JOB DESCRIPTION
PROJECT COORDINATOR

Duty Station	:	**Lampung**
Reporting to	:	**Lead Regenerative School Meals Project**
Update Version	:	*October 2026*

BACKGROUND

Rikolto in Indonesia runs its Regenerative School Meals projects in 3 cities in Indonesia: Denpasar, Surakarta, and Depok. Building on this project, Rikolto is scaling the project **in East Lampung**, an innovative initiative that aims to strengthen farmer livelihoods, improve child nutrition, and build climate-resilient food systems.

Working with many stakeholders from smallholder farmers to consumers (school children and family), local government, and knowledge partners, the project promotes the adoption of regenerative rice farming practices, strengthens local aggregation and procurement systems, and increases access to nutritious locally produced food for school children.

The project seeks to generate practical evidence and scalable models for local food procurement, farmer-inclusive business models, and regenerative school meals that can contribute to broader food systems transformation

I. PURPOSE OF THE JOB

The Project Coordinator is responsible for leading the planning, coordination, and implementation of the Regenerative School Meals Project in East Lampung. The role will ensure the successful delivery of project objectives by strengthening sustainable and regenerative food production systems, improving market access for smallholder farmers, and promoting the procurement of nutritious locally produced food for school feeding and other institutional markets.

Working closely with farmer organisations, cooperatives, schools, government agencies, research institutions, private sector actors, and other stakeholders, the Project Coordinator will facilitate the development of inclusive and resilient food supply chains that create economic opportunities for smallholder farmers, women, and youth while contributing to improved nutrition and sustainable livelihoods.

Under the supervision of the National Programme Coordinator, the Project Coordinator will foster cross-sector collaboration, stakeholder engagement, and collective action to strengthen local food systems. The position will play a key role in testing, documenting, and scaling innovative approaches that connect regenerative agriculture, local market development, and healthy food procurement, contributing to a more equitable, resilient, and sustainable food system in Indonesia.

II. ACCOUNTABILITIES

	Key Responsibilities
1. Project coordination and implementation	- Lead the planning, coordination, and implementation of project activities in East Lampung, ensuring timely delivery of outputs and achievement of project outcomes. - Coordinate project resources, workplans, budgets, and partnerships, ensuring activities are delivered within agreed timelines and quality standards. - Monitor project progress, identify implementation challenges and risks, and develop practical solutions in collaboration with project partners and stakeholders. - Ensure project activities are aligned with Rikolto's strategic objectives, project commitments, and donor requirements. - Prepare regular project updates, progress reports, and implementation plans.
2. Strengthening sustainable food systems and market linkages	- Facilitate the development of sustainable and inclusive food supply chains that connect smallholder farmers to local institutional buyers and other market opportunities. - Support farmer organizations, cooperatives, and local enterprises in strengthening their business models, organizational capacity, and market readiness. - Promote the adoption of regenerative agricultural practices that improve productivity, environmental sustainability, and farmer resilience. - Identify opportunities to strengthen local food procurement systems and enhance access to nutritious locally produced food. - Facilitate collaboration between producers, market actors, government agencies, educational institutions, and other stakeholders to improve food system performance.
3. Stakeholder engagement and partnership development	- Build and maintain strong relationships with farmers' organizations, government agencies, schools, private sector actors, research institutions, and civil society organizations. - Coordinate multi-stakeholder dialogue, learning events, and collaborative initiatives to support project objectives. - Identify and engage strategic partners that can contribute technical expertise, resources, financing, or scaling opportunities. - Represent Rikolto in project-related meetings, forums, and stakeholder engagements at district and provincial levels.
4. Monitoring and Learning	- Coordinate with Knowledge Management and MEL coordinator to build evidence and learning.

5. Team Collaboration	- Playing an exemplary role with respect to the values, identity of Rikolto in Indonesia; ensuring compliance with the Code of Conduct and Code of Ethics to safeguard its organisational reputation. - Closely working as a team towards shared objectives and contributing as well outside the own work field; - Collaborate with other respected unit to ensure adequate support for smooth programme operations.

III. Key Working Relationships

Internal	- Regenerative School Meal team at country level - Regional programme team - Programme support teams at country & regional - Inclusive Business, Monitoring and Evaluation, Fundraising and Communications - Operations team: Finance, IT, HR, Administrations.
External	- Programme partners and collaborators including private sectors, farmer cooperatives, MSMEs, service providers, financial institutions, etc. - Donors, impact investors - Government at local and national level

Requirement:

Education & Experience:

- Bachelor degree in Agriculture, Agribusiness, Rural Development, Development Studies, Food Systems, Environmental Sciences, Public Policy, Business Administration, Economics, Social Sciences, or a related field.
- Proven experience coordinating multi-stakeholder projects involving government agencies, farmer organizations, private sector actors, and development partners.
- Proficient in Microsoft Office software (ideally familiar with O365) Proficient in MS Office Excel is priority, also familiar with Office 365 operation;
- Experience in data analysis and produce of good quality reports;
- Ability to initiate or facilitate learning processes;
- Good understanding of sustainability, gender-sensitive research methods and youth.

Other competencies

- Results-oriented and proactive.
- Strong leadership and coordination skills.
- Ability to build trust and maintain effective partnerships.
- Adaptive and able to work in complex and evolving environments.
- Commitment to inclusion, collaboration, and sustainable development.
- Alignment with Rikolto's values and mission.