

Terms of Reference
Short Term Temporary (STT) – Team Assistant
GPE Secretariat

Background

Are you a passionate advocate for education? Do you want to make a difference in the lives of children in the world’s poorest countries? The Global Partnership for Education Secretariat (GPE) would like to hear from you.

Who we are

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.

What we do

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.

How we work

Transforming education is about creating lasting changes and achieving impact at scale. GPE’s new strategic plan, GPE 2025, sets out to deliver this transformative change by convening partners, mobilizing funds and catalyzing reforms to help partner countries get more girls and boys in school, improve teaching and learning, and build equitable, inclusive and resilient education systems fit for the 21st century.

Our unique approach works. Since 2002, 160 million more children in GPE partner countries have set foot in classrooms for the first time, more than half of them girls. In 2020, GPE was also the largest provider of education grants in the global COVID-19 response, rapidly providing partner countries with vital resources to ensure that learning could safely continue.

Raise Your Hand

In July 2021, the Global Education Summit raised a record US\$4 billion from donors for GPE’s “Raise Your Hand” campaign. This put GPE firmly on the path to achieving its fundraising target of at least \$5 billion over the next five years to transform education systems in up to 90 countries and territories. At the Summit, Heads of State and Government from partner countries made historic commitments to domestic education financing and GPE also mobilized an unprecedented number of pledges from businesses, private foundations, and development banks.

A fully funded GPE would enable up to 175 million children to learn and help get 88 million more girls and boys in school by 2025. In the longer term, this investment could add \$164 billion to economies in GPE partner countries, lift 18 million people out of poverty, and protect 2 million girls from early marriage.

Governance and organizational arrangements

The GPE Board of Directors includes ministerial-level board members and alternates representing 20 constituencies that reflect the Partnership's breadth. The Board Chair is H.E President Jakaya Kikwete and the Board Vice Chair is Dr. Susan Liataud. The Board of Directors, with its three standing committees, provides policy and strategic oversight and approves or delegates funding decisions.

The GPE Secretariat, with over 120 employees and hosted by the World Bank, is responsible for translating the policies and strategies set by the Board into practical support for partner countries, coordinating with diverse stakeholders and galvanizing global support for SDG4. The Secretariat's headquarters are located in the World Bank's offices in Washington, D.C. and the European office is in Paris with a satellite office in Brussels.

This consultancy is located within the Partnerships Team (PT) and External Relations Team (EXR) of the Secretariat. The Partnerships Team responsibilities include ensuring internal coordination and strategic engagement of partners to achieve education system transformation in our partner countries and External Relations Team responsibilities include donor relations, communications, advocacy, civil society outreach, private sector and foundation outreach.

Duties and Accountabilities

An initial identification of tasks is below, however, additional tasks may be identified according to the needs of the team:

- Provide administrative and operational support to team members in the Partnerships and External Relations Teams.
- Schedule meetings/conference calls (including informing participants; logistics such as conference room reservations, resolving scheduling conflicts, etc.); preparation of documents for meetings; managing logistical arrangements for travel (if needed); ensuring effective processing of all documents and correspondence, clearance and distribution; monitoring activities to ensure appropriate follow-up.
- Support the recruitment process of Partnerships Team members (scheduling interviews, arranging conference calls etc.).
- Provide support with all types of administrative requests email distribution lists, visitor's pass, videoconferences etc. for the Partnerships Team.

- Provide logistical support in organizing DCP constituency meetings and Effective Partnerships webinars.
- Assist in managing the collaboration team space, intranet team page and team calendar for the Partnerships Team.
- Provide administrative and logistics support to youth work in External Relations Team.
- Assist in preparation and logistical planning for various events such as conferences, workshops, etc.
- Provide back up support to EXR Program Assistants in their absence or during periods of heavy workload.
- Undertake ad-hoc tasks as assigned by the team, as needed.

Time Frame

The consultancy will be for 80 days from January - June 2022 with possibility of extension. The STT is expected to start early January 2022.

Reporting Relationship

The STT will report directly to EXR Operations Lead and will work in close collaboration with members of EXR and Partnerships teams.

Selection Criteria

- High school diploma (Bachelor's degree is strongly preferred) and a minimum of 5 years of relevant experience.
- Excellent organizational (including attention to detail), administrative, and time management skills - with a proven ability to work promptly and efficiently under pressure and meet tight deadlines with a minimum of supervision, including multi-tasking and flexibility to adjust and prioritize concurrent assignments, to ensure high quality administrative support to a large team.
- Full proficiency in English, both oral and written, with proven ability to draft a variety of correspondence and edit materials independently.
- Good team player, with excellent interpersonal and communication skills and able to interact tactfully with people at all levels.
- Ability to multi-task and willingness to learn new skills.
- Knowledge of French and/or other languages a plus.
- Thorough knowledge of all relevant computer software: Microsoft Word, Outlook, Excel, and PowerPoint.



GPE is committed to achieving diversity in terms of race, gender, nationality, culture, and educational background. Individuals with disabilities and nationals of GPE developing country partners are equally encouraged to apply.

To apply for this opportunity, please send your resume and cover letter to Prathana Shah (pshah6@globalpartnership.org) by **November 29, 2021**. Only shortlisted candidates will be invited for an interview in December.