Short-Term Consultant (STC) for English-Spanish translations
Global Partnership for Education

Terms of Reference

Background

GPE is a shared commitment to end 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. We bring together governments, teachers, civil society, donors, United Nations agencies, development banks, businesses and private foundations to achieve our shared vision that every child deserves to learn.

GPE currently supports 76 low- and lower-middle-income countries to transform their education systems so that all children can get the education they need to thrive. We work where the needs are greatest and focus on reaching the children who are the most vulnerable, including girls, children with disabilities and those who live in countries characterized by extreme poverty or conflict.

The Global Partnership is currently starting to implement its Operating Model 2021-2025. This change entails the development and adaptation of new policies, guidelines and all grant application materials in order to engage with countries and guide them on how to access their updated GPE allocations. Furthermore, additional Spanish-speaking countries are now eligible to GPE membership and funding, including Bolivia, El Salvador, Honduras, Guatemala and Nicaragua. Although Spanish is not a GPE official language, a successful engagement with these countries under the operating model, will require that relevant documents are translated into Spanish.

Duties and accountabilities

- Support the GPE Secretariat by translating guidelines and other relevant documents for the implementation of the Operating Model 2021-2025 and harmonizing them with the format of the English version. Some adjustments may be needed based on comments received.
- Assist the team by translating communications and official letters into Spanish, and drafting a variety of routine documents in Spanish.
• Assist the team in translating reports for partner countries and other relevant country-level documents from English into Spanish and vice versa.
• Assist the team with translation or reviewing documents prepared for the GPE Board.
• Perform quality control on Spanish translations and edit as appropriate.
• Provide ad-hoc Spanish translation for short paragraphs.
• Support in the update of GPE’s Glossary of Terms in Spanish.
• Other duties as required.

The consultant will receive texts to be translated as Word documents (occasionally when this format is not available, it may be PDF), and is expected to produce translations in the same format. For each translation, a delivery date will be agreed upfront depending on the nature and length of the text and the urgency of the document.

**Timeframe**

A total of up to 10 days are planned for this consultancy with an extremely likely possibility of extension. The assignment will commence in mid-December 2021. It is expected that the main work on the translation of the new Operating Model materials will be conducted between December 2021 and May 2022 (these dates are tentative and may be subject to change). No travel will be required for this role.

**Reporting Relationship**

The consultant will report to the ROW team of the Country Engagement and Policy Team and to the Grant Process and Data team of the Grant Operations team.

**Selection Criteria**

• Bachelor diploma (master’s degree is strongly preferred) in communications, translation or a related field with a relevant practical experience.
• Excellent command of English and Spanish, both oral and written, with proven ability to draft a variety of correspondence and edit materials in both languages.
• Previous experience working in multilateral organizations, private sector or NGOs translating documents from English into Spanish and vice versa. Experience conducting this work in the field of international education is a plus.
• Excellent organizational (including attention to detail) and time management skills – with a proven ability to work promptly and efficiently under pressure and
meet tight deadlines with a minimum supervision, including multi-tasking and flexibility to adjust and prioritize concurrent assignments.

- Ability to demonstrate good judgment, tact and high level of discretion in dealing with confidential and sensitive matters.
- Highly organized at both the task and project level
- Committed team player with demonstrated inter-personal skills and ability to interact and work effectively in a multi-cultural environment
- Ability to deliver high-quality work under pressure
- Effective time management and organizational skills
- Strong attention to detail

Application process

To apply, please send resume and cover letter to Paola Rodriguez at prodriguez@globalpartnership.org