

## **Terms of Reference: Short Term Consultant (Education Specialist), Country Engagement and Policy (CEP) Team**

### **Background/General description**

Established in 2002, the Global Partnership for Education ("Global Partnership" or GPE), formerly the Education for All Fast Track Initiative, has grown and evolved to become the premier partnership focused on basic education in developing countries. Its members include 65 of the world's poorest developing countries, over 30 bilateral, regional, and multilateral agencies; development banks; the private sector; civil society groups; and teachers' organizations. The Board of Directors is the Global Partnership's governing body, sets its policies and strategies and approves all funding.

The mission of the Global Partnership is to galvanize and coordinate a global effort to deliver a good quality education to all children, prioritizing the poorest and most vulnerable. To that end, the Global Partnership helps its member countries to develop and implement sound education sector plans and has allocated approximately \$4.7 billion in education grants to date. The Global Partnership mobilizes international financing and promotes/ efficient use of international and national resources to support developing countries' education goals and sector strategies.

With over 100 staff, the GPE Secretariat is hosted by the World Bank in Washington, D.C. The Country Engagement and Policy (CEP) team is the Secretariat's primary interface with developing country partners. The team comprises a group of Technical Specialists and Senior Country Education Specialists ('Country Team Leads' or CTLs) who each lead on the relationship with and support to a portfolio of countries. They are supported by a group of Education Specialists, Monitoring Specialists and an operational support team. The Secretariat currently has a need for an STC Education Specialist post. The primary role is to support the work of the Secretariat in facilitating the achievement of GPE's new strategic plan GPE 2025.

### **Duties and Accountabilities**

The position supports the work of a team of Country Teams led by Country Team Leads (CTLs) and comprise of Technical Specialists, Education Specialists, Monitoring officers who provide the Secretariat's support to Developing Country Partners (DCPs). CTLs each have a portfolio of countries where they promote the Partnership goals and facilitate processes related to aid effectiveness, sector planning and monitoring, and grant financed programs and activities. CTLs are organized in three "clusters" to help

monitor progress at country level and respond to specific issues that arise. The STC Education Specialist will be assigned to support one cluster with the possibility of supporting other cluster if the needs arise.

Working with other CEP staff, the STC Education Specialist is expected to support the CTLs in the following areas for which the Country Team Leads retain primary responsibility:

- Develop knowledge of the country education sector in order to identify bottlenecks—in particular related to equity, efficiency and learning outcomes—and solutions for reaching international education goals in general and GPE strategic goals in particular;
- Work with Coordination Agencies and country-level Local Education Groups to achieve improved cooperation and harmonization, in compliance with the international aid efficiency agenda;
- Support the development of education sector plans and GPE Compact as and when required as per the new funding model under GPE 2025;
- Support sector monitoring by reviewing implementation reports, participating in Joint Sector Reviews and other exercises and analyses;
- Inform partners about and facilitate the GPE Grant process, working with the Local Education Group in their choice of modalities to channel the GPE funds, and providing guidance during the grant application process;
- Monitor the implementation of grant-financed programs and GPE support to sector planning and monitoring;
- Provide information to other Secretariat teams to facilitate knowledge management and communications;

### **Relationship management**

- Provide support to assigned CTLs in GPE's Secretariat's engagement with respective countries including conducting/facilitating high-level missions; participating in Joint Sector Reviews and monitoring missions;
- As assigned by the Regional Manager, provide back-up support to assigned CTLs in country level work; in certain situations she/he may be asked to take on the role as interlocutor;
- Support consistency in messaging and requests from the Secretariat to partner countries, so that they are appropriate to country context and dynamics.

### **Support to Sector Analysis, Development and Implementation of Sector Plans**

- In order to effectively support the Secretariat's facilitation of GPE processes at country level, develop in-depth knowledge and understanding of the education sector in countries supported by assigned CLs;
- Support processes to use GPE's Results Framework analytics and Operational Risk Framework to identify priority actions and strategies to achieve progress on GPE's country level priorities in assigned countries;
- In close collaboration with CTLs and other colleagues, serve as Peer Reviewer and contribute to Secretariat comments/inputs on draft sector analysis (ESA), draft education sector plans (ESP/TEP), and other documents shared by developing country partners for Secretariat inputs;
- Guided by the GPE results framework methodology and analytics for joint sector reviews (JSRs), support the planning and follow-up of JSRs and other consultations with country partners, and participate in such events as necessary; support data compilation and analysis on JSRs for the GPE Results Framework.

### **Support to GPE Program Development, Monitoring and Implementation Processes**

- Provide effective support to CTLs in GPE grant application process, including guidance to countries on System Capacity Grants; System Transformation Grants and ; and Program Development Grants;
- Support CLs in the effective and efficient undertaking of Quality Assurance Reviews (QAR) for all of GPE grants.
- As and when required, serve as peer reviewer of grant application documents for assigned countries;
- Support CTLs in effective monitoring of GPE grants in accordance with Operational Risk Framework.

### **Knowledge Management**

- Liaise with teams across the Secretariat to support internal communications and clarity of processes around GPE Secretariat's engagement at the country level;
- Assist CTLs in ensuring that knowledge of assigned countries' education sector – including bottlenecks and solutions for reaching GPE strategic goals – is shared with appropriate colleagues, and recorded for posterity;
- Assist CTLs and the Secretariat's Operational and Risk team in regular updating of the Operational Risk Framework;

- Support assigned CTLs in development of country briefing notes for Senior Management;
- Contribute to regular updating of country pages on GPE website.

### **Monitoring and Reporting**

- Contribute to internal strategic and corporate reporting around issues related to assigned countries:
- Closely work with Grants Operations monitoring and operational staff in capturing necessary grant and sector data and information throughout the year;
- Provide data for monthly Board updates and/or highlights on country facing activities for the Secretariat and Board;
- Support CTLs in work to promote Partnership goals, including identifying opportunities and ensuring quality of briefing materials for discussions between the Board Chair/CEO and high-level DCP officials;
- Provide input and feedback regarding gaps and improvements in data collection mechanisms, processes, tools, and instruments related to education sector work.

### **Selection criteria:**

- Master's degree in education or related discipline, including training and experience in program and data management and analysis.
- At least five years' experience in a similar function within international development focused on program development, management and reporting.
- Expertise in one or more of the following areas: Financing and management of education systems, education planning, education in fragile contexts, girls' education, learning, inclusive education, teacher development, or other areas relevant to the work of the Global Partnership.
- Experience with cross-cultural dynamics, political sensitivity
- Willingness to work in a complex environment and travel to support country level processes
- Strong analytical skills
- Ability to work independently and under pressure and to work effectively in teams
- Highly organized at both the task and project level
- Attentive to details
- Ability to communicate clearly and accurately in English both verbally and in writing

- Proficiency in Arabic is desired, meaning the ability to work (converse, read and write) in either language.

Competencies:

- Lead and Innovate - Develops innovative solutions.
  - Deliver Results for Clients - Proactively addresses clients' stated and unstated needs.
  - Collaborate Within Teams and Across Boundaries - Collaborates across boundaries, gives own perspective and willingly receives diverse perspectives.
  - Create, Apply and Share Knowledge - Applies knowledge across WBG to strengthen solutions for internal and/or external clients.
  - Make Smart Decisions - Interprets a wide range of information and pushes to move forward
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- **This is a 25 days consultancy starting in May 2021 with the possibility of additional days based on performance and business needs.**
  - **This consultancy is Washington DC based. Given the travel restrictions the selected candidate will work from their desired location but they will be expected to work in DC once the situation allows for it.**
  - **Please sent your application by May 13, 2021 at the email address: [gpestjob@globalpartnership.org](mailto:gpestjob@globalpartnership.org)**