

### **Job Description:**

Position	: Senior Program Coordinator, Urban and MIYCN
Job Code	: PROG11013
Compensation Band	: KK
Supervisor	: Deputy Country Director

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### **BACKGROUND**

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories.

Alive & Thrive (A&T) is a global nutrition initiative to save lives, prevent illness, and ensure healthy growth of mothers and children. From 2009–2014, A&T demonstrated that rapid improvements in infant and young child feeding (IYCF) are possible in settings as diverse as Ethiopia, Bangladesh, and Viet Nam. In 2014, A&T began working in Burkina Faso, India, Nigeria, and throughout the Southeast Asia region, expanding its scope to include maternal and adolescent nutrition, and using agriculture and social protection programs as delivery mechanisms for maternal, infant, and young child nutrition (MIYCN). Currently, A&T is leveraging its robust network and knowledge base to strengthen systems and build capacity in these and other countries across Africa and Asia, and disseminate innovations, tools, and lessons worldwide. A&T is managed by FHI 360 with funding from the Bill & Melinda Gates Foundation and other donors.

The overarching goal of A&T is to accelerate effective coverage at scale of key nutrition interventions in priority geographies. In Bangladesh, A&T will contribute to this goal through strengthening systems for MIYCN interventions by providing technical assistance to government, development partners, and other stakeholders to accelerate delivery.

### **MAJOR AREAS OF RESPONSIBILITY:**

The Senior Program Coordinator, Urban and MIYCN will be responsible to manage the day-to-day execution and monitoring of A&T's urban nutrition portfolio, and will coordinate with technical team and implementing partners across the overall urban MIYCN program.

A&T plans to conduct an implementation research project in collaboration with implementing and research partners that aims to develop and test an effective, feasible, and scalable model for integrating MIYCN counseling in urban health facilities. Under the technical leadership of the A&T Deputy Country Director, the Senior Program Coordinator, Urban and MIYCN will manage A&T's implementing partners (NGOs) who will deliver the urban MIYCN model in select health facilities. This will entail ensuring that the intervention package implemented by the NGOs: is appropriately designed, planned and coordinated; incorporates timely and quality technical inputs from A&T; and is effectively delivered monitored and evaluated. S/he will be responsible for managing the significant interactions with government and other non-government partners involved in the execution of the urban nutrition implementation research project, and advocacy for its replication.

The Senior Program Coordinator, Urban and MIYCN will also work closely with the Social and Behavioral Change and capacity building specialist to provide project management and monitoring, learning and evaluation support to integrate MIYCN into the United Nations Development Programs (UNDP) urban poverty reduction project as part of a new partnership between A&T and UNDP.

S/he will also provide program management support across the overall A&T urban MIYCN program in Bangladesh. This will involve supporting team members across the program to develop and track plans, drive reporting, program review meetings, and knowledge management.

#### **SPECIFIC RESPONSIBILITIES:**

##### *Urban implementation research project*

1. Oversee the implementation of NGO program implementers' work plans, including monitoring timelines, deliverables, and progress against targets to ensure quality and coverage of the intervention package to achieve desired MIYCN impacts.
2. Manage relationship with NGO program implementers, including making frequent site visits .
3. Build capacity of NGO program implementers to implement the urban MIYCN model in select health facilities, including human resources development (Project Manager, Counselor, Community Worker), through organization of basic and refresher trainings and post-training mentoring and coaching in MIYCN service delivery.
4. Coordinate with technical team to development of Standard Operating Procedure (SOP), training manuals, SBCC materials and other logistics for the urban implementation study, in collaboration with the Social and Behavioral Change and capacity building specialist.
5. Coordinate with implementing NGOs in organizing quality and standard MIYCN counseling services based on SOP.
6. Guide NGO partners in establishing monitoring, learning and evaluation processes for the urban MIYCN model implementation, including strategic use of data to make program adjustments where necessary.
7. Coordinate with research team Formative Research and Evaluation (Baseline and End Line) survey of Urban Implementation study.
8. Maintain liaison and rapport with urban nutrition stakeholders, including IPHN, UPHCSDP, City Corporations, to achieve their engagement and support, including participation in working groups, consultations, and other relevant meetings, as needed.

##### *Replication of MIYCN services across urban settings*

9. Provide project management and measurement learning and evaluation support to ensure effective A&T support of the National Urban Poverty Reduction Programme (NUPRP) of MoLG/UNDP
10. Participate in meetings of Bangladesh urban nutrition stakeholders to advocate for delivery of MYCN services in urban settings

##### *Program management across the A&T Bangladesh portfolio*

11. Maintain A&T Bangladesh's Work Plan and Results Framework
12. Coordinate monthly, quarterly and annual reporting processes
13. Organize regular team staff meetings and ensure effective follow ups
14. Set up and manage knowledge management processes across the Bangladesh office to ensure all team members have access to relevant information
15. Any other duties assigned by A&T office.

#### **Qualifications:**

1. Master's in nutrition sciences, or public health nutrition.

2. At least 8 years of managing nutrition projects / health services management / monitoring, learning & evaluation / technical assistance at subnational / national levels. Working experience with Urban Health System will be highly valued.
3. Experience managing relationships with NGO partners.
4. Working knowledge of management information systems. Working experiences with nutrition information management system in nutrition services in urban area preferred.
5. Experience of working with IPHN, City Corporations and other urban stakeholders, and working experiences with other international organizations would be an added advantage

### **Skills**

1. Strong project and program management skills.
2. Ability to lead by influence.
3. Strong analytical skills.
4. Fluency in both Bangla/English communication, both written and verbal.
5. Competency in data analysis and handling, and basic computer soft wares (e.g. MS MS excel, power point).
6. Ability to work independently as well as in cooperation with a multi-cultural team.

### **Reporting**

The Senior Program Coordinator, Urban and MIYCN will report to the Deputy Country Director, and maintain a functional relationship with the Deputy Country Director, the Social and Behavioral Change and capacity building specialist and the Country Director.

### **ADDITIONAL INFORMATION:**

Equipment to be used: Computer, telephone, calculator, and/or similar devices

Typical physical demands: Works in a typical office setting with frequent field travel to project sites

The job demands extensive traveling, daily to the assigned urban areas.

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

CV's can be sent to [tislam@fhi360.org](mailto:tislam@fhi360.org).