Terms of Reference
Short Term Consultant (STC) – Grant Operations Officer
GPE Secretariat

Background
Are you a passionate advocate for education? Do you want to make a difference in the lives of children in the world’s poorest countries? The Global Partnership for Education Secretariat (GPE) would like to hear from you.

Who we are
GPE is a shared commitment to end the world’s learning crisis. It is the only global partnership and fund dedicated entirely to helping children in lower-income countries get a quality education, so they can unlock their potential and contribute to building a better world. We bring together governments, teachers, civil society, donors, United Nations agencies, development banks, businesses and private foundations to achieve our shared vision that every child deserves to learn.

What we do
GPE currently supports 76 low- and lower-middle-income countries to transform their education systems so that all children can get the education they need to thrive. We work where the needs are greatest and focus on reaching the children who are the most vulnerable, including girls, children with disabilities and those who live in countries characterized by extreme poverty or conflict.

How we work
Transforming education is about creating lasting changes and achieving impact at scale. GPE’s new strategic plan, GPE 2025, sets out to deliver this transformative change by convening partners, mobilizing funds and catalyzing reforms to help partner countries get more girls and boys in school, improve teaching and learning, and build equitable, inclusive and resilient education systems fit for the 21st century.

Our unique approach works. Since 2002, 160 million more children in GPE partner countries have set foot in classrooms for the first time, more than half of them girls. In 2020, GPE was also the largest provider of education grants in the global COVID-19 response, rapidly providing partner countries with vital resources to ensure that learning could safely continue.

Governance and organizational arrangements
The GPE Board of Directors includes ministerial-level board members and alternates representing 20 constituencies that reflect the Partnership’s breadth. The Board Chair is HE President Jakaya Kikwete and the Board Vice Chair is Dr Susan Liautaud. The Board of Directors, with its three standing committees, provides policy and strategic oversight and approves or delegates funding decisions.
The GPE Secretariat, with over 120 employees and hosted by the World Bank, is responsible for translating the policies and strategies set by the Board into practical support for partner countries, coordinating with diverse stakeholders and galvanizing global support for SDG4. The Secretariat’s headquarters are in the World Bank’s offices in Washington, D.C. and the European office is in Paris with a satellite office in Brussels. This is an international recruitment subject to compensation on the local pay scale for the selected duty station, and global mobility benefits may apply as per World Bank Group policy.

**Job Description**

The successful candidate will report to a Grant Portfolio Team Lead in the Finance and Grant Operations (FGO) Team and will primarily work on a grant portfolio in French speaking Africa. The position serves as interlocutor of the Secretariat with GPE grant agents and where relevant with government, coordinating agencies, and development partners in assigned member countries. As such, the person will promote the Partnership’s goals and objectives, collaborating closely with grant agents and partners in developing countries to facilitate access to and supervise the use of GPE resources. This includes analyzing processes to advise on potential opportunities in the short and medium term to streamline access to GPE grants.

The position can be based either at the GPE Washington DC office (USA) or at the GPE Paris (France) office.

Ideally, the candidate would be fluent in spoken and written French and have strong command of English to draft documents in English.

**Duties and Accountabilities**

The Grant Operations Officer works closely with colleagues in FGO and the Country Engagement & Policy (CEP) Team to ensure relevant, quality support to countries on GPE grants and identify and handle risks related to the implementation of the GPE financial support. Key responsibilities include the following:

- Support grant application and preparation process by reviewing program concept notes, draft results framework, M&E capacity, and implementation readiness of grants.
- Lead on grant extensions and restructuring/revision processes as required.
- Monitor grant implementation by reviewing progress reports and other types of reports, participating in portfolio review meetings with GPE grant agents (GA), and by updating Secretariat’s monitoring tools with analytical and quantitative contents.
• Capture information as required for reporting purposes and provides timely data to other teams within the Secretariat on request.
• Support various grant related implementation processes by providing guidance on interpretation of policies.
• Provide overviews of implementation and grant funds utilization issues that input into discussions with GA.
• Gather data and conduct analysis as relevant and assigned for results framework indicators related to grant implementation.
• Contribute to the development and strengthening of existing/expanding knowledge management system.

Time Frame
The consultancy will be 40 days between January 2023 and 30 March 2023. The STC is expected to start by mid-January 2023.

Selection Criteria
Master’s degree in education, economics, international development or a relevant related field with significant experience (or equivalent combination of education and experience).

• Proven ability, including at least 2 years grant monitoring or implementation with development agencies and/or INGOs.
• Expertise in grant processes and at least one of the following areas: grant implementation modalities, program monitoring and evaluation, or other areas relevant to the work.
• Experience with cross-cultural dynamics, political sensitivity, strong negotiation skills.
• Willingness to work in a complex environment and travel occasionally to support country level processes.
• Strong analytical, writing and facilitation skills.
• Ability to work independently and to work effectively in teams.
• Fluency in oral and written French and English.
• Passion and dedication to the mission of GPE.

Competencies
Appropriately involves others in decision making and communicates with key stakeholders.
Approaches conflicts as common problems to be solved. Actively seeks and considers diverse ideas and approaches displaying a sense of mutuality and respect.

Integrates GPE perspective into work.

Only relevant candidates will be invited for an interview. To apply for this opportunity, please send your resume and cover letter to sbaeten@globalpartnership.org with CC to doriangay@globalpartnership.org by 12 January 2023. Please indicate the following reference in the title of your email: “STC Grant Operations Officer 2023”.