

## **Terms of Reference – Short-term Consultant Writer for the 2022 GPE 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 writer for the report. An outline will be provided and the Publications Lead will assist in compiling the information from the various teams.

### **Duties and Responsibilities:**

- Write the various sections of the report as a coherent publication that showcases the work of the GPE over the year 2020 in a compelling way that is accessible to a broad audience.
- Work with the Publications Lead and designer on developing creative visuals to accompany the text in order to provide a strong visual narration of all the work GPE has accomplished.
- Make amendments or refinements to the text based on the input of the Chief Technical Officer and Communications Lead and other colleagues.

**Selection Criteria:**

- Master’s degree, plus a minimum of eight years relevant working experience in the writing of high-quality report publications and other high-level communications products.
- Excellent writing and editing skills, and an ability to convey complex ideas in a clear, direct, and lively style.
- 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 November 2021 and January 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 “Writer 2022 GPE Annual Report”. Please submit by October 29, 2021.