

# MEL Grants Coordinator

## Post Announcement

**Starting date:** 1 October 2021  
**Contract Type:** Open-ended contract  
**Annual salary:** 2,9 to 3,3 million PKR  
**Location:** Lahore, Pakistan  
**Application closing date:** 8 August 2021



### Job 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. In less than 12 years, the Better Cotton Initiative and its Partners have supported over 2.3 million farmers in 23 countries in adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 22% of global cotton production. We are truly a joint effort, encompassing stakeholders 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 receives funding from three sources: earned income for services delivered; grants and donations from private and public funders; and volume-based fees and funding from brands. BCI Retailer and Brand Members pay a fee based on the amount of Better Cotton they source. These fees are channelled to the Better Cotton Growth & Innovation Fund (BCI's farm support programme) and matched by public and private donations. These funds directly support training and skill development for farmers around the world.

BCI is hiring a Global Monitoring, Evaluation and Learning Coordinator to organise the monitoring and evaluation of BCI's donor-funded projects, and to contribute to the overall Research and Evaluation effort of BCI. The global role will be based in Lahore, Pakistan, with semi-frequent domestic and international travel to project sites.

### Responsibilities

This role is a new role for BCI – a focal person for monitoring and evaluation components in all grant activities. The position holder will be responsible for ensuring good design of M&E components of all new grants and to oversee or conduct, where relevant, any M&E components of ongoing grants.

In collaboration with the grant or project manager, define and organise the monitoring of progress in the outputs and outcomes of the project, according to the Logical Framework validated by the donor(s), and coordinate the grant end-assessment.

Tasks include, but are not limited to:

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- In collaboration with the fundraising team and project teams, develop the MEL framework for new funding proposals, including M&E resourcing plans and budgets.
- Develop and disseminate data collection and data management tools that are aligned with donor reporting requirements.
- Develop the terms of reference and coordinate the delivery of research studies and evaluations carried out by external consultants.
- Conduct verification visits to validate the data submitted.
- Support the preparation of qualitative data and reporting, such as case studies to demonstrate progress and impact.
- Work with the grant/project manager and wider delivery team to identify learnings and adapt delivery modalities accordingly.
- Contribute to the internal and external communication on the grant: presenting to the project team, to the wider BCI staff, to the donor and other stakeholders.
- Collect, compile, organise and report all monitoring and evaluation research conducted (both internal and external) for different donor-funded projects managed by BCI.

Beyond these specific responsibilities, the Grants Coordinator will do other work as defined by his/her line manager, the Senior MEL Manager.

### Profile

The candidate will have the following skills, knowledge, and experience:

<b><i>Essential</i></b>
University degree in environmental or social science, agriculture, rural development
At least 7 years relevant working experience, including a minimum of three years experience in a role focused on designing and/or implementing M&E activities in a NGO or research setting
Experience managing research projects in rural settings
Experience of designing data collection tools
Experience of conducting qualitative and quantitative data collection activities in rural communities
Experience in quantitative and qualitative research methods and participatory evaluation methodologies
Demonstrated grasp of the key issues in sustainability and/or knowledge of sustainable agriculture, especially in the smallholder farming context
Experience of recruiting and managing external consultants to deliver specific pieces of work
Experience of compiling reports for external and internal audiences
Excellent analytical and problem solving skills with a proactive approach to finding and proposing solutions to challenges within clearly defined boundaries
Experience of managing a busy workload with competing priorities, and delivering assignments to agreed deadlines
Excellent IT skills, including confidence with Microsoft Office suite
Good data manipulation skills with an understanding of basic statistics
Fluency in English, with the ability to tailor written and verbal communications to different contexts and audiences
<b><i>Desirable</i></b>
Experience working as part of an international and multi-located team

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Experience of designing MEL frameworks including logframes, indicators and data collection plans as part of the proposal development process
Experience of conducting MEL and/or research activities in an agricultural context
Experience of capacity building colleagues and/or partner organisations
Knowledge and experience in the cotton sector
Proven interest and/or experience in voluntary sustainability standards
Knowledge of French, Portuguese, Mandarin, Russian, Urdu, or Hindi would be a plus
Strong IT skills, including business intelligence and analytics tools (Tableau and PowerBI in particular)

### Working arrangements

The position is full-time (40 hours per week). Travel will be required (15-20%) – *post pandemic*. The MEL Coordinator will be based in BCI's office in Lahore, Pakistan. She/He will report to the Senior MEL Manager in charge of Research & Evaluation, based in Geneva, Switzerland.

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

### Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV (3 pages maximum) and a brief motivation letter (1 page maximum) to BCI by email to: [bci.pakistan@bettercotton.org](mailto:bci.pakistan@bettercotton.org) by 11:59pm CET on 8 August 2021.

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