

## Engagement with Private Foundations, Integration of Technical Work and Knowledge Mobilization

### Strategy, Policy and Performance Team

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#### Project background and objectives

The Global Partnership for Education is a multi-stakeholder partnership and funding platform bringing together donors, developing country governments, international organizations, civil society, teacher organizations, the private sector and philanthropy. It is committed to fulfilling the right to education by ensuring access to inclusive, equitable, quality education for all children and youth, including second chance learning– as reflected in the ambition of the new Global Goal for education.

To support this work, the Global Partnership seeks an experienced and energetic Consultant to support its strategic engagement with private foundations including present and burgeoning collaborations, as well as future looking engagements through the Knowledge and Innovation Exchange (KIX) and Advocacy and Social Accountability (ASA) mechanisms. The position will also support the integration of KIX and ASA in the work of the Secretariat, and Secretariat executed knowledge mobilization work.

#### Scope of Work

*Support GPE's engagement with private foundations on special initiatives and partnerships*

- Deliver mid-office support and project management functions for targeted financing arrangements with foundations, liaising with GPE Secretariat Operations (Finance), Country Support Team and Strategy and Policy and Performance units as needed
- Support the administration and execution of targeted financing initiatives including financial and reporting arrangements, and development and tracking of detailed programs of work
- Lead administrative and coordination support of the GPE Secretariat foundations cross team
- Manage a repository for foundation meeting notes, background documentation, strategies, agreements and data base
- Provide support to the GPE Private Foundations Constituency Communications and Technical Focal Point, including agendas and notes from regular phone calls, and implementation of a joint GPE Secretariat and PF Constituency work plan
- Support administrative relationship management functions with foundations - meetings, phone calls, meeting notes
- Support the approval process of a GPE foundations engagement strategy
- Support the development and implementation of a budgeted action plan to implement the GPE Foundation strategy
- Other tasks as required

*Support the integration of KIX and ASA with GPE Secretariat technical work*

- Work with leads in the Strategy, Policy and Performance team to ensure the integration of KIX with the work of the technical cross teams

- Provide input for linking ASA with the work of the Secretariat

*Support the implementation of GPE Secretariat knowledge mobilization*

- Provide technical input to the GPE webinar series
- Support the development of policy briefs, concept notes and other documentation to effectively communicate GPE's technical work
- Support coordination of different knowledge mobilization modalities across the GPE Secretariat

**QUALIFICATIONS:**

The successful candidate should possess:

(Essential)

- (At a minimum) Master's degree with 5 years of experience or equivalent combination of education and experience in public sector issues
- Broad knowledge of the GPE model, strategy GPE2020, and the results framework, as well as the key issues and actors in global education
- Knowledge and relevant experience with private foundations working on public sector issues (global education and/or global health strongly preferred)
- Project management experience
- Excellent and demonstrable research, writing and editing skills, including ability to translate complex concepts into clear and appropriate content for different audiences
- Substantive proficiency in policy analysis in key areas of education such as teaching and learning, system strengthening, equity and finance

(Desirable)

- Postgraduate qualifications in education
- Direct experience of working with private foundations
- Familiarity with international development and the current debates and issues related to the sustainable development agenda, including the key international actors and UN processes
- Knowledge of global education financing
- Experience with cross-border knowledge exchange using print and web-based modalities

The candidate should have the ability to work with a diverse set of colleagues and possess strong organizational and cross-cultural communication skills. The candidate should be able to work independently, multi-task on multiple projects and organize work load to meet deadlines. This will be a demanding and exciting role in an expanding area of work for GPE: the candidate should be proactive, energetic, and have a strong appetite for learning.

**Special terms and conditions and specific criteria**

The contract will begin as soon as possible and run to June 30, 2018.

Please send CV and Cover Letter (2 pages max) to Julie Wagshal at [jwagshal@globalpartnership.org](mailto:jwagshal@globalpartnership.org) by 16<sup>th</sup> October 2017.

*Only shortlisted candidates will be contacted.*