

Global Alliance for Improved Nutrition

Job title:	Project Associate, Business Development		
Classification:	D3 – Associate	Direct reports:	0
Work location	Nairobi, Kenya	Travel required:	Regular travel within Kenya up to 50%

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.

In Kenya, 94% of adults do not meet the WHO recommendations of 400 grams of daily fruit and vegetable consumption. In 2015, a national survey found that 15.3% consumed fruits daily and 50.9% consumed vegetables daily. Many African countries do not produce enough vegetables to meet their populations' nutrient needs. This low production is exacerbated by high losses in the value chain.

GAIN Kenya has designed a program to respond to this situation by stimulating increased production and increasing consumption through demand creation.

The Vegetable for All project will create partnerships with private agricultural companies, NGOs, and leverage county governments existing extension services to improve agricultural practices, ensure access to better seed varieties and inputs, and food-safe farming practices.

The project will also seek to engage youth and women in agricultural initiatives. GAIN Kenya, through its Market Place model, will support aggregators and vegetable hubs on logistics, transport, crating, packaging, and digital technologies.

DESCRIPTION
<p>Overall purpose</p> <p>Reporting to the Senior Project Manager, the Project Associate will provide technical expertise to develop SME businesses. The associate is responsible for identification, selection and supporting business to increase the supply of vegetables within the project area.</p>
<p>Tasks and responsibilities</p> <p>Strategic and technical overview</p> <ul style="list-style-type: none"> • Support all aspects relevant to the contracts and procurement process, including the prequalification, preparation, assessment of applications and award of purchase orders/contracts including contracts administration • Conduct pre-grant and post-grant due diligence to project's shortlisted businesses • Conduct regular visits to grantee working location to verify actual status • Support the Senior Project Manager with E-contracting tool process, including initiate and follow-up with contracting parties and respective contract approvers, signing of contracts uploading all necessary documents to share point in liaison with legal team • Support the business in product development and market expansion • Ensuring updated information on payments in relation to the fund portfolio

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- Support the Senior Project manager with project baselining and monthly data collection from grantees that would feed into the defined M&E indicators, as well as reporting to project stakeholders including donors

Project Management

- Participate and contribute to development and implementation of project work plans
- Provide assistance to the project manager by monitoring the project progress against project workplan and budget
- Collect, document, collate and analyse project data for monitoring and management information purposes.
- Responsible for maintaining crucial project documents which track project progress
- Identify any potential issues or risks that could affect the progression of the project and work with the Project Manager to identify potential solutions
- Conduct regular monitoring of the activities conducted under the project by partners
- Follow up with partners and prepare timely monitoring reports with findings and recommendations
- Provide support for the timely submission of high-quality reports, success stories and other documents as per organizational procedure and donor requirements
- Preparation of monthly updates and organizing time bound meetings with project stakeholders
- Contribute to quarterly reports, activity-specific reports, and drafting of project success stories
- Plan, coordinate and organize time-bound project site visits
- Providing support to the project manager in organising key events planned under the project
- Comply with and implement according to GAIN's various policies, e.g. gender, diversity, environmental and safeguarding etc.

Key organisational relationships

- Reports to Senior Project Manager – Dutch3.0
- Close collaboration with the project partners and GAIN Kenya team
- Liaises regularly with GAIN Programme Services Team and Knowledge Leadership teams

JOB REQUIREMENTS

Competencies

- Strong business acumen
- Computer literacy with good Excel, MS Word, Outlook, and Power Point skills
- Ability to work effectively as a team member and independently
- Strong inter-personal skills and the ability to work with agribusiness managers from a variety of backgrounds
- Good communication skills
- High level of professionalism and integrity
- Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity

Experience

- Solid professional experience in the Agri-food sector in Kenya, particularly in areas of agriculture, agribusiness, nutrition etc.
- Proven experience working on donor funded agribusiness projects or with an agribusiness itself
- Good experience in business development, especially business planning

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- Experience in development finance (especially SME finance and grant funding management), office management, documentation
- Experience conducting auditing and/or due diligence (financial, legal and operational)
- In depth knowledge of full contract management process from requisition, sourcing, tendering, analysis, award, documentation and close out
- Strong understanding of supply chain analysis desirable
- Experience working in a public/private partnership environment desirable
- Private Sector experience desirable

Education

- Degree in Agribusiness, Entrepreneurship & SME Management, and/or equivalent work experience
- Diploma or equivalent certification in project management or business administration is highly desirable

Other requirements

- Fluent written and verbal English
- Must be willing and able to travel

WHAT GAIN OFFERS

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