Terms of Reference
Communications Consultant – Writer/Editor (STC)

The Global Partnership for Education (GPE) is the only multilateral partnership and global fund solely dedicated to transforming education in developing countries. GPE works to ensure that every girl and boy receives a quality basic education, prioritizing the poorest, the most vulnerable and those living in countries affected by fragility or conflict, by mobilizing financing for education and supporting developing countries to build resilient, effective and innovative education systems.

To support this work, the GPE Secretariat needs additional communications support to write and edit high quality materials.

This position is a short-term consultancy (STC) for 20 days between July 2020 and June 2021 (possibility to extend if needed). The consultant will work in close collaboration with the GPE communications team and report to the communications lead.

Duties and Accountabilities

- Draft opeds and other media pieces for GPE senior leadership.
- Draft results stories and other communications products based on GPE operational materials to be published on GPE’s website or in print materials.
- Draft and/or edit GPE written materials, such as brochures, factsheets
- Support the communications team with other tasks, as required.

Selection Criteria

- Master's degree in a relevant discipline and 10 years relevant professional communications experience, or equivalent combination of education and experience.
- Experience in the field of international development; a background in journalism would be an asset.
- Excellent writing skills and proven ability to write compelling articles or stories based on complex operational materials.
- Ability to work quickly and effectively under pressure, prioritize and juggle multiple tasks within tight deadlines, and to deliver time-sensitive high-quality work.
- Strong interpersonal and teamwork skills; demonstrated client orientation; sensitive to working in a multicultural environment.
- Fluency in English is required.

Please send your CV and interest to information@globalpartnership.org, with “Consultant - Writer / Editor” in the subject line.