

# Implementation Coordinator – India

## Post Announcement



### GIZ- BCI Project Coordinator

**Starting date:** As soon as possible and no later than 15 October 2019

**Contract Type:** Project Basis (Initially for one year)

**Location:** (Nagpur/Mumbai) Maharashtra, India

**Application closing date:** Midnight 10 September 2019 IST



The Better Cotton Initiative (BCI) is a multi-stakeholder Standards System set up to make global cotton production better for the people who produce it, better for the environment it grows in and better for the sector's future. The Better Cotton Standard System is a pragmatic, innovative, highly credible and constantly evolving system that is designed for scale and impact. There are currently 2 million licensed BCI Farmers and over 1,600 BCI Members from across the cotton sector working together to promote measurable and continuous improvements for the environment, farming communities and the economies of cotton-producing areas. BCI aims to transform cotton production worldwide by developing Better Cotton as a sustainable mainstream commodity.

BCI is growing and looking for an ambitious and process focused individual to coordinate the GIZ (The Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH, a German development agency) funded programme in Maharashtra with two of our key Implementing Partners (IPs). The goal of the program is to improve cotton farming practices by Better Cotton farmers leading to a more sustainable one in Maharashtra with the specific objective to enable 140,000 cotton farmers in Maharashtra to be trained in Better Cotton farming practices and seek licensing as BCI farmers in the 2019-2020 season.

Funding will be managed in collaboration with Better Cotton Growth and Innovation Fund (GIF), which was launched in 2016 by BCI to enable private and public actor participation in strategic investments into the Better Cotton projects and propel BCI towards its 2020 targets of reaching five million farmers and producing 30% of global cotton.

A designated project team will be established within BCI to oversee general progress, coordinate among the stakeholders (GIZ, BCI and the Two Implementing Partners) manage data collection at farm-level to ensure performance of the GIZ-funded Implementing Partners, and ensure high-quality documentation and reporting to GIZ. This position is in the Implementation Team of BCI and is 80% focused on the GIZ funded program and 20% focused on other India Implementation related activities.

To fill this position, BCI is seeking a highly motivated and qualified professional for the role which will offer you the opportunity to join an enthusiastic and dynamic team that are making significant global changes.

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### Role

**Reporting to:** BCI – GIZ Project Manager based in London and Matrix managed by India Operations Manager

**Posts this job manages:** BCI M&E Officer in India

The GIZ Project Coordinator will coordinate the implementation of Better Cotton Standard by two GIZ-funded Implementing Partners. The Coordinator will work very closely with BCI's India Implementation Team, M&E team, BCI-GIZ Project Manager and the India Operations Manager.

### KEY RESPONSIBILITIES

#### ***Coordination of GIZ-funded programs (80%)***

##### ***Project Coordination***

- Support high-quality programme implementation during project lifecycle, by supporting monitoring of indicators, outputs and outcomes, value for money, and project evaluation and lessons learned in close coordination with the project teams of the Implementing Partners and close oversight of the relationship with Implementing Partners.
- Organise weekly check-in calls with the Project teams of 2 GIZ-funded Implementing Partners to ensure programme milestones are on track.
- Support the Project Manager organise Monthly check-in calls with GIZ-funded Implementing Partners, core working group (GIZ project team, India management, Development team) to ensure programme milestones are on track.
- Organise Monthly Project Group meetings with each Implementing Partner including facilitating meetings and ensuring documentation is maintained of all meeting decisions and discussions.
- Support the Project Manager organise quarterly Project Group meeting including facilitating meetings and ensure documentation is maintained of all meeting decisions and discussions.
- Monitor the implementation of the project and project costs by Implementing Partners and coordinate sourcing information from Partners (as per signed agreements or ad-hoc), and provide Partners with reciprocal information from BCI.
- Coordinating tasks and responsibilities among the Project team and ensuring all team members, including the Project teams of GIZ-funded IPs are clear on expectations and timelines. This includes developing reporting time-tables and overseeing that high-quality Programmatic and Financial reportings are undertaken on a timely fashion.
- Ensure that good financial hygiene is practised by the GIZ-funded IPs
- Working closely with the project accountant to ensure that required tendering processes are followed and project level expenses are fully tracked and documented
- Line management of BCI M&E Officer based in Maharashtra including providing oversight and support where needed.
- Support the India M&E officer to ensure baselines and other key tracking of project outcomes are delivered

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### ***Oversight of delivery of the BCI Assurance Programme in India for the GIZ-funded Implementing Partners in scope of the grant***

- In cooperation with the Implementation Coordinator, coordinate the overall execution of the Assurance Programme by the GIZ-funded Implementing Partners in accordance with Global Assurance Protocol. Supervise the delivery of Assurance Programme activities conducted by BCI M&E Officer.
- Provide timely information on unique challenges or opportunities in cotton farming faced by the Implementing Partners in Maharashtra, especially the GIZ-funded Partners.
- In cooperation with India Implementation Coordinator, identify risks or issues affecting BCI Assurance Programme delivery by the GIZ-funded Partners as well as other Implementing Partners in Maharashtra (including, but not limited to the performance of GIZ-funded partners), and escalating these proactively to the Global Assurance Managers.
- Working with IP Coordinators, Producer Unit Managers, and BCI's India based Implementation Team and the Geneva based M&E team to ensure high-quality field-level and agronomic data is collected periodically from the funded partners

### ***Oversight of delivery of the BCI Capacity Building Programme in India for the funded implementing partners in scope of the grant***

- In cooperation with the India Capacity Building Coordinator in the India Implementation team, coordinate the quality execution of Capacity Building Programme activities in line with Grant agreement.
- Ensure funded Implementing Partners attend the BCI Capacity Building workshops, Training of Trainers and effectively cascade the learnings from these Capacity Building activities to PU Managers and Field Facilitators.
- In cooperation with IP Coordinators, ensure that the project team members (BCI Producer Unit managers and Field Facilitators) carry out high-quality training to Better Cotton farmers and enable them to grow Better Cotton.
- Ensure that the Better Cotton farmers in the GIZ-funded Projects learn sustainable agriculture in accordance with the Better Cotton Standard and are eligible for Better Cotton licence.
- Identify gaps in Implementation by the GIZ-funded Projects and provide hand-holding support to the Projects to improve their performance. Initially, provide support to the BCI Relationship Manager of GIZ-funded Projects with relationship management at the project-level, and eventually take lead on the Relationship Management with these IPs.
- Accompany the Relationship Manager during the Project Support Visits of the GIZ-funded Projects and provide support to the Project Teams to thoroughly follow-up on the agreed action plans.
- Ensure that the GIZ-funded Projects are provided adequate guidance and feedback to facilitate continuous improvement of farmers.

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- Support the Capacity Building Coordinator and the Maharashtra State BCI Coordinator with conducting the Regional Workshops.

### **Grant Management**

- Maintain overview of all donor requirements, rules and regulations, and internal and external deadlines and disseminate them to the GIZ- funded IPs and project teams
- Support and enable the Project teams of GIZ- funded IPs to understand the GIZ requirements, rules and regulations and enable them to abide by those.
- Coordinate external donor audits and donor monitoring visits, in collaboration with Project teams of GIZ- funded IPs and BCI
- Ensure all reporting commitments align to existing M&E protocols and the cotton season annual cycles.
- Prepare high-quality programmatic and financial reports as required by BCI and GIZ and submit them on a timely fashion to the Project Manager and the BCI Implementation and M&E Team.
- Support the Project Manager in donor reporting by coordinating, compiling, editing and providing feedback to ensure the development of high-quality narratives and timely submissions including narratives, budgets, budget narratives, work plans, logframe and other required documents.

### **Others**

- Undertake all other duties that may be determined by the GIZ-BCI Project Manager and the India Operations Manager that are compatible with the job description.
- Maintain and ensure a culture of strict confidentiality - inter BCI staff and between BCI staff and non BCI employees.
- Develop generic project communications materials as required for the wider BCI team and the public.
- Provide support to the India Implementation team as agreed among the Implementation Coordinator, the Capacity Building Coordinator and the India Operations Manager.

### **Implementation Coordination 20%**

Working closely with the India Implementation Coordinator and Capacity Building Coordinator to support ongoing core team work with other Implementing Partners in the region.

## PROFILE

To be successful, candidates for the Implementation Coordinator role will have the following attributes:

<b>Essential</b>
University degree, or equivalent higher education qualification, in a relevant field
Demonstrated experience with project management, monitoring and evaluation

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Demonstrated experience working in multi-cultural environments, including different working styles and approaches to relationships, preferably gained through work with or for an international organisation
Fluent in English– ability to communicate clearly and concisely
Demonstrated experience in monitoring project budgets and donor reporting
Proven ability to partner effectively internally to ensure successful completion of a program / project
Proven ability to collaborate effectively across different teams and cultures, strong relationship building skills and service-oriented attitude
Experience in leading or coordinating collaborative programs involving multiple partners
Excellent analytical and problem-solving skills with a proactive approach to finding and proposing solutions to challenges within clearly defined boundaries
Good communication skills with the ability to communicate clearly and concisely, as well as the ability to assimilate and process information for wide-ranging audiences.
A genuine interest sustainable development and in working to change the lives of cotton farmers in India
Excellent IT skills, including: Word; PowerPoint including ability to work with databases.
Proven experience in sustainability and the agricultural production sector
Willingness to carry out administrative tasks
<b>Desirable</b>
Experience working with remote teams
Experience of working in both not-for-profit and profit-making organisations
Experience of working within the cotton sector
Knowledge of Marathi
Experience with standards systems and assurance, auditing or certification
Good understanding of knowledge management, learning and innovation
Understanding of the training-of-trainers process, monitoring & evaluation or standards systems

## WORKING ARRANGEMENTS

The successful candidate will report to the GIZ- BCI Project Manager based in London as line manager and the India Operations Manager as matrix manager.

The position is based on Project funding (40 hours a week) and based in Maharashtra (most likely in Nagpur or Mumbai). The Project Coordinator will receive a fixed-term contract of one year with an initial 1 month trial period. Based on the funding status in the following seasons, contract could be extended. BCI offers flexible working, with core hours being 10am – 4pm and the possibility of working from home once a week.

## APPLICATIONS

Interested applicants with the required attributes are asked to send, in English, a detailed CV (2 pages maximum) and a cover letter (2 pages maximum), by email to [recruitment.india@bettercotton.org](mailto:recruitment.india@bettercotton.org) with subject: “Application GIZ- BCI Project Coordinator India –” by 10th September 2019 at the latest.

We thank all applicants for their interest; however only shortlisted candidates will be contacted.

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BCI is currently unable to provide sponsorship for work permits, and candidates need to have a pre-existing right to work in the location where they will be based.

BCI is an equal opportunities employer, and is committed to good practice and transparency in the management of natural, human and financial resources.