

Global Alliance for Improved Nutrition

Job title:	Manager, Project Monitoring and Improvement
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Classification:	Grade 5	Direct reports:	0
Work location	Kigali, Rwanda	Travel required:	Up to 30%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Working with governments, businesses and civil society, we aim to transform food systems so that they deliver healthier diets for all people, especially the most vulnerable.

Headquartered in Geneva, Switzerland, GAIN has offices in countries with high levels of malnutrition: Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda. To support work in those countries, we have representative offices in the Netherlands, the United Kingdom, and the United States.

At GAIN, we believe that everyone in the world should have access to nutritious, safe, and affordable food. Today, one in three people - drawn from nearly every country on the planet - are unable to consume enough nutritious food. We work to develop and deliver solutions to this daily challenge.

The Food Systems Dashboard

The Government of Rwanda, led by MINAGRI and in collaboration with GAIN, is developing a comprehensive subnational Food Systems Dashboard (FSD) for Rwanda to support local decision-making across all food system sectors. In the first year, the primary focus will be on refining and further developing the initial Rwanda FSD prototype, which includes 29 indicators that cover a broad spectrum of food system drivers, components, and outcomes, including sub-national levels.

They will focus on conducting stakeholder interviews to understand key stakeholders' data wants and needs, identifying additional priority indicators, setting up and convening a group of food systems experts - the Stakeholder Advisory Group (SAG), engaging closely and ensuring buy-in from the government and other key food systems stakeholders, developing a sustainability plan under the leadership of the SAG.

DESCRIPTION
<p>Overall purpose</p> <p>The position is responsible for leading project monitoring and improvement activities across the GAIN Rwanda CMRFS project and ensuring that the learnings from monitoring and research are used to make improvements to programmes and to strengthen strategy. They will provide senior technical support to the project teams to design, coordinate, and implement the monitoring framework of GAIN Rwanda.</p> <p>This position will functionally report to the Country Director, GAIN Rwanda with all technical aspects of the work supported by the Knowledge Leadership and Programme Monitoring and Improvement advisors. There will be close collaboration with the project team as well as the centralized programme teams.</p>

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FSD – The PMI Manager will provide oversight and technical assistance to ensure the dashboard meets the needs of government, academia, international organizations, NGOs, civil society and other identified relevant stakeholders.

Additionally, the position will oversee 1) implementation of the monitoring plan, including the timely collection of necessary data/information; 2) recording of output and outcome results in the results framework; and 3) provision of technical support to ensure that insights from monitoring and research are used to improve programmes and strengthen strategies for GAIN Rwanda's portfolio.

Tasks and responsibilities

Monitoring & Learning

- Develop and improve programme logic models, results frameworks, and monitoring plans in collaboration with project managers, Knowledge Leadership (KL), Programme Monitoring and Improvement Advisors (PMI), and implementing partners.
- Oversee in-country monitoring activities for all components of the project, ensuring timely, high-quality routine progress monitoring and reporting by implementing partners.
- Lead the consolidation of the country Learning Agenda, capturing programme learning to inform improvements to strategies, project and monitoring tools.
- Conduct field visits to assess project progress, providing critical analysis and interpretation of monitoring and research results to formulate recommendations for actions and improvements.
- Contribute to high-quality donor reporting, ensuring accuracy, alignment with project results.
- Represent GAIN and the project in external forums and meetings, as agreed with leadership.

Food Systems Dashboard

- Oversee the work of the consultant responsible for leading the establishment and coordination of the Stakeholder Advisory Group (SAG), providing subsequent technical support, as well as leading on the refinement, disaggregation of the Rwanda Food Systems Dashboard prototype, Raise awareness and build stakeholder understanding, ownership, and uptake of the Food Systems Dashboard through advocacy and structured engagement across government and non-state actors.
- Facilitate the handover, institutionalisation, and long-term sustainability of the FSD within Government of Rwanda systems, supporting its effective operational use for monitoring, programme improvement, and decision-making through continuous technical assistance and capacity building.

Reporting and stakeholder engagement

- Oversee and review monitoring data collection, analysis, and reporting on key indicators.
- Ensure timely preparation of high-quality reports aligned with the theory of change and results framework.
- Disseminate monitoring findings and ensure follow-up actions are tracked.
- Keep leadership (e.g., Country Director) regularly updated on project progress and provide analysis with solutions to emerging challenges.
- Work with the Portfolio Lead and project team to ensure systematic storage of project documents, datasets, and assessment materials.
- Support annual work plan development and budgeting activities.

Research and Learning (10%)

- In collaboration with the Knowledge Leadership team, provide coordination and oversight for research implementing partners, ensuring milestones are met, reviewing progress reports, and advising on disbursements of funds.

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- Participate actively in dissemination of project learnings for external audiences (e.g., preparation of papers for the GAIN paper series, publications, presentations etc.)

Key organisational relationships

- Reports to the Country Director GAIN Rwanda
- Work closely with the Portfolio Lead and wider project team,
- Work closely with GAIN's technical teams and monitoring network to ensure implementation aligns with quality standards.
- Close collaboration with operational staff.
- Government, Donors, NGOs, Private Sector, Academia and others.

JOB REQUIREMENTS

Competencies

- Knowledge and expertise in food systems development, data management, and programme monitoring.
- In-depth understanding of programme and project design, quality assurance, and use of monitoring tools for data-driven learning and improvement.
- Advanced skills in data analysis, interpretation, presentation, and report writing, with working knowledge of relevant data management and analysis tools/software.
- Familiarity with global, regional, and national data frameworks (e.g., SDGs, Agenda 2063, CAADP, DHS, EICV, CFSVA, VRA).
- Proven ability to manage complex, multi-stakeholder projects and coordinate effectively with diverse partners.
- Ability to work with diverse groups/individuals, ranging from local partners, government entities, local community groups, the civil society and the private sector.
- Ability to apply AI technologies, including chatbot-driven reporting, to support decision-making.
- Excellent communication skills combined with analytical, writing, and problem-solving skills.
- Ability to work across multicultural teams.

Experience

- Proven experience in food systems development, public health, nutrition, and data management, with a strong track record of leading multi-stakeholder projects and achieving results within set timelines.
- Demonstrated ability to lead and coordinate diverse stakeholders across sectors, particularly within Rwanda's food systems and development policy context.
- Experience in programme monitoring, including use of major quantitative and qualitative methodologies, designing monitoring tools, and applying findings for programme improvement.
- Experience in integrating AI technologies to support data-driven decision-making and enhance monitoring processes.
- Previous experience in research and impact evaluation; publication in peer-reviewed or grey literature considered an asset.

Education

- Degree in agriculture, food systems and development policies, economics, public health, or related field.

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Other requirements

- Must be willing and able to travel
- Fluent written and verbal English. Knowledge of local dialects would be an asset.

WHAT GAIN OFFERS

- A competitive remuneration package
- Flexible working hours through hybrid working opportunities
- Friendly working environment
- Professional development opportunities
- The chance to make a lasting contribution to reducing global malnutrition

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.