

Global Alliance for Improved Nutrition

Job title:	DFQT+ Digital Transformation, Project Officer		
Classification:	Grade 3	Direct reports:	0
Work location	Dhaka, Bangladesh	Travel required:	Local travel 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.

GAIN in partnership with a consortium of eight organizations and together with local stakeholders, developed the Digital Fortification Quality Traceability (DFQT+) system, a cross-sector traceability that enables mills/refineries and authorities to generate, govern, share, and utilize safely accurate and traceable data on LSFF quality within factories and markets, including customs. The product was pilot tested in Bangladesh and Nigeria. The focus of the next phase of work will be on adoption in these two countries.

DFQT+ aims to revolutionize global food fortification by providing an adaptable traceability solution that empowers all stakeholders to ensure the delivery of more nutritious food to every consumer. The country-driven digital solution fosters real-time data sharing, transparency, trust, efficiency, and accountability across the entire food system value chain, enabling healthier populations. Consistent and actionable data on quality of fortified foods is critical to ensuring programmes can reach their potential public health impact. The DFQT+ system enables stakeholders to track micronutrient quality throughout the entire value chain, starting from the initial components and materials—such as premix and micronutrients—down to the final product, ensuring quality is maintained at every stage.

DESCRIPTION
<p>Overall purpose</p> <p>GAIN seeks to hire a Project Officer who will support the Project Manager, LSFF, in Bangladesh for the DFQT+ system. The project focuses on digitizing/automating various manual aspects of fortification processes in edible oil production and monitoring by government agencies to make data collection and information on fortification quality more efficient and accessible. The Project Officer will work closely with a Consortium of partners, led by GAIN, to achieve this goal.</p> <p>The Project Officer will be responsible for supporting the Project Manager, LSFF with the set-up and implementation of DFQT+ at the production facilities and at government and monitoring agencies and business development alignment with LSFF. They will be responsible for supporting with in-country implementation of the go-to-market strategy and sustainability plan, working in close collaboration with the global Project Manager and</p>

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other team members in Bangladesh will provide a range support services, including preparation of reports and briefs, coordinating resources, stakeholders, maintaining project documentation and implementing and monitoring project plans, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope, in line with GAINs Project Management Guidelines.

The Project Officer will provide hands-on support to users of the system and will be considered the expert/focal point on supporting local users to adopt the system, including any troubleshooting, as well as documenting successes and challenges with implementation.

The position will report to the Project Manager, LSFF and work as a member of the GAIN Bangladesh Team. The workstation will be based in Dhaka with frequent travelling (30%) across the country.

Tasks and responsibilities

Go to Market (GMT) Project Management Support and Coordination

- Contribute and support for the in-country implementation of the DFQT+ go-to-market strategy (GTM) for Bangladesh, including supporting key coordination activities in positioning, target segments, channels, launch planning, and growth priorities, in close collaboration with the global Project Manager.
- Collect data on GTM metrics and work with the global Project Manager to modify the GTM approach, as necessary.
- Contribute to the development and implementation of the in-country sustainability plan for DFQT+, including identifying and testing value propositions for key stakeholders, testing their willingness to pay, and managing product costs consistent with projected government and private sector financial contributions, in close collaboration with the global Project Manager.

Stakeholder Management

- Work closely and support the Ministry of Industries (MOI) and other relevant ministries and departments on the effective implementation of the program.
- Maintain constant liaison with the relevant ministries, directorates, and departments for generating government buy-in for the integration and scaling up of fortification projects in the country.
- Support a thorough landscaping of the data and stakeholders involved along the fortification value chain in Bangladesh.
- Provide constant updated lists on producers/locations in Bangladesh who are using DFQT+.
- Arrange interviews between consortium members, producers and high-level decision makers in the Government, as relevant.
- Enable a constant flow of communication between the DFQT+ Project team and the producers, their directors, and any leadership and mills/refinery associations in the country.
- Provide hands-on, consistent support to producers throughout the life of the project, documenting and sharing any challenges and successes they encounter with the wider DFQT+ team.
- Attend and present/report out at meetings with the consortium regularly.

Technical Assistance, Monitoring and Evidence Generation

- Map current digital and IT system usage by producers and capacity of staffing, including individuals and roles responsible for the use of technology, individuals responsible for monitoring internal QAQC/their daily tasks, types of automated devices already installed, types of software used, and mapping of data collected currently at the production level, amongst other factors.
- Support with assessing the needs of government and monitoring agencies about the type of information needed for decision making on fortification programs, and mapping of data collected currently at the production and market level.

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- Document benefits from using DFQT+ and working with the GAIN knowledge management team to develop success stories and marketing materials to promote adoption of DFQT+ by new users.
- Support to the Project Manager, LSFF on ensuring the Monitoring Cell within BSTI functions and regular monitoring with BSTI for periodic sample collection, review lab results and effective implementation of the monitoring cell.
- Deliver training on the use of devices included in the DFQT+ system for fortification quality traceability, and training on the DFQT+ system software.
- Assist with installing and setting up software and devices at the production and government facility level.
- Provide hands-on support and training to users and other trainers of the DFQT+ system, the devices, and the software.
- Assist in writing reports on the use of the DFQT+ system by different stakeholders for cross-country learning
- Engage with third party implementation research team and provide information as needed for the consistent evaluation of the project.
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Procurement, Payments and Financial Reporting

- Support the project manager in preparing donors' reports in collaboration with project teams, technical teams and support teams.
- Work closely with the project accountant, monitoring the receipt of deliverables and payments to partners, as well as ensure all project related expenses are properly coded to ensure the accuracy of financial reporting.
- Contribute to accurate project budgeting and forecasting processes.
- Process timely payments to consultants and other service providers, ensuring compliance with GAIN procurement policy.
- Perform other duties as assigned by management.

Key organisational relationships

- Reports to the Project Manager, LSFF
- Portfolio Lead, LSFF and Value Chain
- GAIN Country Director
- Program Coordinator, LSFF, Project Officer, Junior Associate, Procurement and Finance
- Working closely with Global Technical Teams including Knowledge Leadership, Advocacy, Policy and Finance teams
- Works closely with external technical consultants to the project and project partners.

JOB REQUIREMENTS

Competencies

- Excellent project management capabilities, including managing digital development/Information and Communications Technologies for Development (ICT4D) activities.
- Proactive, with the ability to demonstrate flexibility and openness to change whilst maintaining the ethos and objectives of the work at all times.
- Ability to adapt quickly to new tools, processes, and priorities.
- Good interpersonal, communication and influencing skills.
- Tech savvy- ability to address issues with troubleshooting and technology quickly.

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- Ability to synthesize, present/report information to diverse audiences.
- Strong ability to work and collaborate with diverse groups/individuals, ranging from local partners, local authorities, local community groups, the civil society and the private sector.
- Excellent writing skills, with analytical capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.

Experience

- Demonstrable experience in project coordination or implementation support for digital transformation technology projects in complex and diverse environments including managing digital development/Information and Communications Technologies for Development (ICT4D) activities, preferably in the development / non-profit sector.
- Experience supporting the rollout of systems, tools, or initiatives at field, facility, and/or government level
- Experience coordinating with government counterparts and regulatory or monitoring bodies to support programme delivery
- Experience of liaising with private sector stakeholders to support adoption of project activities or tools
- Experience supporting training, capacity-building, and user onboarding activities
- Experience in monitoring project implementation, including data collection, tracking progress, and documenting issues and lessons learned
- Experience contributing to project reporting, knowledge products, or learning activities
- Experience working within consortium-based projects and supporting coordination between multiple partners
- Experience in the use of computer software: Microsoft Word, PPT, Excel (required)
- Experience in food fortification, including business, private sector or market related experience (preferred)

Education

- University degree in IT, business management, public health, economics, development studies, or related fields.
- Certificate in project management and experience in food fortification, private sector, nutrition and health related issues will be an added advantage

Other requirements

- Must be willing to travel locally to oil production facilities, government headquarters, and monitoring agency buildings
- Fluent in both English and Bangla

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

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Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.