**Terms of Reference - Country Support Team Short Term Consultant Education Specialist**

**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 Support Team (CST) is the Secretariat's primary interface with developing country partners. The team comprises a group of Senior Country Education Specialists ('Country Leads' or CLs) 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 three country level strategic objectives in assigned countries. These are (1) to strengthen education sector planning and policy implementation; (2) to support mutual accountability through effective and inclusive sector policy dialogue and monitoring; and (3) to ensure that GPE financing efficiently and effectively supports the implementation of sector plans focused on improved equity, efficiency and learning.

**Duties and Accountabilities**

The position supports the work of a team of Country Leads (CLs), Education Specialists (ESs) and Monitoring Officers (MO) who provide the Secretariat’s support to Developing Country Partners. This support is managed by a Regional Manager and led by a Country Lead. CLs 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. CLs 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 CST staff, the STC Education Specialist is expected to support the CLs in the following areas for which the Country 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 to assist countries in meeting the requirements of the Global Partnership’s funding model, monitor the endorsement of these plans by Development Partners, and 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, identifying potential supervising and managing entities, and providing guidance during the grant application process;
* In collaboration with the Education, Policy and Performance team and the Operations and Finance Team, support quality assurance reviews of program documents relevant to the Grant process, facilitating dialogue with Local Education Groups to agree measures to strengthen them as needed;
* Monitor the implementation of grant-financed programs and GPE support to sector planning and monitoring, including ensuring country logbooks are up to date and providing inputs to the annual Portfolio Review
* Provide information to other Secretariat teams to facilitate knowledge management and communications.

The STC Education Specialist will have direct responsibility for the following:

**Relationship management**

• Provide support to assigned CLs 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 CLs 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 CLs 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 CLs in GPE grant application process, including guidance to countries on Education Sector Plan Development Grants; Program Implementation Grants; and Program Development Grants;

• Support CLs in the effective and efficient undertaking of Quality Assurance Reviews (QAR) for Education Sector Program Implementation Grants;

• As and when required, serve as peer reviewer of grant application documents for assigned countries;

• Support CLs 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;

• Contribute to Education, Policy & Performance team-led work to identify and disseminate good practices and innovations in education policy design, planning and implementation;

• Assist CLs 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 CLs and the Secretariat's Operational and Risk team in regular updating of the Operational Risk Framework;

• Assist CST monitoring and operational staff in ensuring that grant and sector level documentation is properly documented, filed, and tracked;

• Support assigned CLs 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 CST 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 CLs 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.

**Additional Responsibilities**

In addition to the responsibilities above, S/he will contribute to other areas of GPE Secretariat work, including:

• Contribute to GPE Secretariat's effectiveness and collaboration including (1) Contribute to knowledge, analysis and dialogue around the country level work through EPP teams; CST coordination team and CST meetings; (2) Contribute to CST annual planning process and monitoring; (3) Represent CST in Secretariat task teams, reference groups, and internal/external meetings as appropriate;

• Contribute to strengthen Secretariat's operational and procedural rigor through development and enhancement of country support-related guidelines and tools.

**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 Spanish and/or French 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

Please sent your application at the email address: gpestjob@globalpartnership.org