Terms of Reference

Short Term Consultancy (STC) – CEP Surge Support Consultant
Country Engagement and Policy Team

Description

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 more than 80 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. 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.

How we work

Now, GPE is working to help governments transform their education systems to get the most vulnerable children in school, improve teaching and learning, and build equitable, inclusive and resilient education systems fit for the 21st century. Between
2020-2025, GPE will support transformative change in up to 90 countries and territories, which are home to 1 billion children. Transforming education is about creating lasting changes and achieving impact at scale. GPE sets out to deliver this transformative change by convening partners, mobilizing funds and catalyzing reforms to help partner countries accelerate access, learning outcomes and gender equality.

**Raise Your Hand**

In July 2021, the Global Education Summit raised a record US$4 billion from donors for GPE’s Raise Your Hand campaign. This put GPE firmly on the path to achieving its fundraising target of at least $5 billion over the next five years to transform education systems in up to 90 countries and territories. At the Summit, Heads of State and Government from partner countries made historic commitments to domestic education financing and GPE also mobilized an unprecedented number of pledges from businesses, private foundations, and development banks.

A fully funded GPE would enable up to 175 million children to learn and help get 88 million more girls and boys in school by 2025. In the longer term, this investment could add $164 billion to economies in GPE partner countries, lift 18 million people out of poverty, and protect 2 million girls from early marriage.

**About the role**

**Country Engagement and Policy Team’s (CEP)** mission is to enable strong and inclusive national education partnerships by facilitating evidence-based policy dialogue and decision making, national capacity development, partnership coordination and alignment at the country level; and by actively collaborating and sharing expertise & knowledge within CEP and with other Secretariat teams.

The CEP Team is comprised of three regional teams; the Education, Policy and Learning team (EPL); and the Strategy and Coordination team (SCT). The regional teams have individual country teams to support the work in individual countries. Based on the stage a GPE country is in implementation of the GPE operating model, the workload of the country team can vary throughout the year. In situations where several countries are at the same stage of the operating model, surge needs emerge in the one or more regional teams requiring distribution of workloads and task to
meet deadlines while maintaining high quality output of support to the operating model role out.

The Strategy and Coordination team (SCT) facilitates agenda setting in CEP and coordinates inter-Secretariat collaboration to address country needs. The SCT also monitors workloads and human resource needs and provides solutions to fill resource gaps. To manage workload of CEP sub-teams during periods of more work, the SCT is looking for a committed, organized, and flexible CEP surge support consultant.

**Duties and Accountabilities**
The primary role of the CEP surge support short term consultant (STC) is to provide support on specific tasks to one or more of CEP regional teams several times a year during periods of high workload. Some indicative task and assignments are provided below to provide an understanding of the duties the consultant will perform. The CEP Strategy and Coordination Team (SCT) will manage a roster of consultants to provide support to the CEP regional teams. The consultant will work closely and in collaboration with education specialists and country team leads in the regional teams.

**Indicative tasks and assignments:**
- Review enabling factors analysis packages, including its completeness check and liaising with the Quality Assurance team when needed.
- Conduct completeness and consistency checks of grant application packages submitted for the Secretariat Quality Assurance Review processes for System Transformation and Multiplier Grants.
- Review System Capacity Grant application packages.
- Support the knowledge management and reporting tasks such as updating of country pages on GPE website, updating LEG data, collecting data for portfolio review, among others.
- Support the development of relevant Board documents, reports, cover notes, or other relevant documents to the country. Attend review meetings and edit Board documents as agreed in the meetings.
- Help respond to data and information requests by other Secretariat teams, including but not limited to External Relations, Research and Planning and Grant Operations teams.
• Participate in education specialist meetings, write minutes and share with regional cluster manager for their information.
• Help update pipeline trackers, as well as other relevant planning tools on a regular basis.
• Attend any other task assigned by the Regional Manager.

Selection Criteria
• Master’s degree in international relations, international development, public policy, education or a related field with a minimum of 3 years of relevant work experience, or bachelor’s degree with at least 5 years of experience.
• Flexible, autonomous and enthusiastic team player with a track record of delivering in a fast-moving environment with a focus on results.
• Ability to work effectively under pressure, prioritize and juggle multiple tasks within tight deadlines, and to deliver time-sensitive high-quality work.
• Self-starter with the ability to work independently and in teams, follow guidance, and also propose solutions and take initiative.
• Highly organized, efficient and systems oriented.
• Demonstrated meticulous attention to details and experience in knowledge management (especially organizing files in shared folders and platforms such as SharePoint and Microsoft Teams)
• Familiarity with GPE’s transformation approach and operating model is a strong plus.
• Fluency in written languages other than English spoken in the GPE countries (French, Spanish, and or Portuguese) is an asset
• Previous experience and knowledge of the international education environment and education development discourse would be an advantage.
• Good interpersonal and teamwork skills; demonstrated client orientation; sensitive to working in a multicultural environment.
• Strong analytical skills and the ability to understand education data and education development discourse is a strong advantage.
• Ability to undertake independent desk research and strong writing skills on topics relevant to GPE 2025 priorities
• Demonstrated experience in editing and publishing of technical documents and materials in English (e.g. policy briefs, memos, technical publications)

How to apply
If the job role described above interests you, please send your application (CV and a maximum 1-page motivation letter) to CEPSCT@globalpartnership.org, with “CEP surge support STC” in the subject line. Applications will be reviewed on a rolling basis. Only successful applicants will be contacted.

Diversity and inclusion statement
Poverty has no borders. Neither does excellence. This is why we continually search for qualified individuals with a diverse set of backgrounds from around the globe. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from under-represented regions are equally encouraged to apply. We are proud to be an equal opportunity and inclusive employer with a dedicated and committed workforce, and do not discriminate based on gender, gender identity, religion, creed, race, color, ethnicity, sexual orientation or disability. GPE has a zero-tolerance policy against all forms of sexual exploitation, abuse and harassment in line with its PSEAH policy.

Days: 15 days initially; extendable based on need and performance
Duration: August 2023 to June 2024
Start date: flexible on rolling basis
Location: Remote, Washington DC, Paris