

Job description

A) Definition of tasks

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| Job Title: | Technical Coordinator-VCD & Market System (LEAN Project) |
| Location: | Dhaka, Bangladesh (with minimum 40% time in the field in CHT districts) |
| Grade/Level | Senior Level Position |
| Reporting to: | Deputy Country Director, HELVETAS Swiss Intercooperation |

**Project and Consortium**

The Leadership to Ensure Adequate Nutrition (LEAN) project aims to improve maternal and child nutrition in the remote Chittagong Hill Tracts of South-eastern Bangladesh through a consortium of six partners led by United Purpose (UP). The project aims to break the perpetual cycle of undernutrition in 18 selected Upazilias under the Districts of Rangamati, Bandarban, and Khagrachari in the Chittagong Hill Tracts. The project funded by the European Commission (EC) will work to improve maternal and child nutrition for 282,000 pregnant and lactating women, children under 5 and adolescent girls by providing holistic, nutrition-sensitive and nutrition-specific livelihoods models to diversify diets and income for the most vulnerable whilst working with local, district and national government to promote nutrition-sensitive governance at all levels. The specific objective of the Project is “to create an enabling environment for improved and sustained pro-poor nutrition security service delivery and awareness will address the institutional determinants of under nutrition in the CHT which include the political and policy framework for nutrition, and the coordination and service delivery structures”. The project planned to achieve three results (R), which are: R1: improved capacity, commitment and accountability of national, regional and local institutions to ensure better integration of nutrition services; R2: enhanced awareness, demand and consumption of nutritious food intake of direct nutrition inputs (DNIs) and improve WASH practices; and R3: strengthened vertical and horizontal alliances for nutrition sensitive, transparent and climate smart value chains.

# About the Role

As technical partner, HELVETAS will lead on implementation of interventions under Result 3 (strengthen vertical and horizontal alliances for nutrition sensitive, transparent and climate smart value chains). The position is responsible to promote and strengthen nutrition sensitive and climate smart value chains in the CHT region. More specifically, the Technical Coordinator will be responsible for Result 3 and will lead the implementation of related interventions. The overall responsibilities of the Technical Coordinator will be to provide technical expertise and develop concepts, approaches, strategies and operational guidelines to promote nutrition sensitive value chains in CHT region. As part of the role, s/he will facilitate a system that leverages production and marketing opportunities to enhance supply and demand of nutritious food and nutrition sensitive value chains within the CHT region. S/he will be responsible to contact, negotiate and establish contract with the national level public and private sector actors in order to promote nutrition sensitive value chains, WASH and DNI markets in the CHT region. The successful candidate will provide technical guidance and support to the partners and stakeholders through district base for smooth implementation of nutrition sensitive Value Chain development interventions and the promotion of WASH and DNI markets in the CHT region. S/he will be responsible for the facilitation of linkages with backward and forward market actors for their contribution in order to develop and strengthen nutrition sensitive value chains. The person will explore new market opportunities at the national or regional level in the selected sub-sectors and innovation related to production, processing and marketing. They will ensure gender balance in the implementation of project activities and inclusion of poor, extreme poor and marginalised groups in activities. As a core member of the Project Implementation Unit (PIU) of LEAN, s/he will actively take part and contribute in the process of making strategic and operational decisions of the project. S/he will play a vital role in planning, implementation, monitoring, report writing and experience capitalisation.

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| **Overall Purpose** | |
| 1. **Project organisation:** Lead the nutrition sensitive VCD thematic area of LEAN project in relation to the development of concepts, approaches, strategies and guidelines. Cooperate with partners and represent HELVETAS interest. 2. **Strengthening MSMEs and private local service provision:** Promotion of local service provision with respect to service market strategy, promotion of high value and environmentally sustainable crops, and support farmers to address the factors that hinders access to markets and limiting their potential 3. **Engagement of public and private sector:** Facilitateand support in fostering and strengthening engagement of public and private sector to promote nutrition sensitive value chains in CHT districts. Promote multi-stakeholder platforms that link to MSMEs, Service Provider Associations (SPAs), relevant government ministries, Hill Councils, Local Government Structures, Private Sectors, Finance Institutions and Chambers of Commerce and Industries. 4. **Promotion of WASH and DNI market:** Develop strategiesand support to strengthen supply of WASH and DNI products and services with engagement of public and private sectors. 5. **Disaster risk reduction (DRR) and emergency operations:** Strengthen capacity of value chain assessment through DRR lens and development by integrating DRR issues. 6. **Capacity building of staff and partners:** Capacity building of staff members and partners through development of training module, arrange capacity building training and field-based accompaniment. Support value chain actors to develop innovations. 7. **Monitoring and knowledge management:** Facilitate and support to establish a system of monitoring and result measurement (MRM), capture learning and implement experience capitalisation. 8. **Coordination and synergies with other projects and programmes:** The person will lead and support to establish coordination and synergies with related projects | |
| **A.** | **Tasks and Responsibilities**  **Project organisation:**   * Develop interventions of project and provide technical support * Assist PIU in developing the project’s APO and annual budgets. * Search for updated relevant information related to promotion of nutrition sensitive value chains, private sector engagement * Conduct assessment and analysis of nutrition sensitive value chains, WASH and DNI market in collaboration with the district base District manager and Asstt Technical Coordinators and other stakeholders * Design concepts, strategies and approaches related to the promotion of nutrition sensitive value chain and market development * Develop guidelines, tools, training modules and monitoring systems based on the concept and strategies * Ensure that the concepts, approaches, strategies, guidelines and tools properly translated in to practice * Ensure safeguarding policies are adhered to throughout all project activities, approaches, concepts and guidelines |
| **B** | **Strengthening MSMEs and private local service provision:**   * Support DIU and implementing partners to organise and capacity building of MSMEs and local service providers * Facilitate DIU and implementing to organise value chain assessment with involvement of private local service providers and lead to develop assessment result * Promote innovative low cost nutrition smart technologies which promotes commercial farming of suitable high value fruits and other crops * Facilitate DIU to support MSMEs, entrepreneurs and local service providers to enhance access to and production of nutritious food |
| **C** | **Engagement of public and private sector:**   * Perform lead role in engagement mobilisation of national level public and private sector through establishment of collaboration and negotiation; * Support DIU to engage district and upazila level public extension agencies to update knowledge and skills of front line market actors like local service providers, input providers etc. on nutrition sensitive * Facilitate private sector to make available quality inputs (seeds, fertiliser, pesticides etc.) and required farm machinery with competitive price * Facilitate to increase year round availability of nutritious food, and physical access and affordability of consumers of nutritious food through leverage production and market opportunities to enhance supply and demand * Facilitate DIU to organise sub-district level public private partnership platform (PPPP) as main anchor point for value chain and market system development process in collaboration with respective district authorities * Support DIU to mobilise PPPP platforms to organise events to persuade/influence public and private sectors to address issues of farmers in selected value chains * Support DIU to mobilise PPPP platforms on the following aspects: develop innovations jointly with private company, organisation of technical training for LSPs, technology demonstration through LSPs etc. * Facilitate and negotiate with public and private financing institutions including PKSF for provision of product specific/seasonal loan with flexible terms and conditions for producers and MSMEs |
| **D** | **Promote WASH and DNI markets:**   * Support to develop strategies to enhance supply chain and social marketing of WASH and DNI inputs * Support private sector to promote consumers and demand of WASH and DNI producers * Facilitate match making between suppliers/private companies and potential local service providers, retailers and business centres to intensify sales promotion and establish supply chain mechanism * Facilitate engagement of private sector to make WASH and DNI products available and affordable * Facilitate DIU to establish and incentivise collaboration and joint initiative between government agencies and local entrepreneurs to establish production and sales centres of WASH and DNI products in strategic locations |
| **E** | **Disaster risk reduction (DRR) and emergency operations:**   * Provide technical skill and support to project staff members in value chain assessment through DRR lens and strengthen their capacity in value chain analysis and development by integrating core DRR issues * Facilitate and technical backstopping DIU to develop strategy and method to support producers and MSMEs to integrate DRR in the value chain and market interventions * Provide practical guidance to the project team to facilitate value chain development which incorporate DRR and contributes to strengthen economic resilience of producers * Provide basic understanding to the project team on assessment and measuring changes in value chain development that integrate DRR issues * Enhance skills of staff to identify and analyse coping strategies and use them as basis for elaborating strategic interventions to strengthen resilience of market actors in particular vulnerable men and women producers, as well as develop a strategic framework for high-leverage private sector engagement |
| F | **Capacity building of staff members and partners:**   * Provide accompaniment support to the district base project and partner NGOs staff members to promote nutrition sensitive value chains through planned interventions with the participation and mobilisation of related value chain actors including local service providers * Assist District Implementation Units to identify and analyse constraints of nutrition sensitive value chains and provide support to develop and implement appropriate strategies to address those constraints * Create an enabling environment that allows staffs at all levels the opportunity to develop and test new and innovative approaches in order to achieve project goals * Prepare ToR for different consultants, establish contract with selected consultants for building capacity of project team, partners and stakeholders. * Organise appropriate capacity-building initiatives (trainings, workshops, visits, coaching etc) for the project and PNGO staff, and other stakeholders as per their identified needs and demands. |
| **G** | **Monitoring and knowledge management**   * Assist the Technical Coordinator-MRM to develop output and outcome level indicators, tools and guidelines for the monitoring and result measurement; * Assist District Implementation Units (DIU) to monitor on quality information collection. * Prepare periodic progress reports, case studies, experience capitalisation documents, and other communication materials on best practices and **innovations.** * Prepare experience capitalisation document and communication materials in association with PIU and DIU members; * Share project experiences on with other development organisations at national and international level. |
| **H** | **Coordination and synergies with other projects**   * Maintain close communication and coordination with district teams, PIU and other projects etc. * Participate in and contribute to other activities for a better coordination and enhanced impacts of the activities (joint events, training, workshops, etc.) * Maintain liaison and professional relationships with all relevant stakeholders including the PNGOs, service providers and market actors for smooth implementation of the collaborative activities. |

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| **Job Requirements** |
| **Skills:**   * At least 10 years’ experience with at least 7 years’ experience in implementation of VCD and market system development project in Bangladesh * Excellent knowledge of VCD, market system development, private sector engagement, and livelihoods approaches * Project planning and design * Experience in working with project related to nutrition (desirable) * High level of knowledge in related government policies and code of conduct * Excellent communication (written and oral) in English, negotiation and interpersonal skills * Experience with projects as key technical backstopper and demonstrated high levels of skills. * Experience in capacity building, mentoring and managing staff. * Experience in managing multi-sectoral programmes and managing teams in different locations. * Experience in dealing with media * Flexibility to adapt to changing requirements and environments * Able to work independently while being a strong team player * Ability to work in unstable security environments and to adapt to basic living conditions * Ability to exercise sound judgment and make decisions with limited supervision * Creative and able to work with limited resources * Proficient IT user including MS office mandatory   **Organisational Competencies:**  Mandatory   * Competencies in gender mainstreaming and do no harm * Technical understanding of market system development, public and private sector engagement, and livelihoods approaches; * Exposure to different marketing approaches, market education, contract farming, processing, livelihood security analysis, knowledge management, HID approaches, farmers’ organisations * Experience of liaising with donors, partners and other agencies, contractors, suppliers and government officials * Good speaker and strong writing skills * Previous experience in working with large donor projects (like EU, DFID, USAID, SDC) funded programmes/projects * Good knowledge of planning and implementing rapid assessments and survey methods (incl. M&E) * Good knowledge of sphere WASH standards and WASH and DNI markets; * Commitment to beneficiary accountability and humanitarian ethics   Desirable   * Demonstrated capability in leading and managing cross cultural teams including diverse sector specialists * Analytical and strategic planning skills, creative approach to problem solving * Conflict sensitive project management skills   **Education and Training:**  Mandatory   * Master's degree in any of the following discipline: Agril Science or Economics or Business Administration * Basic training on VCD and market system development including private sector engagement; * M4P * Livelihoods strategies * Access to finance   Desirable   * Degree or other education related to nutrition science and or nutrition governance * Nutrition * Sustainable agriculture * WASH * Food Security * Gender Mainstreaming * Emergency response * Conflict sensitive project management |

United Purpose (consortium lead) has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

Potential candidates that meet the above requirements are requested to send CV, along with a cover letter mentioning present and expected salary per month to the Country Director, Helvetas Swiss Intercooperation, by email only to:[recruitmentbd@helvetas.org](mailto:recruitmentbd@helvetas.org) **on or before** **4:30pm 10th September 2018**. **Please write the position applied for subject line in the e-mail. Employment is subject to funding.**

**(Female candidates are strongly encouraged to apply)**