

Short-term consultant (STC) for the Country Engagement and Support (CEP) team Global Partnership for Education

Terms of Reference

Research analyst for education policy and learning

November 2020

About GPE

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. GPE is currently calling on world leaders to "Raise Your Hand" and pledge at least \$5 billion for the next five years to help GPE transform education in up to 87 countries, which are home to more than 1 billion children.

About 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 *Country Engagement and Policy Team (CEP)* serves as the primary interface with developing country partners. It has a sub-team – the *Education Policy and Learning Team (EPL)* – , whose primary objective is to consolidate a solid evidence base on the challenges and what works in GPE's priority policy areas, including identifying cross-country needs and curating relevant knowledge across the partnership. This includes the development of technical products in different forms (reports and guidelines, presentations, data, blogs) across *thematic and education policy areas* for the benefit of GPE countries and country partners in view of contributing to improved country engagements to accelerate education progress. The partnership nature of GPE is also reflected in the collaborative production process, that typically involves Developing Country Partners (DCPs) and other development actors, as contributors or peer reviewers.

Purpose of the Consultancy

The purpose of this consultancy is to **work as research analyst by contributing to the development and dissemination of robust technical products and analyses** in support of the EPL mandate.

Duties and Responsibilities

The consultant will be responsible for providing analytical and operational support to both the EPL team lead and EPL thematic leads in delivering and disseminating various technical products. Specific tasks include:

1. Writing and editing

- Draft, edit and proof-read different types of documents (operating model analytical background work, reports, guidelines, technical papers, power points, blogs,);
- Ensure flow, consistency and referencing (including content errors, style and punctuation, spelling and grammar);
- Harmonize and consolidate contributions and inputs (from within and outside the Secretariat) in the document development process;
- Develop derivative products for dissemination purposes (PowerPoint presentations; talking points; summary notes);
- Organize, develop, and maintain data and information for easy reference (simple excel files, tables etc.);
- Create visuals to present and communicate information and data effectively.

2. Research analysis

- Support the team with research and analytical projects in various thematic areas and for EPL engagement in cross-secretariat initiatives ;
- Organize, develop, and maintain data and information for easy reference (simple excel files, tables etc., or existing information platforms.);

3. Operational and logistical support to the team (occasionally)

- Support the organization of meetings and trainings with multilateral partners;
- Prepare summary notes;
- Support communications with partners;
- Coordinate dissemination of products and roll out of related initiatives.

Timeframe and Reporting Relationships

This STC assignment will be during Fiscal Year 2021 (FY21). The work is expected to start in December 2020 and end in June 2021. The consultation is for **75** days (3 days per week); additional days may be added later.

The consultant will report to Raphaelle Martinez, EPL team lead (Task Team Lead) and, on different tasks, work under the supervision of different EPL thematic leads and colleagues. This consultancy will be home-based. The consultant must be willing to work at hours that at least partly overlap with working hours of the GPE Office in Washington, DC and Paris Office (9am to 12pm EST – 3pm to 6pm CEST).

Selection Criteria

The consultant is expected to have solid English written communication skills, attention to detail and ability to present technical information to a broad audience, in a clear and concise manner. The consultant will have an understanding of the education context in GPE partner countries.

Specific skills required:

- A Master's degree in the field of communication, education, international development, or equivalent, plus a minimum of two years of relevant working experience (or equivalent combination of education and experience);
- Excellent writing skills; excellent written and spoken English is required; Fluency in French is a strong asset;
- Good presentation and advanced editing skills;
- Proven ability to develop/edit/copy write narrative documents and presentations;
- Experience with research and a record of publications are an asset;
- Previous experience in coordination of events and/or working groups;
- Strong organizational and teamwork skills;
- Experience in working in a multicultural environment, and sensitive to diversity and inclusion aspects.
- Ability to work independently, deliver high-quality work within deadlines, and meet team objectives.

Qualified candidates should send a cover letter of no more than 1 page, a CV and two samples (one short document and one presentation) to **Carine Belinga Bianda**, cbelingabianda@globalpartnership.org

GPE is committed to creating an inclusive and diverse environment. All qualified applications will be considered without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.