

## **Global Partnership for Education**

### **Terms of Reference – Short term consultant**

#### **Virtual Event Producer**

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 mobilizes partners and funds to help 76 partner countries transform their education systems and deliver quality learning to more girls and boys, especially those who are marginalized by poverty, gender, disability or displacement.

The GPE secretariat is hosted by the World Bank and has headquarters in Washington D.C and Paris, and an office in Brussels. The communications team is seeking a virtual event producer to provide technical support for online events.

This position is a short-term consultancy (STC) for initially 15 days between January 2021 and June 2021. The consultant will work in close collaboration with staff in the GPE communications team and report to the communications - campaign lead.

#### **Duties and Accountabilities**

- Troubleshoot, manage and provide technical support for up to 10 online events including live social media webcasts, pre-recorded broadcasts and webinars.
  - Events must be run with tools GPE already has access to
    - Vimeo Livestream, Webex, Webex Events, Zoom, Zoom webinars
  - Events are usually in multiple languages
  - Support includes technical rehearsals with participants and translators

#### **Qualifications:**

- Bachelor's degree from an accredited college or university with major course work in marketing, business administration, graphic or fine arts, digital design, computer science or a related field required. Equivalent work experience in a similar position may be substituted for educational requirements
- Proven experience working with the platforms mentioned above, with simultaneous translation

- Excellent problem-solving skills
- Design or video editing skills to work on graphic elements and transitions a plus
- Ability to work well under pressure
- Excellent diplomatic skills in communicating with high-level officials

To apply, please send a cover letter and resume to [information@globalpartnership.org](mailto:information@globalpartnership.org) with the subject line "Online Events STC" by January 22.