

Global Alliance for Green and Gender Action (GAGGA)
Planning, Monitoring, Evaluation and Learning (PME&L) Officer
Terms of Reference

1. BACKGROUND

The [Global Alliance for Green and Gender Action \(GAGGA\)](#) is a vibrant and diverse network, established in 2016, involving women's funds, environmental justice funds, NGOs, and women-led community-based organisations, joining forces to strengthen the nexus of women's¹ rights, and climate, and environmental justice at local, national, and regional levels in Africa, Asia, the Pacific, Latin America, Europe, and globally. GAGGA works towards enhancing linkages and collaboration among women-led CBOs and women's rights, and environmental and climate justice movements at multiple levels, to pursue L&A agendas on climate mitigation and adaptation solutions that amplify women's leadership, resilience, agency and promote women's rights. Specifically, GAGGA aims to influence governments, investors, and donors at multiple levels to divest from fossil fuel (related) industries, defend critical ecosystems and support inclusive, sustainable and gender-just climate solutions.

GAGGA is led by the Fondo Centroamericano de Mujeres- FCAM, based in Central America, in collaboration with Mama Cash and Both ENDS, both based in the Netherlands. It is supported by multiple donors, including the Ministry of Foreign Affairs of the Netherlands (MFA) under their Power of Voices (PoV) programme (2021-2025), following on from their Dialogue and Dissent (D&D) programme (2016-2020), Global Affairs Canada (GAC) under its Partnering for Climate Initiative, Ford Foundation and the Dutch Nationale Postcode Lotterij (NPL). [Global Greengrants Fund](#), [Prospera – International Network of Women Funds](#), [Women's Environment & Development Organization \(WEDO\)](#) and [350.org](#) are strategic allies to the alliance, developing and offering insights into the importance of resourcing women's rights, and environmental and climate justice; strengthening L&A on climate finance; and building connections with climate justice movements.

2. GAGGA PLANNING, MONITORING, EVALUATION AND LEARNING (PME&L) APPROACH

Since its inception in 2016, GAGGA has focused on developing a highly participatory, learning-centred Planning, Monitoring, Evaluation and Learning (PME&L) approach. This approach ensures the systematic collection, analysis and use of information for monitoring the programme's progress and impact in advancing women's rights, and environmental and climate justice; provides space for reflection and learning within GAGGA's network and beyond; as well as ensuring accountability to its partners and donors. This approach is designed to optimise feedback loops amongst PME&L and programme activities, allowing GAGGA to swiftly respond to new insights and changing contexts.

GAGGA's PME&L approach is centred on the following guiding principles:

1. **Tailored** - fit the needs, dynamic contexts and demands of women-led CBOs in Africa, Asia, Europe, Latin America, and the Pacific, especially to support the changes they are contributing to through their climate action.
2. **Intersectionality** - recognise overlapping, concurrent forms of inequalities (race, gender identity, sexual orientation, religion, class, ability, age, etc.) and the existing power relations in any given context; especially in data collection, analysis, and reporting.

¹ For GAGGA, the use of the term 'women' is inclusive of women, girls and trans, intersex, and non-binary people.

3. **Inclusion** – ensure the effective participation, contribution by, and representation of all actors involved. Recognise different abilities, language needs, and access to digital tools and connectivity.
4. **Adaptive and iterative** – embed flexibility into the PME&L system in order to adapt to the dynamic contexts in which GAGGA network partners work. Ensure feedback loops amongst PME&L processes and programming.
5. **Enable learning-centred practice** – the results of PME&L continually inform improvements in practice, strengthening GAGGA’s strategies and interventions from local to global levels.
6. **Lean** – use smart design to avoid overburdening GAGGA’s partners or causing bureaucratic restrictions to their work.
7. **Safe and secure** - protect the digital and physical security and safety of GAGGA actors, as well as partner anonymity where needed and using secure digital tools.
8. **Ethical conduct** - ensure informed consent for the collection and use of data, images, and videos.

3. PLANNING, MONITORING, EVALUATION AND LEARNING (PME&L) OFFICER

GAGGA is looking for a PME&L Officer to lead the adaptation, strengthening and implementation of GAGGA’s PME&L approach.

Responsibilities:

- Lead the adaptation, strengthening and implementation of GAGGA’s PME&L approach for the PoV framework of the MFA, GAC, NPL and Ford (and other emerging donors).
- Integrate and align the M&E systems for PoV, GAC, NPL and Ford (and other emerging donors) and ensure that the guiding principles (mentioned above) are reflected throughout.
- Coordinate and manage key evaluation processes, including the Final Evaluation processes under the PoV Framework and other processes from other donors.
- Lead and facilitate the PME&L working group, comprised by a representative of each alliance member, including organising regular meetings and soliciting their input into PME&L processes.
- Provide tailored guidance and support to partner organisations’ contributing to GAGGA’s PME&L and develop key collective learning spaces with alliance members and partners, in close collaboration with the GAGGA Co-coordinator for Linking & Learning.
- In close collaboration with the GAGGA Co-coordinators and Communications Strategist, and with input from GAGGA committees, provide adequate and complete qualitative and quantitative data for analysis, and also aggregate and analyse quantitative and qualitative data and report on GAGGA’s impact and contribution to advancing women’s rights and environmental and climate justice.
- In close collaboration with the Linking & Learning Co-coordinator, contribute to the development of the Linking & Learning strategy.
- Ensure data integrity and quality throughout all PME&L processes and outputs.
- Responsible for the reporting processes to the International Aid Transparency Initiative (IATI).
- Support the GAGGA Co-coordinators in ensuring adequate and complete reporting to the programme’s funders, on a timely basis.
- Responsible to follow up on the donors M&E processes, staying abreast of their M&E standards and requirements in collaboration with the GAGGA Co-coordinators, and in collaboration with other strategic partnerships.

- Responsible for the management of the PME&L budget, in close collaboration with the GAGGA Co-coordinators.
- Manage the recruitment of external PME&L consultants, depending on the needs of GAGGA and provide accompaniment to external PME&L consultants hired.

The PME&L Officer will be working under the direction of the GAGGA Linking & Learning Co-coordinator. The GAGGA PME&L Officer will be supported by the Linking & Learning Co-coordinator to ensure the PME&L work responds to and is driven by the needs and inputs of the Advocacy and Collaboration Co-coordinator and different GAGGA committees, including the PME&L working group, Steering Committee, Advocacy working group, Fundraising working group, and Programme Committee. The PME&L Officer also works in collaboration with the PME&L Officers of the three alliance members.

4. REQUIRED QUALIFICATIONS

GAGGA seeks to hire a PME&L professional that incorporates the following competencies:

1. Master's degree in a related field (public policy, political science, gender studies, environmental studies, climate studies or related field) or equivalent experience (at least three years) in a professional or volunteer role in one of these fields;
2. Proven experience (at least three years) in developing and implementing PME&L processes and approaches for advocacy programmes and activities for women's rights and/or environmental and climate justice, with a focus on PME&L in complex contexts and for social change;
3. Expertise in working with multi-actor, multi-cultural and multi-level programmes, especially in PME&L. Knowledge of working with community-based organisations in the Global South is an asset;
4. Ability to coordinate with a diverse group of actors (GAGGA partners, GAGGA Alliance members as well as hired consultants for specific PME&L tasks);
5. Knowledge of and experience working in women's rights, and environmental and climate justice, movement building and human rights;
6. Experience of working in GAGGA countries and/or regions²;
7. Ability to deliver high quality work in a timely manner;
8. Experience working with PME&L requirements of bilateral donors such as the Dutch or Canada (desirable);
9. Knowledge on the IATI - International Aid Transparency Initiative (desirable);
10. Fluency in Microsoft Word, Outlook, Excel, and PowerPoint;
11. Fluency in English as a working language is required; knowledge of Spanish, French and/or Portuguese is an asset;
12. If required, availability to travel.

People from the Global South, with the lived experience of resisting injustice and different forms of systemic oppression including but not limited to sexism, racism, homo/queer and trans-antagonism, classism and/or ableism, and their intersections are strongly encouraged to apply for this position and will be prioritised.

5. Work Hours and Location

² GAGGA's main focus is on 28 countries: Burkina Faso, Bolivia, Brazil, Cameroon, Democratic Republic of Congo, El Salvador, Ghana, Fiji, Georgia, Guatemala, Honduras, India, Indonesia, Kenya, Mexico, Mongolia, Mozambique, Nepal, Nigeria, Paraguay, Peru, Philippines, South Africa, Senegal, Tanzania, Uganda and Zimbabwe.

- The PME&L Officer will work full time – 40 hours per week.
- The PME&L Officer will work remotely, with no specific location required, however, should be able to work across time zones (mainly Central Europe, Central America, Asia and Africa), and specifically, *should be available during working hours in The Netherlands and Central America which means around 6:00 - 12:00 am Central America time which corresponds to 2:00-8:00 PM Netherlands time.*"

6. REQUEST FOR PROPOSALS

Please send a one-page motivation letter and CV to vacantes@fondocentroamericano.org with the subject "Application for GAGGA PME&L Officer" by December 1, 2023 until 11:00pm., Guatemala time.