

Programme Coordinator – India

Post Announcement

Starting date: 31 March 2020

Contract Type: Full time, open-ended contract

Location: Nagpur, India (remote working)

Application

closing date: IST Midnight, 20 February 2020



Description

The Better Cotton Initiative (BCI) — the largest cotton sustainability programme in the world — aims to reach 5 million farmers worldwide with more sustainable agricultural practices, and account for 30% of global cotton production by 2020. In less than 10 years, the Better Cotton Initiative and its Partners have supported over 1.6 million farmers in 23 countries in adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 15% of global cotton production. We are truly a joint effort, encompassing stakeholders all the way from farms to fashion brands and civil society organisations, driving the cotton sector toward sustainability. BCI aims to transform cotton production worldwide by developing Better Cotton as a sustainable mainstream commodity.

BCI is looking for a qualified individual to serve as Programme Coordinator to contribute to two critical components within the Better Cotton Standards System that support continuous improvement of more sustainable practices at the farm level: Assurance and Capacity Building. The Assurance Programme involves farmers participating in a continuous cycle of learning and improvement and is the central mechanism for assessing whether participating farmers meet the BCI Standard. The Programme Coordinator will implement agreed activities within the overall Better Cotton Implementation with a focus on Collaboration with Stakeholders in India and Policy Engagement. The Programme Coordinator will function under the line management of India Country Operations Manager. Frequent travel to cotton-growing states and regions will be required. Some international travel may be required.

This challenging role offers excellent opportunities for personal and professional development, together with a competitive benefits package.

Key Responsibilities

Under the line management of the India Operations Manager and with the support of Senior Coordinators in the team, the Programme Coordinator will ensure that the following key responsibilities are fulfilled:

Coordination and Collaboration with Stakeholders in India and Policy Engagement

- » Working with the India Operations Manager to build partnerships at the institutional level with relevant organisations which can support BCI Implementing Partners
- » Identify possibilities of convergence with organisations – NGOs, Govt Programmes, Private Organisations and establish convergence
- » Support BCI's engagement with Project on Climate Resilient Agriculture of Maharashtra Govt.

Programme Coordinator – India

Post Announcement

- » Support BCI's engagement with Enhancing Water Productivity (WAPRO) Project of Helvetas by managing relationship with the Indian Implementing Partner and providing support to them on the implementation of phase 2 of the Project
- » Work closely with public sector organizations e.g. cotton research institutes, agricultural colleges/universities and other relevant organizations and explore ways that these institutions can support the implementing partners in fulfilling their responsibilities.
- » Policy level engagement with Maharashtra and Gujarat Governments on matters affecting agriculture in general, and cotton production in particular.

Training and Capacity Building

- » Support the Sr. Coordinators in developing and delivering training and capacity building activities around sustainable farming practices, in line with the capacity building strategy. This will include developing training modules, outreaching to external experts, institutions, NGOs, BCI global teams to run 'train the trainer' workshops on various topics, and building and coordinating a resource bank of guidance materials on key sustainability issues. This will also involve carrying out of the trainings for BCI's network of partners, with the support from the India Operations Manager, India Implementation team and the external resources.
- » Support the team to adequately plan and effectively implement capacity building programme in India

Partnership/Relationship Management

With the support from the India Operations Manager and the Implementation team, strengthen the network of Implementing Partners within India; to ensure that partners meet their obligations of supporting farmers to improve the farm level practices, and are recognised for their success/achievements. This will include:

- » Build and maintain the relationship between the Implementation team and IPs by ensuring that there is regular quality engagement between them and to develop BCI and its IPs in India into a community of practice
- » Proactively identifying support needed for the IPs and ensuring that that support is provided on a timely basis
- » Creating an enabling environment for cross-learning among the IPs so that they can share best practices, learn from each other and collectively find solutions to the challenges they face in implementation
- » Developing tools and systems to review the performance of Implementing Partners in the field; identify poor performing IPs and ensuring that extra support is provided to those IPs so that they are equipped to better support their farmers in changing farm-level practices

Programme Coordinator – India

Post Announcement

Assurance Programme

The Programme Coordinator will be responsible to:

- » Contribute to the credibility of the Better Cotton Standard System through credibility checks of PUs. Collect evidence on PUs' eligibility for Better Cotton licenses and produce clear and concise written reports in which relevant issues are identified and the eligibility (or the lack of it) is well-articulated
- » Ensure that Assessment Reports are prepared in a timely manner and uploaded on the BCP
- » Prepare licensing scorecards of PUs checked for Assurance Manager's approval
- » Conduct follow-up on the identified non-conformities and support the PUs to effectively address these non-conformities.
- » Conduct follow up visits for performance score validation and remedial action and advise the Assurance Manager for any change in the licensing.

Providing input into global Assurance processes

Programme Coordinator will play a key role in working with the BCI Global Assurance team and a network of other BCI Program Coordinators in order to:

- » Provide input into proposed assurance processes and tools; particularly to represent unique challenges or opportunities in the Indian cotton farming context
- » Identify India-specific implementation challenges and suggest potential solutions
- » Ensure that feedback and field-level input from IPs, PUs, and the implementation team is fed back into the capacity-building programme
- » Ensure active participation in Global team meetings, calls, and working sessions

Quality support to the India programme delivery

The Programme Coordinator will be responsible to:

- » Provide feedback to the India Operations Manager and the Global Assurance team on performance of partners; suggest strategies to address performance gaps or challenges.
- » Work with IPs/Projects to identify areas for improvement related to farmer performance and support IPs/Projects in implementing improvements.
- » Identify strategic risks or issues affecting BCI program delivery in India, and escalate these proactively to the India Operations Manager and the Global Assurance team

Knowledge Management

The Programme Coordinator will be responsible to:

- » Collect, review, organise and share National Guidance Material, stories from the field and best practices developed by IPs (and others), in order to foster learning among partners.

Programme Coordinator – India

Post Announcement

- » Supporting IPs in preparing case studies to bring about changes in the farm-level practices by farmers.
- » Identify and prepare case studies to evaluate progress and impact.
- » In collaboration with the Communications Team and the global Supply Programme Coordinator, contribute to the development of communications material for members and partners, strengthening the story of Better Cotton.
- » Contribute to the development of communications material for members and partners, strengthening the story of Better Cotton (together with the BCI Global Comms team).
- » Contribute to written materials, video messages and other front-line communication pieces in order to build BCI and Better Cotton into a well-known and respected brand within and beyond the sustainable cotton sector.

Results and Data Management

- » Support in collection of data from project and comparison farmers by PUs to ensure BCI requirements and deadlines are met.
- » Contribute to improving the quality of Result Indicator Data. Make sure that Results Indicator Data is collected in a timely manner, compiled cleaned and analysed.
- » Provide required support in cleaning result indicator data to ensure that the data used for analysis is of the best quality it can be.
- » Contribute to timely updating of BCP with all relevant data
- » Support the analysis of agronomic, economic, and social indicator data, to ensure accurate referencing to regional contexts
- » Share the results of data analysis to facilitate Producer Units' learning and encourage the continuous improvement of participating farmers and PUs
- » Support Producer Units' staff in matters concerning BCI reporting tools and processes in order to ensure that deadlines are respected and to collect their feedback to ensure the continuous improvement of BCI systems.
- » Provide necessary support for the online database (including management of the data, training of partners, and preparation of reports), providing support to partners and ensuring that BCI data is available to support claims on results and impact.

Others:

- » Beyond these specific responsibilities, the Programme Coordinator is expected to collaborate on activities as agreed with the India Operations Manager and other Coordinators to support the delivery of the India Country Plan and the overall BCI Strategic Plan.
- » Line management of Implementation team members as and when required.

Programme Coordinator – India

Post Announcement

Profile

The candidate will have the following Skills, Knowledge, and Experience:

Experience
<i>Essential</i>
Minimum of 7 years' work experience, with at least 2 in a relevant field
Experience working as part of a team
Experience working with projects in rural settings
At least one year of Programme Management experience
<i>Desirable</i>
Experience in monitoring and evaluation and auditing
Experience of working with Govt. on Policy engagement
Experience in collecting, cleaning and verifying data and information
Experience in Capacity Building of institutions and farmers
Experience in Agriculture,
Experience in Water Management, Conservation of Biodiversity and Decent Work
Skills and Knowledge
<i>Essential</i>
Master's degree, or equivalent higher education qualification, in a relevant field which could include Agriculture, Natural Resource Management, Social Sciences
Demonstrated interest in sustainability and international development
Superior skills and aptitude to appraise arguments critically and logically, organise ideas in a clear and concise manner, and draw conclusions and formulate arguments in a way that is effective, concise, and precise
Excellent interpersonal skills, along with the ability to work independently and with initiative, and in a collaborative manner with a team.
Excellent written and communication skills with the ability to communicate clearly and concisely, and to assimilate and process information for wide-ranging audiences
Fluency in English and Hindi (spoken and written)
High proficiency in MS Office, particularly Excel, PowerPoint, Word, Outlook
Willingness to frequently travel domestically, and occasionally overseas
Good aptitude for statistics and data analysis
<i>Desirable</i>
Objective and meticulous professional with the ability to multi-task
Fluency in Marathi and Gujarati
Academic background in rural/agricultural development and sustainability
Working Knowledge of Punjabi/Telugu/Kannada

Working Arrangements

Programme Coordinator – India

Post Announcement

The position is full-time (40 hours per week) and the successful candidate would be need to based in Nagpur and able to work from home. They will be reporting to India Operations Manager.

BCI offers flexible working, with core hours being 10am – 4pm.

The successful candidate will receive an open-ended employment contract, with a 3-month initial trial period.

Frequent travel to cotton-growing states and regions will be required. Some international travel may be required.

Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV and a brief motivation letter (2 pages maximum) to BCI by email at: recruitment.india@bettercotton.org

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview will be contacted.

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 opportunity employer and is committed to good practice and transparency in the management of natural, human, and financial resources.