



TERMS OF REFERENCE:

GRAPHIC DESIGN SUPPORT FOR THE STANDARDS AND EVALUATION GUIDELINES AND PROFESSIONAL DEVELOPMENT FRAMEWORK

About PEAS

PEAS is transforming education across sub-Saharan Africa. Each year we support 200,000 young people, in marginalised communities across Uganda, Zambia and Ghana. We work hand in hand with governments so all young people can learn in a safe, inclusive environment. We draw on 18 years practical experience running one of the largest, not-for-profit secondary school networks in sub-Saharan Africa.

Our award-winning programmes are designed and delivered by Africans for Africans. Evidence shows our students come from poorer households and make faster learning progress. And our girls are more confident and better equipped for life after school.

Background for this opportunity

PEAS partners with the Ministry of Education (MoE) in Zambia to strengthen the quality, equity and sustainability of primary and secondary education. PEAS and MoE have co-designed and implemented the Targeted Improvement for Equitable Education in Zambia programme ([the TIEZ programme](#)), a structured approach to school improvement that brings together school leaders and middle-tier actors to drive positive change based on data.

Building on this ongoing collaboration, the MoE, with support from PEAS is currently undertaking a review and update of the national Standards and Evaluation Guidelines, alongside the development of a Professional Development (PD) Framework and Toolkit for middle-tier education actors.

These linked workstreams aim to strengthen school improvement and professional support across the education system, with a focus on practical guidance, consistent approaches, and sustainable capacity building.

To support effective implementation, there is a strong emphasis on ensuring that both sets of materials are clear, accessible, and usable in day-to-day practice. High-quality visual materials are expected to play a key role in supporting shared understanding and effective implementation.

Purpose and Opportunity

This consultancy offers an opportunity to contribute to national efforts to strengthen school improvement and professional support in Zambia.

The graphic designer will support PEAS' collaboration with the MoE by designing clear, practical, and user-friendly visual materials for the revised Standards and Evaluation Guidelines and the Professional Development Framework and Toolkit. These materials will help bring key guidance and processes to life for Standards Officers and Trainers of Trainers, support the development of shared understanding across the system and make approaches memorable.

The role will involve hands-on design and visual development in close coordination with PEAS, responding to evolving technical inputs and consultation feedback from the Ministry.

Scope of Work

Working under the technical leadership of the Ministry of Education and coordinated by PEAS, the consultant will:

- Develop clear and consistent visual styles and templates for use across both workstreams.
- Design practical and accessible visuals to support the Standards and Evaluation Guidelines and the Professional Development Framework, including process diagrams, framework summaries, checklists, infographics, and training support materials.
- Translate agreed technical content into visual formats that improve clarity and usability, while maintaining accuracy and intent.
- Participate in structured review processes coordinated by PEAS and revise materials in response to consolidated Ministry feedback.
- Prepare high-quality, print-ready and digital-ready files, including editable source files where appropriate.

Deliverables

Indicative deliverables include:

- a) Agreed design templates and visual styles.
- b) A set of designed visuals for the Standards and Evaluation Guidelines.
- c) A set of designed visuals for the PD Framework and Toolkit
- d) Final print-ready and PDF-ready files.
- e) Editable source files for approved materials.
- f) Support the development of clear, well-structured presentation decks (e.g. PowerPoint) for MoE briefings, workshops, and validation meetings, aligned with the agreed visual style on an ad hoc basis

Duration and Level of Effort

- Duration: Approximately 4 weeks of intensive input, delivered over a 6-week period.
- Timing: Expected to run from mid-to-late February to late March 2026, subject to confirmation of technical timelines.
- Level of Effort: Short-term, high-intensity engagement with multiple iterative review cycles

Required Qualifications and Experience

- Proven experience designing materials for technical, policy, or education-related programmes.
- Experience working with government or donor-supported projects.
- Strong ability to translate complex content into clear and practical visuals.
- Experience working in iterative and consultative environments.
- Ability to meet tight timelines and manage multiple rounds of feedback.
- Proficiency in preparing print-ready and digital materials.
- Experience working in Zambia or similar contexts will be an advantage.

Budget

The total budget for this assignment is expected to be in the range of GBP 5,000–7,500, depending on the consultant's experience and proposed approach. This amount is inclusive of all professional fees and associated costs.

Application Process

Interested consultants should complete the following form by 20th February. As we are keen to move ahead quickly, applications will be reviewed on a rolling basis in the order they are received, and early submission is encouraged.

[Apply here](#)

Our Values

 <p>Focus on lasting change</p>	<p>Our work should benefit students and communities now and for generations to come and so sustainability is core to everything we do. We take into account the wider consequences of what we do, because what matters is maximum long term impact across society.</p>	 <p>Be Entrepreneurial</p> <p>PEAS was founded with an entrepreneurial spirit and it is embedded in who we are. We are nimble, ready to respond to new opportunities and challenges. We are not afraid of taking risks and leading the way.</p>
 <p>Be Collaborative not Competitive</p>	<p>We put true impact before personal or organisational glory. We collaborate within and beyond the organisation to maximise collective impact</p>	 <p>Adopt a Growth Mindset</p> <p>We continually push ourselves to improve. We appreciate and learn from mistakes which we see as a necessary side effect of striving for ever growing impact.</p>
 <p>Be Honest</p>	<p>Trust and integrity are everything. We are transparent about our impact and programmes. We don't support corruption. We don't pay bribes. We don't receive bribes.</p>	 <p>Look at the Evidence</p> <p>Evidence can be scarce in our sector. We strive to make use of the available evidence while also contributing our own. Our decisions are based on research and data combined with our practical experience.</p>
 <p>Champion Empowerment</p>	<p>We hold each other to account. We maximise autonomy by providing high quality support to decision-makers throughout the organisation.</p>	

PEAS is highly committed to keeping children safe from harm and preventing corruption. We therefore take our responsibility to promote safe recruitment practices very seriously, including conducting appropriate reference and background checks. We also operate a zero-tolerance approach to any PEAS employees who breach our Safeguarding and Anti-Corruption Policies, which all employees and consultants are required to sign upon induction.

PEAS is an equal opportunity employer that does not discriminate in its recruitment practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.