GPE Secretariat – Country Support Team
Short Term Consultancy to update GPE Grant guidelines

Terms of Reference

Background

Established in 2002, the Global Partnership for Education ("Global Partnership" or GPE), formerly the Education for All Fast Track Initiative, has grown and evolved to become the premier partnership focused on basic education in developing countries. Its members include 61 of the world's poorest developing countries, over 30 bilateral, regional, and multilateral agencies; development banks; the private sector; civil society groups; and teachers organizations. The Board of Directors is the Global Partnership's governing body, sets its policies and strategies and approves all funding.

The mission of the Global Partnership is to galvanize and coordinate a global effort to deliver a good quality education to all children, prioritizing the poorest and most vulnerable. To that end, the Global Partnership helps its member countries to develop and implement sound education sector plans and has allocated approximately $4.1 billion in education grants to date.

As a Partnership, the GPE has two mechanisms to achieve impact at the country level. The first is its ability to engage in and positively impact government-owned policy processes and outcomes. The second is the provision of financial support to the development and implementation of education sector plans through grant-making. The Operating Platform needs to ensure these mechanisms work effectively and together.

On October 16, 2015, the GPE Board of Directors approved a Proposal for a More Effective Operating Platform, which brought changes to the GPE operating model in the areas of LEG Effectiveness, Education Sector Plan (ESP) credibility, Grant Management, Grant Application Quality Assurance, as well as Monitoring and Reporting. Based on the Board mandate, these changes need to be incorporated into GPE policies and guidelines, as well as in other resources for country-level partners.

The Country Supported Team has been requested by the CEO to lead on that work. Interface with country level partners is the primary responsibility of the GPE Secretariat Country Support Team (CST). The team is led by a Manager and Deputy Manager and comprises a group of Senior Country Education Specialists who serve as "Country Leads" for a set of countries, Educational Specialists and a monitoring unit.

Purpose of the Consultancy

The consultancy will have the following purpose:

Ensure that GPE Grant guidelines and policies, as well as Terms of Reference for Grant Agent (formerly Supervising Entity/Managing Entity) and Country Level Process Guide, are:

- Updated in line with the approved Board Proposal for a More Effective Operating Platform
- Internally consistent in terms of requirements, processes, roles and responsibilities, and language.

Duties and Responsibilities

The consultant will undertake the following:

1. Review the following GPE Grant documentation in English and French:

General Resources

- Country-Level Process Guide
- Terms of Reference for Coordinating Agencies
- Terms of Reference for Managing Entities and Terms of Reference for Supervising Entities, which will have to be merged together to reflect the new terminology of "Grant Agent"
- Policy and Communications Protocols on Misuse of GPE Trust Funds

Education Sector Plan Development Grants *- Developing countries interested in joining the Global Partnership can receive up to $500,000 to develop a solid education sector plan or improve on an existing one.*

- Guidelines Education Sector Plan Development Grants
- Application for Education Sector Plan Development Grants
- Budget Template
- Template for completion report of Education Sector Plan Development Grants

Program Development Grants - *Countries eligible to apply for program implementation grants can receive $200,000 (up to $400,000 in exceptional cases) for the design of an education program that will help the country to implement its national sector strategy.*

- Guidelines for Program Development Grants
- Application for Program Development Grants
- Budget Template
- Template for completion report of Program Development Grants

Education Sector Program Implementation Grants *- GPE partner countries can receive up to $100 million to finance a program that supports the implementation of their education sector plan, including among other things funding school construction and rehabilitation, textbooks, teacher training, and school meals.*

- Guidelines for Program Implementation Grants
- Application for Program Implementation Grants
- Policy on Education Sector Program Implementation Grants
- Guidance on division of indicative allocations for Program Implementation Grants in federal states

Support to Fragile and Conflict-affected Countries

- Guidelines for accelerated support in emergency and early recovery situations
- Operational framework for effective support in fragile and conflict-affected states

2. Update the documentation listed in 1. above in order to:

a) bring in line with the approved Board Proposal for a More Effective Operating Platform;
b) make internally consistent in terms of requirements, processes, roles and responsibilities, and language.

3. Establish a small Reference Group from the GPE Secretariat which will help the consultant by identifying changes needed. The Reference Group will periodically review progress and provide additional feedback.

Outputs

The outputs from this work are a list of updated Word documents shown in 1. above, in both English and French, shown in tracked changes and proof-read final versions, which have been agreed by the supervisor of the work and the Reference Group.

Timeframe and Location

This contract is for up to 50 days work from mid-January 2016 to mid-April 2016. Additional work may be required as more changes are rolled out to the operational model in the period to June 2016. A simple timesheet will be submitted with a brief description of work undertaken each day. The assignment could potentially be conducted remotely from outside of Washington DC.

Reporting Relationships

The supervisor of the work will be Matthew Smith, Deputy Manager of the Country Support Team. The Consultant will also work with the CST Manager, CST Education Specialists, and other Reference group members.

Selection Criteria

General Competencies

- Masters degree in education, economics, political science, international development or a relevant related field with at least five years' experience (or equivalent combination of education and experience)
- Strong communications skills, both verbal and written
- Ability to work independently, under tight deadlines, and to seek guidance and instruction on unusual or complex assignments.
- Ability to communicate and write proficiently in English and French.
- Knowledge and commitment to the mission of the Global Partnership for Education
- Strong analytical and conceptual skills.
- Ability to deal sensitively in multi-cultural environments and build effective working relationships with clients and colleagues. Strong interpersonal skills and ability to develop effective relations within and outside the GPE Secretariat
- Very strong attention to detail and capacity to learn quickly
- Excellent task and project management skills and understanding of development and developing country issues.

Specialized Skills

- Strong theoretical base in education
- Understanding of GPE's strategy, objectives, work program, and grant portfolio, and willingness to learn quickly and in detail GPE operational policies, practices and procedures. Prior working knowledge of these policies, practices and procedures is an advantage.
- Proven analytical and problem-solving skills and proven ability to apply these in carrying out operational tasks, identifying issues, presenting findings/ recommendations and contributing to resolution of guideline issues.

Application procedure

Please submit your résumé and cover letter to Mr. Matthew Smith, CST Deputy Manager (mdsmith@globalpartnership.org), and copy Ms. Arijeta Blakqori-Mjekiqi, Program Assistant ablakqorimjekiqi@globalpartnership.org. The closing date for applications is 6th January 2016.