

Terms of Reference
Short-Term Temporary (STT) – Team Assistant
Partnerships and External Relations Team – GPE Secretariat

November 2018

Background

The Global Partnership for Education (GPE) works with 67+ developing countries to ensure that every child receives a quality basic education, prioritizing the poorest, the most vulnerable and those living in fragile and conflict-affected countries. GPE mobilizes financing for education and supports developing countries to build effective education systems founded on evidence-based planning and policies. GPE is a global fund and a partnership whose members include developing country governments, more than 20 donor nations, multilateral development and humanitarian agencies, as well as organizations from the private sector, philanthropy, civil society and the teaching profession.

The GPE Secretariat of over 100 full-time staff is hosted by the World Bank with headquarters in Washington DC. A constituency-based Board of Directors sets policies and strategies and approves performance-based funding grants to improve learning outcomes and equity through building stronger education systems. In recent years, GPE has disbursed approximately US\$500 million annually with the ambition to disburse US\$ 2 billion annually by 2020. GPE’s five-year Strategic Plan, GPE 2020, aligns with the new global development agenda. While GPE’s vision mirrors Sustainable Development Goal 4, ‘to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all’, GPE recognizes that education is the foundation for reaching the full suite of agreed global goals. Focusing resources on securing equity and inclusion for the most marginalized children and youth, including those affected by fragility and conflict, and achieving gender equality are core principles.

GPE works through inclusive partnership, focusing on increasing both domestic and external financing and building effective and efficient education systems that can deliver equitable, quality education and learning for all. It helps member countries to develop and implement sound gender-responsive education sector plans, mobilizes international financing and promotes/ efficient use of international and national resources to support developing countries' education goals and sector strategies. Because of the partnership taking a greater leadership role in achieving international development goals in education, the Secretariat is developing its capacity to support country-level processes and to meet expectations from the partnership’s stakeholders to achieve concrete results and education outcomes for children in developing countries.

Location

The position would be based in Banjul, the Gambia. GPE is unable to assist with work and residents permits. Therefore, only applicants with the right to live and work in the Gambia will be considered.

Duties and Responsibilities

The Secretariat’s Education Policy and Performance (EPP) Team plays a critical role in strengthening the overall technical rigor and quality of GPE’s support to education development and ensuring a results-based focus in all GPE activities. The team is led by GPE’s Chief Technical Officer and includes three sub-teams: Education Policy and Learning (EPL), Quality Assurance (QA), and Results and Performance (R&P). The position under recruitment sits with EPL – a unit that is focused on using knowledge, evidence and innovation to support strong policies and good practice exchange across GPE developing country partners. The EPL team collaborates closely with

the Country Support Team (CST), which is responsible for supporting member countries in their education sector development, implementation and monitoring, including through GPE grant applications and reporting processes.

The consultant will also work closely with the Private Sector and Foundations Team in support of the implementation of the Education Data Solutions Roundtable (“The Roundtable”) field visit to the Gambia.

Scope of Work

The Team Assistant will manage a number of administrative and logistics assignments in preparation for a mission trip to Banjul and possibly its outskirts, scheduled for February 4-8, 2019. GPE staff and members of The Roundtable will participate. The mission team will include approximately 15 of the Roundtable’s members comprising of senior members from the private sector, civil society organizations, and other multilateral organizations. An initial identification of tasks includes:

- Work with Washington, DC-based PSF colleagues to identify and secure suitable meeting and restaurant venues for bilateral meetings and develop a budget to cost out transportation, etc. as needed.
- Identify and secure appropriate transportation options to transport Roundtable members within and outside of Banjul.
- Liaise with the Roundtable’s Ministry of Education focal point (e.g. discuss in-person finer logistics details for the field visit, usher to World Bank office for group calls, etc.).
- Possibly attend the field visit alongside the team and Roundtable members to ensure all logistics elements are executed in consonance with the field visit agenda and all inputs are well-coordinated.
- Work with Washington, DC-based PSF colleagues to manage block hotel bookings, ensuring no unnecessary cost is incurred.
- Ensure that all materials required for distribution are printed in time and to the quality specifications required.
- Undertake ad-hoc tasks as assigned by the team, as needed.

Deliverables

- Develop a budget to cost out transportation, etc. by January 10, 2019
- Secure suitable meeting and restaurant venues for bilateral meetings by January 10, 2019
- Identify and secure appropriate transportation options to transport Roundtable members within and outside of Banjul by January 16, 2019
- Ensure all logistic elements are well-executed and printing materials required for distribution for the week of the field visit February 4-8, 2019
- Submit a file of invoices (e.g. meeting space, driving services, etc.) by February 25, 2019

Level of Effort and Timeframe

The short-term consultant (STT) will serve a total of 20 days or 160 hours maximum from December 2018 to February 2019 with December 10, 2018 as a potential start date.

Activity	Description	Level of Effort
Pre-Field Visit	Develop budget, coordination with hotel of choice, provide administrative support, secure meeting venues, restaurants and transportation.	10 days
During Field Visit	Administrative support, finalize meeting logistics, rooms etc.	7 days
Post-Field Visit	Financial reconciliation and submission of invoices.	3 days

Reporting Relationships

The STT will report to the Education Specialist, Margaret Irving and will work in close collaboration with Niacka Carty, Private Sector Team Assistant and possibly other members of the Private Sector and Foundations Team and other GPE Secretariat teams during the field visit.

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, in order to ensure high quality administrative support to a large team.
- Full proficiency in English, both oral and written.
- Good team player, with excellent interpersonal and communication skills and able to interact tactfully with people at all levels.
- Ability to manage team relationships at a distance as the STT's team will be based in Washington, D.C.
- Ability to multi-task and willingness to learn new skills.
- Thorough knowledge of all relevant computer software: Microsoft Word, Outlook, Excel and PowerPoint.
- Experience with simultaneous interpretation a plus.

Interested applicants should email their resume/CV to Niacka Carty at ncarty@globalpartnership.org by December 7, 2018.