladesh intends to hire a Project Coordinator for project implementation and stakeholder relationship management on food system and climate change adaptation in Bangladesh.

DESCRIPTION
<p>Overall purpose</p> <p>The Project Coordinator, Monitoring & Improvement (M&I) in close collaboration with the Project Manager, Food System & Climate Change Adaptation has overall responsibility for the day-to-day operational delivery, implementation, and monitoring & improvement 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 supporting the maintenance of relationships with partners and stakeholders.</p> <p>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, budget, timeline, and quality standards. With the leadership of Project Manager, they will work in collaboration with the CALL consortium team members.</p>
<p>Tasks and responsibilities</p> <p>Project Coordination, Planning and Implementation</p> <ul style="list-style-type: none"> Managing the project schedule, activity plan and planning milestones, supporting the tracking of progress and deliverables from project partners. Contributing to close collaboration with the Project Manager to the design, and planning of the scope, activities and objectives of the project.

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- 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 and any other workshop/event 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 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 local partners, civil societies, I/NGOs, government entities, private sector and other relevant organisations.
- Contributing to a culture of mutual accountable partnership with other teams within GAIN that supports programme and projects.
- Work closely with Project Managers, 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 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.
- Facilitate accurate project budgeting and forecasting processes, ensuring that activities costs are kept within budgets.
- Develop Terms of Reference for project consultants/service providers/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 programme progress achieved, programme 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 to the Project Manager, Food System and Climate Change Adaptation

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- Close collaboration with the Portfolio Lead, Drivers of Food System Transformation (DFST), other projects and operational staffs.
- Liaises regularly with GAIN Programme Team and Knowledge Leadership teams.
- Government, Donors, NGOs, Private Sector, Academia and others

JOB REQUIREMENTS

Competencies

- Capabilities particularly implementing food system transformation, nutrition and climate change adaptation related interventions.
- 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
- 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

Experience

- Demonstrable field experience on facilitation of multi-stakeholder, multi-sectoral platforms at Union, Upazila (Sub-district) and District levels in aligns with the National Plan of Action for Nutrition, the National Adaptation Plan and relevant others
- Proven experience in project management and coordination
- 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 staff management, including coaching, motivation, performance assessment, conflict prevention and management.
- Experience in group facilitation to ensure effective stakeholder participation and consensus building.

Education

- Bachelor's degree in agriculture, food science, nutrition, environment science, development studies or related social sciences.

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Other requirements

- Must be willing and able to travel
- Fluent 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