

Terms of Reference
Short-term Consultant
Graphic Designer for the 2021 Results Report

GPE is a shared commitment to ending 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.

GPE convenes partners and mobilizes funds to help governments in 76 lower-income countries build and finance strong and sustainable education systems that deliver quality learning to more girls and boys, especially those who are marginalized by poverty, gender, disability or displacement.

The GPE Secretariat, in consultation with the GPE Board of Directors, developed a Strategic Plan 2016–2020. This plan clarifies the scope, focus, and direction of the Secretariat’s work and provides a roadmap and set of accountabilities for the Secretariat and broader partnership. Collectively, these actions help position GPE to deliver on SDG 4 for the post-2015 period.

In 2021, the Secretariat will launch the last in the annual Results Report series, the flagship publication which reports progress on the indicators of the Board-approved Results Framework. This major report will be produced by the Results and Performance Team (R&P), with the production of report (editing, translation, design) managed by the Communications Team.

The Communications Team is seeking to hire a short-term consultant graphic designer to design the 2021 Results Report. The designer will be provided the template from the 2020 Results Report. The 2021 report will be shorter and have fewer graphics.

Duties and Responsibilities:

- Format the 2021 Results Report into the established design template, in two languages (English and French). Some rebranding of the template will be required in line with the new GPE Style Guide.
- Design compelling graphics as needed, to supplement the standard indicator progress charts that will be provided.

- Quality assure the report to ensure texts, graphics and annexes are of high quality and consistent with information provided by the team.
- Support the Web Team with the online version of the report.

Final Deliverable:

- The complete report in English and French in the original Adobe Indesign files;
- High- and low-resolution pdf documents of the final report (both languages).

Selection Criteria:

- Master's degree, plus a minimum of eight years relevant working experience in the design work of high quality report publications and other high-level communications products.
- Strong organization skills with critical eye for detail.
- Ability to work under tight deadlines and juggle multiple tasks at the same time.
- Strong interpersonal and teamwork skills; demonstrated client orientation; sensitive to working in a multicultural environment.
- Fluency in written and spoken English; knowledge of French would be an asset.

Supervision:

The consultant will report to Krystyna Sonnenberg, Publication Lead.
No travel will be required for this role; all work will be done remotely.

Timing and Level of Effort:

It is estimated that the work will require 40-50 days of work to complete, from February-August 2021, with the bulk of the work from mid-May to mid-June.

Interested candidates should email a cover letter, CV and links to a portfolio or sample work to information@globalpartnership.org with the Subject "Graphic Designer 2021 Results Report". Please submit by January 29.