

Terms of Reference

KP Education Coordinator

KP Education Coordinator (FCDO GPE Coordinating Agency Support)

Location: Peshawar, Khyber Pakhtunkhwa

Contract Type: Full-time, uptill December 2026 (extendable)

Overview:

The Khyber Pakhtunkhwa Education Coordinator will play a key role in supporting the Foreign, Commonwealth and Development Office (FCDO) in its responsibilities as the Coordinating Agency (CA) for the Global Partnership for Education (GPE) in Pakistan.

This role ensures strong coordination between the provincial government, development partners, GPE Secretariat, and Grant Agents; supports the delivery and review of the GPE Partnership Compact; and contributes to strengthening GPE 2030 implementation in KP. This is an opportunity to support convening of key development and implementing partners along Khyber Pakhtunkhwa government and GPE priorities.

This role is ideal for someone with strong education sector experience in Pakistan, excellent communication, coordination and organizational skills, and the ability to work across diverse stakeholders in a complex and fast paced environment. Previous experience working with government departments would be ideal.

A. Responsibilities:

- i. Assist FCDO in fulfilling Coordinating Agency responsibilities under GPE 2030 (coordination, communication, facilitation, reporting)
- ii. Facilitate coordination and regular engagement between FCDO, KP Education Department, Grant Agents, development partners, GPE Secretariat, and civil society engaged in GPE programming and beyond.
- iii. Support the KP government in organizing and documenting Local Education Group (LEG) meetings, including agendas, minutes, briefs, and follow-ups to ensure LEG is an inclusive and active entity engaged in dialogue on key education sector issues related to and beyond GPE programming.
- iv. Support the KP government in activating and enhancing the thematic sub-working groups
- v. Liaise with relevant counterparts on GPE grants across provinces for updates and lessons learned
- vi. Provide technical, logistical, and analytical support for the Partnership Compact Midterm Review (MTR) which includes compiling evidence, reports, and data for the MTR and support the planning and facilitation of consultations and workshops
- vii. Track GPE grant cycles and milestones in KP
- viii. Support finalization of new Education Sector Plan for KP

- ix. Ensure complementarity with FCDO's GOAL/DARE and other partner programs, leveraging data, delivery approaches, and TA to amplify GPE results (girls' education, inclusion, learning outcomes).
- x. Supporting to ensure Joint Sector Review quality, grant milestone adherence, inclusiveness of dialogue, and evidence of improved alignment to KP Education Sector Plan priorities.
- xi. Maintain updated stakeholder information and ensure timely communication across the GPE ecosystem in KP.
- xii. Monitor education policy developments and reform progress in the province.
- xiii. Draft high quality reports, briefs, talking points, presentations, and updates.
- xiv. Support logistical arrangements for missions, meetings, and review events
- xv. Act as focal point for FCDO and undertake new and additional assignments, as needed

B. Qualifications & Experience

- i. Advanced degree in education, public policy/administration, development, or related field
- ii. Minimum 2-`5 years in education sector coordination, sector planning, or program management in Pakistan with specific experience in KP education sector preferred
- iii. Strong understanding of Pakistan's education landscape, especially Khyber Pakhtunkhwa
- iv. Experience with GPE processes, FCDO, UNICEF, World Bank, or similar development partners
- v. Demonstrated ability to manage multi-stakeholder coordination
- vi. Excellent communication skills-written, verbal, and interpersonal
- vii. Strong data analysis skills
- viii. Pashto and Urdu language skills preferred

C. HOW TO APPLY:

CVs should be sent to hrl@i-saps.org with the subject line:

Application – KP Education Coordinator (FCDO GPE Coordinating Agency Support)

Deadline for Submission: 11th May 2026