Global Partnership for Education Secretariat
Terms of Reference

Short-term consultant (STC) for the Education, Policy and Performance (EPP) team
Operations Analyst – Education Out Loud

April 2020

Background

The Global Partnership for Education (GPE) works with 67+ 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.

GPE is a global fund and a partnership whose members include developing country governments, more than 20 donor nations, multilateral development and humanitarian agencies, as well as organizations from the private sector, philanthropy, civil society and the teaching profession. The GPE Secretariat of over 100 full-time staff is hosted by the World Bank with headquarters in Washington DC. A constituency-based Board of Directors sets policies and strategies and approves performance-based funding grants to improve learning outcomes and equity through building stronger education systems.

GPE’s vision mirrors Sustainable Development Goal 4, ‘to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all’ and GPE recognizes that education is the foundation for reaching the full suite of the Sustainable Development agenda global goals. Focusing resources on securing equity and inclusion for the most marginalized children and youth, including those affected by fragility and conflict, and achieving gender equality are core principles.

GPE works through inclusive partnership, focusing on increasing both domestic and external financing and building effective and efficient education systems that can deliver equitable, quality education and learning for all. It helps member countries to develop and implement sound gender-responsive education sector plans, mobilizes international financing and promotes efficient use of international and national resources to support developing countries’ education goals and sector strategies.

GPE and civil society
GPE recognizes the vital role of civil society in education governance. In 2009, GPE made its first investment in this area with $17.6 million to support the Civil Society Education Fund (CSEF). GPE’s financing and funding framework—adopted in March 2017 to raise significantly greater and more diverse finance for education—acknowledges that political will and civic participation are important drivers of progress in education and embeds support for the role of civil society into GPE’s operational model.

**Education Out Loud** is GPE’s fund to support civil society activities and influence in shaping education policy to better meet the needs of communities, especially of vulnerable and marginalized populations. By funding activities that strengthen transparency, accountability and civic participation in education, Education Out Loud supports institutionally healthy, sustainable and creative civil society organizations able to effectively advocate for education. Oxfam IBIS is GPE’s implementing partner, which has established global and regional hubs to support civil society grantees around the world.

To support the work of EOL, GPE will employ a short-term consultant under its Education Policy and Learning team (EPL) which is mandated to mobilize evidence to inform and support the implementation and monitoring of strategies to achieve equitable, quality education in GPE partner countries.

**GPE’s Education Policy and Performance Team**

The Secretariat’s Education Policy and Performance (EPP) Team plays a critical role in strengthening the overall technical rigor and quality of GPE’s support to education development and ensuring a results-based focus in all GPE activities. The team is led by GPE’s Chief Technical Officer and includes three sub-teams: Education Policy and Learning (EPL), Quality Assurance (QA), and Results and Performance (R&P).

The position under recruitment sits with EPL which is mandated to mobilize evidence to inform and support the implementation and monitoring of strategies to achieve equitable, quality education in GPE partner countries. The primary objective of EPL is to consolidate and build a solid evidence base on the challenges and what works in GPE’s priority policy areas, including identifying cross-country needs, mobilizing and curating relevant knowledge across the partnership, collaborating in technical initiatives and disseminating knowledge and evidence throughout the partnership.

**Purpose of the Consultancy**

Under the supervision of the Education Specialist, Civil Society and Mutual Accountability, the consultant will support the GPE Secretariat’s work on Education Out Loud. This will include 1) tracking operational workplan implementation progress, 2) supporting coordination and oversight of the mechanism, 3) supporting internal and external communication, 4) supporting the reporting to GPE technical committees and the Board, 5) supporting capacity building and knowledge management, and 6) other support as needed.

**Duties and Clearly Defined Deliverables**
The Consultant will play a substantive operational, research, and analytic support role to contribute to the delivery of the following work areas:

1. **Tracking operational workplan implementation progress** – The consultant will support the development, updating and tracking the implementation of the operational workplan for EOL at GPE Secretariat level. He/she will play a critical role in supporting project management for all tasks related to Education Out Loud as part of a small team of two.

2. **Support the coordination and implementation of GPE Secretariat’s support for Education Out Loud** – The consultant will organize, coordinate and document meetings with Oxfam IBIS (which is the main implementing partner for EOL), learning partners and grantees for Education Out Loud. The consultant will also support core implementation activities including the development, launch and dissemination of calls for proposals and coordinating proposal review processes.

3. **Internal and external communication** – Education Out Loud requires internal coordination and communication with different teams within GPE Secretariat. It also requires communication with grantees, learning partners and different stakeholders of GPE for outreach, information dissemination and shared learning. The consultant will support the EOL lead in organizing, managing and documenting these communications through developing and implementing a communication plan. It will include blog series, video, infographic, social media and other communications product development.

4. **Reporting to GPE committees and the Board** – The consultant will support the Education Specialist in reviewing regular progress reports from Oxfam IBIS, and fulfilling the reporting requirement to GPE Secretariat, Committees and the Board.

5. **Supporting capacity building and knowledge management** -- The consultant will support capacity development of EoL grantees, including supporting the Education Specialist in the development of an approach to help grantees understand the GPE operating model and country planning processes. The consultant will also be responsible for organizing knowledge-sharing events such as webinars and ‘brown bag’ lunch seminars, including by identifying potential presentations, inviting and coordinating presenters, engaging in discussions, and documenting the events.

6. **Other Support as needed** - The consultant will need to be adaptable and flexible to new requirements in changing context and developing workstreams to successfully implement Education Out Loud.
**Timeframe and Reporting Relationships**

This consultancy is for up to 35 days with the possibility for extension into the next fiscal year starting in July 2020. Currently the assignment is planned to commence on April 27, 2020 and will end on June 30, 2020.

The consultant will work under the supervision of Education Specialist, Civil Society and Mutual Accountability and will report to the Senior Strategy and Policy Specialist in EPL.

**Selection Criteria**

- Masters’ degree in education, economics, political science, international development or a relevant related field with at least 2-4 years’ experience (or equivalent combination of education and experience).

- Experience working in international development, civil society advocacy, non-profit management or other relevant work experience required including providing timely and high-quality professional support to senior staff.

- Strong organizational skills, attention to detail and ability to work flexibly on a range of assignments, and adjust to and prioritize a variety of complex evolving tasks.

- Strong communication skills, including strong presentation and report writing skills.

- Verbal and written proficiency in English, are required. Proficiency in French will be an advantage.

- Ability to work independently, seeking guidance and instruction on new, unusual or complex assignments.

- Understanding of international development approaches, civil society advocacy and political economy in least industrially developed countries.

- Ability to work effectively in a team-oriented, multi-cultural environment and strong interpersonal skills including the ability to develop effective relations within and outside the GPE Secretariat.

- Strong experience using Microsoft Office suite, including Word, Excel, MS Teams.

- Broad knowledge of GPE’s strategy, objectives, and work program, and commitment to the mission of the Global Partnership for Education.
• Experience in civil society advocacy and grant management at country level will be an advantage

Interested candidates should send a cover letter of no more than 1 page and a CV to Tanvir Muntasim mtanvir@globalpartnership.org. Only shortlisted candidates will be contacted.