

# Terms of Reference

## Consultant, Scaling Up Nutrition Business Network (SBN) Coordinator - Rwanda

**Duty Station:** Private Sector Federation Office - Kigali, Rwanda

**Contract Duration:** Fixed Term Consultancy (1 year, renewable based on performance and availability of funds)

**Number of positions:** 1

**Application deadline:** 15 February 2026

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### About GAIN

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people.

At GAIN, we believe that everyone in the world should have access to nutritious and safe food. We work to understand and deliver specific solutions to the daily challenge of food insecurity faced by poor people. By understanding that there is no “one-size-fits-all” model, we develop alliances and build tailored programmes, using a variety of flexible models and approaches.

We build alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale. We are part of a global network of partners working together to create sustainable solutions to malnutrition. Through alliances, we provide technical, financial and policy support to key participants in the food system. We use specific learning, evidence of impact, and results of projects and programmes to shape and influence the actions of others.

Headquartered in Geneva, Switzerland, GAIN has representative offices in the Netherlands, the United Kingdom, and the United States. We currently have a presence and conduct programming activities in Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda.

### Rationale

Rwanda has made significant progress in reducing poverty and improving health outcomes; however, malnutrition remains a critical challenge affecting human capital and economic growth. According to the seventh Demographic and Health Survey (DHS7), 27 per cent of children under five in Rwanda are stunted. While this reflects meaningful improvement, progress remains slower than national ambitions, with the country still off track to meet the projected 2029 stunting Target of below 15 per cent. The Government of Rwanda demonstrates a strong commitment through the National Family and Nutrition Policy and the National Strategy for Transformation (NST2), which prioritise nutrition as a driver of sustainable development.

The market dictates and shapes the consumption of many Rwandans, with 78% of households obtaining food for consumption through markets. Limited availability of affordable, nutritious options in markets would lead to poor consumption among many households, resulting in increased malnutrition. The private sector plays a central role in the food systems – production and availability of affordable, nutritious foods, and must be mobilised to transform the food systems to deliver healthy, nutritious diets.

The National Child Development Agency (NCDA), in collaboration with the Private Sector Federation (PSF), World Food Programme (WFP), and Sight and Life Foundation (SAL), in December 2022 established the SUN Business Network (SBN) Rwanda. The SBN is one of four global networks of the Scaling Up Nutrition (SUN) Movement, which supports 67 Countries, including Rwanda, to develop a multi-stakeholder approach to nutrition. The SBN Rwanda ambition is to mobilise and engage private businesses to act, invest, and innovate in responsible and sustainable ways to improve nutrition and end malnutrition in all its forms. Since its inception, SBN Rwanda has achieved key milestones, including increasing membership to 20 and establishing a secretariat to coordinate the network's activities.

### **The SUN Business Network (SBN)**

Established in 2012 and co-convened by the World Food Programme (WFP) and the Global Alliance for Improved Nutrition (GAIN), the [SUN Business Network](#) shares the SUN movement's vision: a world free of all forms of malnutrition by 2030. As the only dedicated platform convening the private sector on nutrition across SUN countries, the SBN's overall vision is to reduce malnutrition in all its forms by bringing together the private sector, government, and other stakeholders to take joint, practical actions that accelerate private-sector contributions to improved nutrition.

The Scaling Up Nutrition (SUN) Movement supports country-level action to end all forms of malnutrition. Since its launch in 2010 by the UN Secretary General Ban Ki Moon, 67 SUN countries and four Indian States have united through a shared commitment to scaling up nutrition action. To support SUN Countries to develop a multi-stakeholder approach to nutrition, four networks were established – the SUN Business Network (SBN), SUN Civil Society Network (CSN), SUN Donor Network (SDN) and UN Nutrition (UNN); these Networks together with the global SUN Movement Secretariat (SMS) make up the SUN Global Support System (GSS).

### **The Assignment**

To support the coordination and operationalisation of the secretariat, a local consultant (SBN Coordinator) is being sought with funding support from the Global Alliance for Improved Nutrition (GAIN). The position holder would, among other things, lead efforts to align private-sector action with national nutrition priorities, foster partnerships, and ensure that business contributions are integrated into Rwanda's nutrition agenda, supporting the country's vision of a healthier, more prosperous future.

### **Responsibilities**

Under the direct supervision of the National SBN Executive Committee, and overall guidance support from NCDA, the consultant is expected to lead the coordination of SBN activities in alignment with national nutrition goals and the benefits of the members. The SBN Coordinator will work closely with the National Executive Committee of SBN, NCDA, WFP, SAL, and other actors to:

## **1. Strategic Direction and Institutional Strengthening**

**Outcome:** SBN Rwanda has a clear strategic vision, strong governance, and a functional Secretariat to deliver its mandate.

- Develop and validate a 5-year (2026 – 2030) national SBN Rwanda strategy with a costed implementation plan
- Operationalise the SBN Secretariat office (hosted at PSF) for effective coordination and communication
- Support the Executive Committee to expand SBN membership and sector diversity
- Develop a sustainability and resource mobilisation roadmap to ensure long-term viability
- Any other duty that may be assigned

## **2. Coordination, Alignment, and Stakeholder Engagement**

**Outcome:** Improved coherence, collaboration, and alignment among nutrition stakeholders to advance national priorities.

- Coordinate with existing SUN networks (civil society, academia, etc.) to ensure alignment and harmonisation
- Strengthen stakeholder engagement with government, development partners, civil society, and the private sector
- Identify and develop partnership opportunities through effective networking
- Represent SBN at relevant public meetings, conferences, and forums

## **3. Private Sector Mobilisation and Market Development**

**Outcome:** Increased private-sector participation, investment, and innovation adapted to scaling nutrition-sensitive and sustainable practices.

- Conduct market mapping and create linkages to identify investment opportunities for the members
- Organise events and workshops to enable business networking, collaboration, and peer learning
- Provide technical guidance to businesses adopting nutrition-sensitive approaches
- Facilitate access to financing and capacity-building initiatives for SBN members

## **4. Policy Alignment and Strategic Advocacy**

**Outcome:** Private-sector action is aligned with national and global nutrition and development frameworks.

- Ensure alignment with Rwanda's NST2, PSTA5, and SDG targets
- Integrate nutrition into sustainable food systems and economic growth strategies
- Advocate for enabling policies that support nutrition outcomes driven by the private sector

## **5. Knowledge Management, Communication, and Learning**

**Outcome:** Members and stakeholders are informed, connected, and engaged around nutrition and business.

- Provide regular updates and information to members via newsletters, email, and other communication channels
- Measure and report progress against agreed targets

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| <b>Job category</b>                                   | Consultancy  |
| <b>Level of effort expected (number of days)</b>      | 20 Days per month  |
| <b>Management structure</b>                           | The position holder will work closely with the SBN executive committee (ExCom), NCDA (SUN National Focal Point), WFP, SAL (co-conveners), and GAIN Rwanda as a technical partner. The SBN coordinator will report administratively to WFP and functionally/technically to the SBN National Executive Committee.  |
| <b>Number of reports</b>                              | 0  |
| <b>Travel requirements</b>                            | Less than 10%  |
| <b>Expected start and end dates of the assignment</b> | 1 March 2026 – 28 February 2027  |
| <b>Deadline for submitting applications</b>           | 15 February 2026   |
| <b>Expected budget</b>                                | The budget for this activity will not exceed <b>RWF 2,910,000</b> per month, inclusive of taxes.   |
| <b>Format for application</b>                         | 1) Cover letter in pdf or Word format – 2 pages maximum<br>2) Curriculum vitae with 3 references in pdf or Word format – 3 pages maximum   |
| <b>Criteria for proposal selection</b>                | <ol style="list-style-type: none"> <li>1. Understanding of the scope of work (15 points)</li> <li>2. Demonstrate a clear understanding of the technical requirements of this RFP (30 points)</li> <li>3. Comprehensiveness of work plan and reasonableness of proposed time frame (30 points)</li> <li>4. Experience and capacity (25 points)</li> </ol>   |
| <b>Eligibility criteria</b>                           | <ul style="list-style-type: none"> <li>• Education: Master's degree or higher degree in Agribusiness, Food Systems, Business, Business Administration, Development studies and/or related field.</li> <li>• Minimum of 7-10 years of progressively responsible experience in one or more of the following areas: <ul style="list-style-type: none"> <li>○ Nutrition-sensitive food systems or agri-food value chains</li> <li>○ Private-sector engagement and market systems development</li> <li>○ Multi-stakeholder coordination platforms (e.g. SUN Movement, PPPs, business networks)</li> <li>○ Development programming within government, private sector, or international NGOs</li> </ul> </li> <li>• Proven ability to lead the development of national strategies, costed implementation plans, and roadmaps</li> <li>• Support nutrition-sensitive business models and responsible investment practices</li> <li>• Strong understanding of Rwanda's policy and strategic frameworks, including NST2, PSTA5, and national nutrition strategies</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• Understanding of sustainable food systems and private-sector-led development approaches</li> <li>• Demonstrated leadership and coordination skills, with experience managing a Secretariat or network-type organization will be an asset</li> <li>• Excellent stakeholder engagement, negotiation, and partnership-building skills</li> <li>• Proven ability to convene and facilitate high-level meetings, workshops, and public-private dialogues</li> <li>• Strong written and verbal communication skills, including:</li> <li>• Proven experience in Resource mobilization, donor engagement, and partnership development</li> <li>• Proposal development and donor reporting</li> <li>• Ability to work independently while managing multiple priorities in a dynamic environment</li> <li>• Strong problem-solving skills and adaptability</li> <li>• Fluency in English and Kinyarwanda is required. French proficiency is an asset</li> </ul> |
| <b>Email address for applications</b>             | <p>Submit applications to:</p> <p>Global Alliance for Improved Nutrition (GAIN) - Rwanda' email <a href="mailto:rwanda@gainhealth.org">rwanda@gainhealth.org</a></p>  |
| <b>Reference to include in email subject line</b> | Application - Coordinator, SBN Rwanda   |