

Global Alliance for Improved Nutrition

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| Job title: | Transform Nutrition (TN) and Collaborating, Learning and Adapting (CLA) Coordinator |
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| Classification: | D4 – Project Manager | Direct reports: | 0 |
| Work location | Nampula, Mozambique | Travel required: | 40% |

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION

Overall purpose

The TN and CLA Coordinator will monitor and manage the progress of GAIN's activities within the USAID Transform Nutrition Project in Mozambique. They will be responsible for all related technical assistance and implementation activities as defined in the project proposal and work plan.

The Coordinator will be responsible for ensuring that the interventions by different partners are coordinated so that overall project milestones and goals are met.

The Coordinator will oversee financial control and proactively review, make recommendations and report on programmatic activities, to support the delivery of GAIN's strategic plan in Mozambique.

The role holder will also be responsible for leading the coordination of the CLA activities for the TN project, including specific events as well as ongoing processes and documentation. The role holder will also coordinate support to the TN Monitoring Evaluation and Learning (MLA) Director on monitoring systems, tools, and processes and will work with GAIN colleagues as well as UniLúrio to support the IR studies.

Tasks and responsibilities

Project management

- Ensure the timely implementation of TN & CLA activities by working closely with consortium partners.
- Identify and flag any potential issues or risks that could affect the progression of the project and/or CLA activities. Work with the M & E Manager to identify potential solutions.
- Ensure quality monitoring of TN activities implemented by partners in the project.
- Responsible for the timely submission of high-quality reports, success stories and other documents as per organizational procedure and donor requirements.
- Undertake field visits as required to capture project lessons learned, success stories, and best practices
- Keep GAIN TN team, GAIN Knowledge Leadership (KL) team colleagues, and the Country Director regularly updated on project status

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- Responsible to ensure adherence to technical standards and compliance to technical guidelines and policies in all the projects.
- Maintain strong relationships with CLA and Monitoring, Evaluation and Learning teams of key development partners, I/NGOs and Civil Society Partners including, with in-country M&E section of the Ministry of Health (MISAU), Ministry of Industry (MIC), SETSAN and other relevant government entities
- Comply with and implement according to GAIN's various policies, e.g. gender, diversity, environmental and safeguarding etc.

CLA activity coordination

- Lead the coordination of the finalisation of the TN CLA Plan, and regularly update it as needed.
- Work with other consortium partners and GAIN staff to develop and implement ongoing processes to support learning from project implementation; support staff (from GAIN and consortium) across all levels of the project to recognise learning opportunities, learn from their daily work, and share their new knowledge with colleagues
- Work with other consortium partners and staff to support processes that foster regular reflection on project lessons learned and successes and challenges; support them to use this knowledge to adapt approaches.
- Lead the coordination of the development of CLA guidance and templates for internal meetings and reporting, aiming to integrate questions to spark discussion, capture learning, and support adaptation
- Support the training of the GAIN Mozambique Team and consortium staff, as needed, on CLA approaches and tools
- Lead the coordination of the development of a set of guidelines and templates to support documentation of Innovative Approaches, lessons learned, and best practices for an external audience
- Engage and support partners to encourage them to provide content for the above-mentioned documentation.
- Support the development of the above-mentioned documentation (including writing, review, editing, and formatting)
- Support the planning of the above mentioned CLA events (Pause and Reflect exercises, Experience Sharing Sessions, and a Data for Decision Making Workshop).
- Lead on planning logistical aspects of CLA events (e.g., venue, catering, technical needs, invitations) as well as content aspects (e.g., agenda, activities, goals, presenters)
- Work with partners to help prepare them to present or facilitate sessions at these events
- Facilitate or co-facilitate these events, fostering active and constructive participation among all members
- Prepare a short report documenting the main activities and outcomes of each of these events
- Support GAIN colleagues and UniLúrio to plan, carry out, and report on the IR studies.

Key organisational relationships

- The TN CLA Coordinator will report to the M&E Manager.
- Works closely with TN-supporting staff at GAIN, including those based outside of Mozambique
- Works closely with consortium partners, particularly UniLúrio and ADPP
- Liaises regularly with the GAIN Global KL team

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- Works with Communications Team on project documentation and dissemination
- Works with Government and other stakeholders

JOB REQUIREMENTS

Technical experience and skills

- Experience in the public health sector, with an emphasis on project management.
- Experience with developing and implementing learning, monitoring and evaluation approaches or on staff capacity building and organization learning, preferably in the Mozambican context
- Experience in monitoring and evaluation
- Experience facilitating meetings, workshops, conferences, and similar
- Experience fostering communication and/or collaboration on technical topics among members of a diverse team
- Experience in implementation or operations research.
- Experience using monitoring and learning to adapt and improve project implementation
- Prior experience with CLA within a USAID or similar project desirable
- Good understanding of quantitative and qualitative data collection, analysis and use
- Critical analysis skills to evaluate the quality of data and extract key learnings and effective practices from findings

General Skills and Competencies

- Excellent project management skills
- Ability to self-motivate, prioritize, and multi-task
- Ability to work under pressure to meet deadlines
- Flexible and adaptable, with an ability to find solutions to implementation challenges
- Strong communicator, with the ability to work effectively as part of a global multicultural team.
- Positive attitude towards learning from team members, partners and stakeholders.
- High level of professionalism and integrity
- Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity.
- Computer literacy with excellent MS office and other statistical software
- Ability to travel as required

Education

- Bachelor's degree in Public Health, M&E, International Development, Project Management, Capacity Development, or a related field

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Other requirements

- Business English and Portuguese required, written and verbal

WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities

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