

Global Partnership for Education

Terms of Reference – Short term consultant

Graphic Designer

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 partners and funds 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 is hosted by the World Bank and has headquarters in Washington D.C and Paris, and an office in Brussels. The communications and donor relations teams are seeking to hire a short-term consultant graphic designer to support the design of a variety of communication products, including brochures, factsheets, flyers, infographics, and other materials. The position will be remote but based in Europe.

This position is a short-term consultancy (STC) for initially 40 days between January 2021 and June 2021. The consultant will work in close collaboration with staff in the GPE communications and donor relations team and report to the communications - campaign lead and deputy donor team lead.

Duties and Accountabilities

- Ensure all materials produced apply the [new GPE brand and style guide](#)

Communications support

- Retrofit some of the communication materials produced recently to the new brand based on specifications noted by the communications team
- Prepare design and layout for new materials (most will be for online only, some will be for print), which could include brochures, factsheets (2-pagers), small infographics, result cards, social media cards etc. Text and documents will be in English with some work to be done in French and in a few other languages throughout the financing campaign (Spanish, Arabic, Japanese, German, Swahili in particular)
- Create and edit compelling charts and other graphic elements
- For publications, produce PDF versions of the final files for both web publishing (lower resolution) and printing

Donor team support

- Prepare design and layout for
 - Champions pitches (3-5 page PDFs including text and images)
 - PowerPoint presentations
 - Concept Notes
 - Invitations
 - Announcements

- Text and documents will be in English with some work to be done in French and in a few other languages throughout the financing campaign (Spanish, Arabic, Japanese, German, Swahili in particular)

Qualifications:

- Bachelor degree in Graphic Design, communications, or other related field and at least 4 years of related work experience
- Excellent design skills, including typography, layout, color
- Strong knowledge of photography and image editing
- Excellent command of Adobe Creative Suite especially, Adobe InDesign, PhotoShop, and Illustrator
- Strong knowledge of design for both web and print layouts
- Ability to deliver timely and high-quality results under tight deadlines.

Interested candidates should email a cover letter, CV and links to a portfolio or sample work to information@globalpartnership.org with the Subject "Graphic Designer EU"