



GARDENS FOR HEALTH INTERNATIONAL

JOB DESCRIPTION

Title: PROGRAM SUSTAINABILITY COORDINATOR

Background:

Since 2009, Gardens for Health International (GHI) has implemented nutrition-sensitive agriculture programs to combat childhood malnutrition in Rwanda. We seek to fundamentally change the treatment of malnutrition by working with families to establish nutritious home gardens, while equipping them with knowledge to support long-term health. GHI's core program works with government-run health centers. In addition, we collaborate with a variety of governmental and non-governmental partners to bring our expertise to new settings and populations, including schools and refugee camps. We are an impact-driven organization with a deep commitment to ensuring that every program we design responds to the unique needs of the communities we serve. Our team is flexible, innovative, and passionate about sparking lasting change. GHI is proudly locally led, with a dedicated staff of over 80 staff. Our headquarters are located just outside of Kigali where we operate a five-acre demonstration and production farm.

Overview of the Role

Position: Program Sustainability Coordinator

Place of Work: Ndera with travel to the field as required

Reports to: Program Manager

Time frame: 2 years (renewable depending on availability of funds)

Gardens for Health has different programs but the main ones are the Maternal Nutrition Program (MNP) and the partnership program. The former is considered to be the flagship of the Organization as it is designed to address the unique needs of pregnant women and prevent malnutrition before it begins. Under this program, the expectant women are equipped with skills and resources through nutrition and agriculture education. After 14 weeks of intensive training and practical sessions, the program participants transition into peer support groups to sustain health and nutrition gains and invest in the nutrition advancement of their households.

The position holder will fully engage in and be responsible for the day-to-day planning, implementing, and managing of program participants' savings and loans schemes in a way that fosters bonds within the group members and ultimately provide a proper platform for initiating projects that will help them address and prevent malnutrition in a sustainable manner.

Major key responsibilities and areas of accountability:

- Lead the identification and selection of the project beneficiaries jointly with the communities and local leaders/authority using set of criteria.

- Facilitate planning, organizing, and management of nutrition focused village savings and loan associations (VSLAs) and their awareness among communities and local leaders.
- Train GHI front-line staff and program participants on VSLA principles, procedures and actions, financial literacy, recording, and related topics.
- Develop work plans (Weekly, Monthly and Quarterly) to ensure effective implementation of VSLA related activities as outlined in the detailed implementation plan.
- Conduct assessment on financial service providers, and challenges in reaching vulnerable groups.
- Link the VSLA groups to Savings and Credit Cooperative Societies (SACCOs) and Micro Financial Institutions (MFI) services for further financial access
- Conduct regular site visits to provide technical support, identify challenges and training needs, and programme learning. Guide field officers to conduct productive site visits and report monthly effectively on the findings
- Regularly monitor, follow up and provide technical support to VLSA members and ensure quality practice and function according to standards.
- Identify technical capacity gaps and challenges for the project participants and plan for the relevant capacity trainings.
- Ensure effective linkage with GHI flagship. e.g. ensuring that VSLA members put forth the nutrition aspects in all their initiatives.
- Prepare and put in place program detail implementation work plan and ensure the respective team members are aware and understand well and properly implement.
- Oversee and regularly monitor as well as provide technical support when the VSLA groups are conducting the share purchase, social contributions and borrowing and repayment of loans to ensure proper recording and documentation of VSLA field cash box.
- Train the clients enhance their skills on basic VSLA Principles, methodology, implementation phases and timeline.
- Train economic development groups/associations/committees on governance, leadership, and VSLA
- Ensuring technical quality and standards are considered and respected during implementation.
- Ensure partners are familiar with the program purpose, interventions and expected outcome and requirements to improve the livelihood of target clients.
- Facilitate and organize exposure or exchange visits and any other events for the VSLA clients and leaders to develop learning and experience sharing.
- Ensure timely procurement of and delivery of right quality and quantity of VSLA kits/tools required by the clients/groups and ensure these are used appropriately.
- Ensure sorting out any misunderstanding that may arise with in VSLA group members to ensure smooth running and prevent drop out.
- Ensure linkage and integration of nutrition sensitive initiatives in the VSLA projects
- Jointly work with program teams such as agriculture, Health and Operations to improve Maternal and child nutrition
- Represent GHI in relevant VSLA meetings
- Establish relationships and coordinate with partners (local leaders, relevant local/ district, microfinance institutions, etc.)

Monitoring, Evaluation, Documentation and Reporting

- Conduct regular follow-up and provide support to VSLAs graduates to see if they are applying the technologies and practices and provide technical assistance where there are gaps.
- Track progress of the savings groups, VSLA activities to see if targets set in the annual work plan are achieved.
- Facilitate data collection from savings groups, handle and supervise the information flow to the M&E team and Program Manager.
- Support the preparation of monitoring plans for the VSLA groups.
- Consolidate/compile monthly, quarterly, and annual activity reports and special events showing achievements, lessons, constraints, and recommendations and submit to supervisor on agreed time
- Carry out quarterly/annual review meetings to assess performance of activities against set targets at the community and program level.

Broader role at GHI

- Ensure the integration of VSLA in GHI's programs and partnership work
- Ensure VSLA long term impact

Accountability

- Reports to the Programme Manager
- Supervises the field facilitators in charge of VSLAs

Skills and experience

- Diploma/Degree in Agri-business, Rural Development and any other relevant experience in microfinance, livelihoods, IGA and VSLA methodology.
- At least 3 years' experience in community development/food security and livelihoods.
- Experienced facilitator /trainer
- Working experience in resilience initiatives or programs is highly preferred.
- Familiarity with principles and practice of savings-led microfinance and with strong awareness of challenges faced by traditional methodologies.
- Strong communication and report writing skills.
- Ability to communicate in English and Kinyarwanda
- Passion for and commitment to GHI's mission, values (commitment to the families we serve, belief in the potential of people, open and honest communication, humility and empathy, and commitment to long-term impact), and culture ("turi kumwe" in Kinyarwanda, meaning "we are all in this together" or "we are one").

Additional job responsibilities:

Equal Employment Opportunity

Gardens for Health International is an Equal Opportunity/Affirmative Action Employer fully dedicated to achieving a diverse staff. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, age, sex, disability status, or any other characteristic protected by law. We encourage and welcome all interested potential applicants, regardless of background or prior experience volunteering with Gardens for Health International, to apply

Prevention of Sexual Exploitation and Abuse (Psea)

Gardens for Health International has zero – tolerance policy for exploitative and abusive relationships. Gardens for Health International will ensure the fulfillment of our moral obligation to protect minor children and other vulnerable members of society from abuse exploitation, neglect, and other forms of violence.

Child Safeguarding:

Level 3: the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) *or* intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

Health and Safety:

The role holder is required to carry out the duties in accordance with GHI Health and Safety policies and procedures.

How to Apply

Interested candidates should send a resume and cover letter to careers@gardensforhealth.org. Deadline of application is the **30th June 2023**. Please note that only shortlisted candidates will be contacted.