

GLOBAL PARTNERSHIP FOR EDUCATION

STC POSITION – Grant Process and Data (GPD) Team

THE GLOBAL PARTNERSHIP FOR EDUCATION (GPE)

The Global Partnership for Education (GPE) 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

The GPE secretariat is hosted by the World Bank and has headquarters in Washington D.C and Paris, and an office in Brussels.

The Finance & Grant Operations team (FGO) works to maximize the impact of the GPE Fund. This is achieved through (a) sound financial planning, management, and analysis of resources, (b) robust fiduciary and risk oversight, (c) innovative financing, and (d) streamlined, well-orchestrated, clear and consistent processes to access GPE funds, including quality assurance, systems and tools, monitoring & data, and adaptive management processes to rapidly identify and support reprogramming needs.

The Grant process and data (GPD) Team is a sub-team within the FGO. Its primary role is to monitor the grants portfolio, and coordinate and facilitate the management of knowledge related to grant and country portfolios.

ABOUT THIS POSITION

With the adoption of the new Operating model (GPE 2025) and given the sharp increase in the number of grants being allocated to partner countries during the past year, there is a need to (1) expand GPE's grant management system to closely track, monitor and report on the overall grant portfolio, including the new funding mechanisms being launched, (2) develop new monitoring tools to track countries progress through their grant application process, (3) improve access to GPE grant related information externally through the GPE Website, working closely with the Communications

team, and (4) support the review of a range of technical documents following the adoption of the GPE 2025.

To this end, the Secretariat is seeking a Short-Term Consultant (STC) to join the GPD sub-team.

DUTIES AND ACCOUNTABILITIES:

As part of the GPD team, the successful candidate (STC) will be asked to support the team during workload surges. Upon joining the team, the STC will work on the following tasks:

Grant management system (GPEX)

- GPD is currently developing new grant pages on GPEX to facilitate the users' experience. Each grant approved or under implementation will have a new page with related data, charts, statistics, and documents (More than 130 grants are under implementation). The successful candidate will help quality assure the data and statistics populated on these pages to make sure that the information is accurate and reliable before the final launch.
- The STC will also support the review of an interactive GPE grant portfolio map which will be published on the GPE Website.
- As part of his/her duties, the consultant will also help finalize the development of a bank of definitions for the different fields in GPEX. These definitions will be displayed in the system to help users navigate the system.
- The letter generation functionality of GPEX automatically generates letters to be sent to partner countries. The Consultant will support the maintenance of the module. Tasks may include:
 - Collect email templates and upload them in the system.
 - Quality assure the letter templates, ensure that they are aligned with the template standards (content-wise), verify that they follow the new GPE branding and have the right keywords.
 - Take an audit of any types of grant related letters that are either missing or have not been listed in the letter generation system.
 - Review/revise a number of grant related letters that are currently in the system.

Quality review of operational documents

- Following the approval of the GPE Strategic Plan 2021-2025, the GPE Secretariat began developing the technical methodologies and operational materials (including documents) needed to move from framing and design to operationalizing the new model. The GPD team has been mandated to lead the review of these technical documents to ensure that they are harmonized, cohesive and concise. In addition, a process has been put in place to ensure that these documents follow a strict process of copy-editing, formatting, and translations (French and Spanish). The Consultant will help coordinate these processes and help capture any changes made to documents to inform the Leadership team.

Other tasks

- Support the team in responding to frequent ad-hoc requests, primarily by manipulating and validating data.
- Support the collection of grant operations and process related data using the data collection tool maintained by GPD team.

SELECTION CRITERIA

Master's degree in education, statistics, data science, economics, or a related discipline, including training and experience in program and data management and analysis.

- At least 2 year of experience in a similar function focused on data management, analysis, and reporting.
- Strong analytical skills.
- Solid experienced with Microsoft Excel, with ability to use advanced formulas.
- Highly organized.
- Attentive to details.
- Ability to work effectively under pressure, prioritize and juggle multiple tasks within tight deadlines.
- Experience working in a multicultural/diverse work environment.
- Ability to work independently but also as part of a team.
- Ability to deliver time-sensitive high-quality work.
- Ability to communicate clearly and accurately in English both verbally and in writing. French desired.

TIMEFRAME AND SUPERVISION:

- A total of 50 days is planned for this consultancy with a possibility for extension depending on the team's needs and Consultant's performance.
- The Consultant will report to the GPD Operations Team Lead, Ms. Kareen Nzakimuena. However, he/she will work very closely with different GPD team members.

In case of interest, please send your CV and cover letter to Mr. Peter Bourke at pbourke@globalpartnership.org by February 9th, 2022. We thank all applicants for their interest, however, only candidates selected for the test and interview will be contacted.