

**Terms of Reference**  
**Senior Evaluation Specialist**  
**International Initiative for Impact Evaluation (3ie)**

**Background**

3ie's mission is to increase development effectiveness through better use of evidence in development, to which end 3ie is now funding and providing technical support to a portfolio of over 100 new impact evaluations around the world and 25 systematic reviews. 3ie also promotes the use of evidence in development through a range of other activities, including building the capacity of policy makers and programme managers to commission and consume impact evaluations, providing services to researchers and evaluators to improve the quality of impact evaluations, and dissemination of policy-relevant evidence. 3ie's produces research products including replication studies, systematic reviews, gap maps and scoping reports, conceptual papers, and guidelines and standards documents.

3ie has its main office in New Delhi and program offices in London and Washington. 3ie is operating as a program of the Global Development Network (GDN) in New Delhi, India. The GDN-3ie program in Delhi office houses the Evaluation Office, the Program Office, the Policy Advocacy and Communications Office, Finance, Reporting and Administrative office. The Delhi office hosts a monthly impact evaluation seminar series with presenters and participants from academe, the government, and the donor community. Staff in the Evaluation Office liaise with donors around the world and interact frequently with impact evaluation experts and specialists and academia.

**Scope of Work**

GDN-3ie program seeks a Senior Evaluation Specialist to serve in its office in New Delhi, India. The Senior Evaluation Specialist will be responsible for:

- Leading on the management and implementation of GDN-3ie grant windows;
- Providing technical support to GDN-3ie funded research throughout GDN-3ie's grant management cycle;
- Monitoring the quality of and advising GDN-3ie-funded studies, which includes discussing current and upcoming research projects with experts in impact evaluation from leading universities and research institutes;
- Reviewing proposals for GDN-3ie funding and scoring these proposals on technical quality and policy relevance;
- Visiting and monitoring implementation sites of programs evaluated under GDN-3ie grants;
- Leading on the provision of quality assurance professional services;
- Conducting research with an expectation to submit papers for journal publication (research plan agreed with supervisor). Evaluation Specialists are expected to spend up to 20% of their working hours on 3ie relevant research that has been agreed upon with the supervisor;
- Participating in relevant conferences, workshops and IE training events;
- Participating in meetings with, and providing IE training for, government officials and international organization and/or NGO staff;

- Organizing conferences and workshops;
- Engaging with GDN-3ie partners, including policymakers, researchers, donors, etc.;
- Liaising with other GDN-3ie staff as necessary to complete the above tasks; and
- Contributing advocacy and communications materials, such as policy briefs, blogs for the 3ie website, among other tasks.

The position includes:

- A high-profile position in a small, dynamic and well-established international research-funding agency
- Travel and registration for two international conferences a year, conditional on having a paper accepted;
- Professional development opportunities, such as relevant courses or collaborative research with leading impact evaluation experts, generally conditional upon the Senior Evaluation Specialist's initiative in finding and/or creating such opportunities, and/or participating in impact evaluations being undertaken internally.
- Working two weeks a year at either the 3ie Washington or London office (conditional on ability to obtain the necessary visas);

## Qualifications

Applicants must have a graduate degree (preferably PhD) in a social science field relevant to international development with research experience in experimental and quasi-experimental methods applied in low and middle income countries and at least five years relevant post-qualification experience including leading research teams. Experience in grant management is strongly preferred. Ability to speak French or Spanish is an advantage.

## Terms

The senior evaluation specialist will work in 3ie's Delhi office and will be a member of its Evaluation Office. He/she will report the Deputy Executive Director and Head of Evaluation. Candidates should be available to start by 15<sup>th</sup> July 2014. Salary will be commensurate with qualifications and salary history within the applicable salary scale of the GDN-3ie office. The appointment is for two years, and renewable thereafter. 3ie reserves the right to hire at a level below this one if no suitable candidate is found.

## Application

Send cover letter, CV, three reference letters, and one research sample to [jobs@3ieimpact.org](mailto:jobs@3ieimpact.org) with "Senior Impact Evaluation Specialist Application\_2014, Delhi" as the subject line. Applications received by **30 March 2014** will be given priority. Applications received **after 30 March 2014**, will be reviewed on a rolling basis until the position is filled. Only suitable candidates will be contacted for interview.

**Email for Applications:** [jobs@3ieimpact.org](mailto:jobs@3ieimpact.org)

**Informational URL:** <http://www.3ieimpact.org>

**For more information, email:** [bjoy@3ieimpact.org](mailto:bjoy@3ieimpact.org)