



## **Terms of Reference Short-Term Consultant – Advocacy External Relations Team – GPE Secretariat**

### **Background/General 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 would like to hear from you.

The Global Partnership for Education (GPE) works with 65+ developing countries to ensure that every child receives a quality basic education, prioritizing the poorest, the most vulnerable and those living in fragile and conflict-affected countries. GPE mobilizes financing for education and supports developing countries to build effective education systems founded on evidence-based planning and policies.

Established in 2002 as the Education For All Fast Track Initiative, GPE has evolved into an independently governed partnership of governments, civil society, multilateral organizations, private sector and foundations.

The GPE Secretariat of over 80 full-time staff is hosted by the World Bank in Washington, D.C. The Board of Directors is GPE's governing body, sets its policies and strategies and approves all funding.

GPE's five-year Strategic Plan, GPE 2020, aligns with the global development agenda. While its vision mirrors Sustainable Development Goal 4, to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all, GPE recognizes that education is the foundation for reaching the full suite of agreed global goals. It works through inclusive partnership, focusing on increasing financing to help partners in developing countries build effective and efficient education systems that can deliver equitable, quality education and learning for all.

GPE launched its third replenishment campaign in 2017 and held a groundbreaking Financing Conference in February 2018.

### **Duties and Accountabilities**

The External Relations team (EXR) responsibilities include donor relations, communications, advocacy, civil society outreach, private sector and private foundation outreach.

The consultant will work on the Global Advocacy Team within the External Relations Team. The position will be located in Washington DC.

The consultant will be responsible for supporting the development and implementation of GPE's advocacy strategy.

An initial identification of tasks includes the following; however, additional tasks may be identified:

- Support GPE's advocacy around global events and platforms such as the United Nations General Assembly, G7, G20
- Assist in the development and implementation of advocacy plans
- Produce supporting materials (key messages, briefs, talking points, correspondence etc.) for events, meetings and GPE champions
- Manage relationships with CSO partners
- Coordinate with colleagues across the GPE secretariat
- Play an organizational role on the advocacy team (e.g. tracking upcoming deliverables)
- Undertake ad-hoc tasks as assigned by the team, as needed

### **Timeframe**

The short-term consultant (STC) will serve a total of approximately 150 days from July 2018 – June 2019.

### **Reporting Relationship**

The consultant will report directly to the Senior Partnership Specialist (Global Advocacy Team Lead). The consultant will work in collaboration with other members of the External Relations Team and other Secretariat teams.

### **Selection Criteria**

- Masters degree in relevant discipline or the equivalent experience with at least 5 years' relevant professional experience in a similar function within international development context
- Ability to work effectively under pressure, prioritize and juggle multiple tasks within tight deadlines, and to deliver time-sensitive high-quality work.
- Strong conceptual and research/analytical skills with the ability to quickly analyze data and information from different sources and produce coherent reports.
- Demonstrated strength in written and oral communications.
- Ability to communicate and write competently in English. The ability to communicate professionally in French or Spanish will be considered an asset.
- Highly organized at both the task and project level.
- Knowledge and experience with the World Bank or the Global Partnership for Education will be considered an asset.

*Please submit your CV and cover note to [sandersen1@globalpartnership.org](mailto:sandersen1@globalpartnership.org) with the subject line "STC- Advocacy", **no later than May 25, 2018**. Only short-listed candidates will be contacted.*