

TERMS OF REFERENCE

SHORT TERM CONSULTANT – COUNTRY AND COMMUNICATIONS TEAMS SUPPORT

Background

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 partnerships and investments 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, hosted by the World Bank, is seeking a short-term consultant to support joint activities by the Country Engagement and Policy team (CEP) and the Communications team. The work will happen between October 2021 and June 2022, for about 50 days with additional days possible depending on the workload and performance.

Duties and accountabilities

The consultant will act as a link between the Communications and the CEP teams, with a primary focus on identifying opportunities for stories of GPE’s progress, results and impact; supporting with research, review and potentially writing up of short texts, as well as ensuring that the external country pages reflect the latest information available.

The consultant will:

- **Attend relevant meetings of the CEP team and the Communications team** to be aware of work priorities, exchanges with in-country partners linked to GPE’s support and grants, mission travel (when it resumes), and needs for specific external events, observances and leadership engagements.
- **Create and maintain a shared grant tracking document** (similar to what was done for the COVID grants) to enable quick retrieval of information, in particular for briefings and talking points.
- **Identify stories of progress and impact and support their production:** based on information from team meetings and documentation received by CEP, identify potential result stories of

GPE's support to and progress in partner countries. These stories should showcase the GPE 2025 priority areas, the impact that GPE's support is having and GPE's value added. The stories should be rooted in evidence shared by partners (in particular grant agents) through documentation or via their own communication channels. Once story proposals are identified and vetted by the CEP team, the consultant will pull together materials and collaborate closely with the relevant staff in CEP and in the comms team from start to finish, in particular supporting the review process prior to external publication of the stories. This work may include collaborating directly with external partners (ministry of education staff, local education group members, grant agents) to source content, including visuals to illustrate the stories.

- **Support the maintenance of country pages on the GPE website:** Help the website team keep the 76 country pages up to date by ensuring that the latest information is reflected including by:
 - Working closely with the CEP planning officer to ensure the latest documents are uploaded (including education sector plans, their appraisal and endorsement, partnership compacts, education sector analysis, joint sector review reports, grant applications, grant program documents, grant implementation and completion reports).
 - Extracting and redrafting relevant content from existing documents, in particular grant documents, to write clear and concise descriptions to add to the webpages.

Qualifications / Experience

- Ability to conceptualize simple and accurate storylines from long and often technical documentation
- Comfortable with working in a multicultural environment and ability to communicate and work with staff and partners at all levels
- Excellent attention to detail and organizational skills
- Strong English writing skills
- Ability to communicate or read in other languages a plus (French, Spanish, Portuguese, Russian)

How to apply

Please send in your application cover letter and CV to information@globalpartnership.org with the subject line "Country and communications teams support". Application deadline is October 22, 2021.

Only selected candidates will be contacted.