

**Terms of Reference**  
**Short-term Consultant**  
**Graphic Designer for the 2022 Annual 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 2021-2025. 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 2022, the Secretariat will launch the first Annual Report. This report will be the flagship GPE publication and will be launched in March 2022. The Communications Team is seeking to hire a short-term consultant graphic designer to design the 2022 Annual Report. It will require an original design and graphics.

**Duties and Responsibilities:**

- Design an original design template for this new report series, in line with the GPE Branding Guide and complementing other GPE reports (GPE 2020, GPE Case for Investment). Format the text, tables, annexes and graphics into the design template in English and French languages.
- Design compelling graphics and spreads as needed to provide a visual narrative of the text that showcases the work of GPE in 2020 in a way that is compelling and accessible to a broad audience.
- 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:**

- 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 20-25 days of work between December 2021 to March 2022.

Interested candidates should email a cover letter, CV and links to a portfolio or sample work to [information@globalpartnership.org](mailto:information@globalpartnership.org) with the Subject "Graphic Designer 2022 Annual Results Report". Please submit by October 29, 2021.