

Global Alliance for Improved Nutrition

Job title:	Project Coordinator, Healthy School Food Environments		
Classification:	Grade 4	Direct reports:	0
Work location	Uganda, Kampala	Travel required:	60% within Kampala

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.

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 Uganda is implementing 'Generation Food Smart' an 18-month pilot, that aims to create healthier school food environments and improve adolescents' diets among secondary school learners in Kampala, Uganda. The project applies GAIN's school food and nutrition framework across three levers: Meals (fortified, diverse foods in school procurement and stronger kitchen infrastructure), Markets (leveraging school demand to link smallholders, millers and SMEs) and Mindsets (game-based learning, youth-led and peer-led nutrition education, and policy advocacy). Four components deliver this: improving school menus (1); Food Heroes peer education (2); MSME market linkages (3); and policy engagement with MoES, MoH, KCCA, etc. (4). These will improve the school food environment (primary outcome) and, through this, adolescent dietary diversity (secondary outcome), generating evidence for national scale-up. Climate and environmental sustainability (climate-smart sourcing, reduced environmental impact, and stakeholder awareness of risks and mitigation), gender and safeguarding are crosscutting.

DESCRIPTION
<u>Overall purpose</u> GAIN is seeking an experienced and hands-on Project Coordinator who will work under the guidance of, and in close collaboration with, the Project Manager. They will be responsible for the day-to-day operational delivery, implementation, and monitoring of the project, specifically focusing on quality and timely execution of project activities. They will support the maintenance of relationships with partners and stakeholders. The successful candidate will be an agile individual with a strong background in school-based nutrition and food project delivery, environmental integration and climate action in the Ugandan context. She/he will be comfortable implementing interconnected workstreams spanning school meal supply chains, food environments, adolescent behaviour change, policy engagement, and environmental integration, coordinating across government, private sector, and civil society partners. The Project Coordinator will be responsible for ensuring that project outputs and activities are successfully implemented within approved plans, budget, timeline, and quality standards and for liaising with project stakeholders within their assigned project components.

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Tasks and responsibilities

Project Planning, Implementation, and Coordination (60%)

- Developing quality activity work plans, budgets, activity terms of reference (ToRs) and submitting them timely to the Project Manager for review and approval.
- Providing day-to-day technical expertise and ensuring that project activities are implemented on time, within budget, and in compliance with the policies, best practice and required quality standards of GAIN.
- Supporting the Project Manager in ensuring that all four project components - school meal menu improvement, food education and environments, market linkages, and policy engagement - function as an integrated package.
- Identifying environmental and climate risks associated with, or potentially arising from, project implementation, and proposing appropriate mitigation measures.
- Identifying and maximizing environmental co-benefits – working with the project team and partners to advance approaches that reduce environmental impact while supporting sustainable production and value chains for nutritious foods, and monitoring and reporting on those approaches
- Supporting the training and sensitization of project stakeholders, including schools, vendors, and millers on the identified risks and their mitigation measures; and monitoring and reporting on the implementation of mitigation measures throughout the project cycle.
- Coordinating with millers, vegetable vendors, and MSMEs to formalize supply agreements and embed nutrition quality specifications into school procurement processes.
- In liaison with the Project Manager, supporting the contextualization and rollout of the Heroes Journey food education initiative within Ugandan schools.
- Under the guidance of the project manager, supporting the establishment and ongoing maintenance of healthy food zones and canteen standards in and around pilot schools in a sustainable way, coordinating with school authorities and relevant local government bodies.
- In coordination with PMI officer and Project Manager, monitor implementation progress against key performance indicators (KPIs), and report on project KPIs during regular project review meetings.
- Liaising with relevant environment, gender and safeguarding specialists to ensure that themes are present and relevant in project activities.

Stakeholders and Relationship Management (20%)

- Cultivating and maintaining strong working relationships with pilot schools, school authorities, and parent communities to support buy-in and sustained participation across all project components.
- Under the guidance of the project manager, coordinating and maintaining regular engagement with MoES, KCCA and other relevant local authorities to advance project objectives.
- Mobilizing and maintaining relationships with private sector stakeholders through the SUN Business Network, supporting their engagement in sustainable supply chain development.
- Representing the project and organization in external forums as agreed with the Project Manager.
- Contribute to building strong partnerships with government entities, civil society, INGOs, private sector and other relevant organizations working in school health and nutrition in Uganda.
- Working closely with GAINs technical and monitoring teams to ensure that the project is implemented in line with the relevant quality standards.
- Contributing to a culture of mutual accountable partnership with other teams within GAIN that support programmes and projects.

Resource Management (20%)

- Supporting the Project Manager in preparing donor reports in collaboration with project teams, technical teams, funding teams and support teams.
- Developing appropriate narrative reporting and financial accounting documentation for the Project Manager's review in order to meet GAIN and donor's requirements.

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- Facilitating accurate project budgeting and forecasting processes, ensuring that activities costs are kept within budgets.
- Supporting the Project Manager in developing Terms of Reference (ToRs) for project consultants/suppliers hired on a short-term basis
- Ensuring proper delivery of technical services and submission of technical and other reports within ethical and procurement standards and guidelines.
- Supporting the Project Manager in updating and maintaining a central database of all project documents and materials, such as meeting summaries, status reports, action items, and deadlines
- Ensuring timely monthly project reporting on project progress achieved, project plans, changes in direction and challenges encountered.
- In collaboration with the Project Manager, develop project summaries, collate lessons learned, and draft best practice documents.

Key organizational relationships

- Reports to the Project Manager, Healthy School Food Environments
- Close collaboration with the other projects and operational staff.
- Liaises regularly with GAIN Programme Services Team and Knowledge Leadership teams.
- Government, Donors, NGOs, Private Sector, Academia and others.

JOB REQUIREMENTS

Competencies

- Ability to coordinate and influence the formulation, implementation, monitoring of international development projects
- Demonstrate flexibility and openness to change and ability to manage complexities whilst always maintaining the ethos and objectives of the work.
- Clear and systematic proactive thinking showing 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.
- 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.
- Understanding gender, safeguarding, and environmental considerations in program delivery.

Experience

- Proven experience delivering integrated projects on school food and nutrition programming, food systems projects/programmes in Uganda, focused on public procurement, influencing policy engagement, environmental integration, and implementing Social and Behaviour Change Communication (SBCC) interventions to improve food environments and dietary outcomes
- Demonstrated experience working with Ministry of Education and Ministry of Health structures, municipal processes and school meal programme frameworks in Uganda
- Proven experience in conducting environmental and climate screening, identifying environmental and climate risks and opportunities, and understanding associated mitigation measures or actions to advance co-benefits.

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• Proven experience working on complex, multi-stakeholder development programmes from design through implementation, monitoring and close-out. • Demonstrated experience working with school children and school leadership structures. • Proven experience delivering donor-funded projects on time and within budget, including risk management, compliance and reporting. • Experience overseeing monitoring, evaluation and learning (MEL) activities, including coordinating with external evaluators and using evidence to inform programme delivery • Experience facilitating policy engagement and contributing to policy development, technical working groups or advocacy initiatives.
Education • Bachelor's degree in human nutrition and Dietetics, Public Health, Environmental Health Science, or a related field • Postgraduate diploma/degree in Project Planning and Management, Nutrition, Public Health or a related field.
Other requirements • Must be willing and able to travel • Fluent written and verbal English • Experience working in nutrition, food systems, school feeding, education, public health or related development sectors is required. • Experience in environmental integration and climate action in the Ugandan context is highly desirable
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

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.