



3ie Terms of reference
Evaluation Systems Specialist, New Delhi
Deadline for applications: 17 February 2017
[Re-advertisement: Previous applicants need not apply]

1. Background

The [International Initiative for Impact Evaluation \(3ie\)](#) seeks to improve the lives of people in low- and middle-income countries by generating and summarising high-quality evidence on development interventions. Impact evaluations examine not just what development interventions work, when, why, but also at what cost. 3ie supports several grant programmes to finance and technically advise high-quality impact evaluations of policies and programmes in these countries. High-quality impact evaluations measure the net change in outcomes that can be attributed to a specific programme. 3ie also produces, funds, and disseminates syntheses of impact evaluations on development policies and programmes. Syntheses of evidence are designed to consolidate, analyse evidence and make it readily available and useful to policymakers. 3ie also supports quality impact evaluation through its quality assurance services to policymaking organisations including the governments of several developing countries.

3ie is registered as a non-governmental organisation in the United States of America. 3ie's New Delhi office houses the Evaluation Office; the Policy, Advocacy and Communication Office; the Programme, Finance, Reporting, Information and Technology and Administrative office.

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2. Overview

The Evaluation Office (EO) aims to improve and increase the number and quality of impact evaluations of development assistance. This overall objective is to be achieved through the following intermediate objectives:

1. Increasing the evidence base of what works, why and at what cost in development with a focus on learning about innovative approaches;
2. Generating lessons learned through the syntheses of high-quality evidence on implementation and effectiveness;
3. Building capacity of implementing agencies and of common pooled funding bodies to produce and use evidence from high-quality impact evaluations and reviews; and
4. Ensuring that evidence is available to policymakers in policy-friendly formats.

3ie's Evaluation Office supports many grant programmes under its thematic, policy and open windows. These include grant programmes on agricultural innovation, adolescent lives, humanitarian initiatives, immunisation and community engagement, social protection, transparency and accountability, sanitation and hygiene and still others that aim to put together off-the-shelf designs for impact evaluations in contexts that are typically challenging to evaluate.

An important area of work for the Evaluation Office is working closely with agencies to assure quality of impact evaluation of real-life development project and support impact evaluation ready Monitoring and Evaluation (M&E) systems. 3ie has partnered with the Bill & Melinda Gates Foundation on a project titled 'Generating evidence and strengthening capacity for National Rural Livelihood Mission in India'. The aim of this project is to synthesise available evidence regarding the effectiveness and efficiency of the National Rural Livelihoods Mission (NRLM) and assess the quality of monitoring systems at the Mission. 3ie will advise and assure quality of impact evaluations designed to generate new robust evidence on the impacts and human development outcomes of interventions being implemented with NRLM in India.

The proposed activities to be undertaken by 3ie under this project are:

1. Creating a synthetic document or brief on NRLM assessing the achievements, scope and challenges of the programme which will be publicly available online
2. Benchmarking and recommending best practice models for MIS and/or outcome monitoring system
3. Conducting formative assessment to study the efficacy of potential programmes or pilots being rolled out and design recommendation
4. Quality assuring impact evaluation studies implemented by project partners
5. Building M&E capacity of NRLM as a whole through a Technical Support Unit (TSU) that supports M&E activities, capacity building, MIS review and use of data

In all these activities, 3ie will partner closely with Gates Foundation and the national and state mission teams within NRLM. The key states of engagement are Uttar Pradesh and Bihar, although the scope may increase to other states.

3. Summary of the position

3ie's Evaluation Office seeks an evaluation systems specialist to support 3ie's NRLM project. He/she will report to the Head of EO overall and to an Evaluation Specialist or a Senior

Evaluation Specialist on a regular basis. He/she will give 70 per cent of his/her time to the NRLM project and would be the nodal person on behalf of 3ie for executing the project on the ground. The remaining 30% of his/her time will be spent in day-to-day management of 3ie grants and in-house research which would constitute on-the-job training.

The main responsibilities of this position will include the following:

- Engage actively with stakeholders – governmental, non-governmental, and donors at the national and state level to contribute to the creation of the synthesis report on NRLM through workshops, discussions, key informant interviews, and collation of reports and documents – published and unpublished. The work should cover all states where NRLM has been implemented. This report will discuss the progress and achievements of the programme on institution building, livelihoods, financial inclusion, credit access, human development and linkages as well its opportunities and challenges. It will identify the areas where evidence is lacking and lay out the scope of impact evaluations of the programme.
- Assess the quantity and quality of data available on programme implementation and outcomes across the states and implementing agencies and inform how these can be improved to facilitate high-quality impact evaluations.
- Evaluate current MIS systems of national and/or state missions to identify best practices in MIS and outcome monitoring system and provide recommendations for building an overall ‘evidence ready M&E system’
- Support formative evaluations by informing on key questions and assumptions, potential research designs, sampling and methodology, and the outcomes for monitoring. This would require field visits and monitoring of pilots.
- Ensure quality assurance and technical inputs to impact evaluations implemented by donor partners.
- Lead, conduct and support capacity building workshops of the national and state missions of NRLM.
- Travel frequently to NRLM field sites to provide insights on programme implementation
- Organise steering group meetings during every quarter to share the progress report.
- Ensure day-to-day management of the projects and other tasks as required.

4. Qualifications and skills

4.1 Education

The candidate should hold a Master’s degree with an empirical emphasis and at least five years of post-master’s relevant work experience. His or her academic training should be in public policy, economics, development studies, agriculture, or other fields relevant to rural livelihood. Strong professional experience with management information systems, and experience in the field of development is required.

Other qualifications required include the following:

- Research experience related to his/her academic training and publication(s) in evaluation is desirable.
- Knowledge of evaluation methodologies, systematic review and/or impact evaluation techniques in developing country contexts is desirable.

- Ability to use computer applications for data analysis (such as Stata and or SPSS) is required
- Ability and willingness to travel across India including to the remote rural field sites of the country is required
- Excellent writing skills in English is required. Ability to work and write in Hindi is desirable
- Previous programme management experience and engagement with donors is preferred.
- Research or professional experience in the field of community driven development programmes and rural livelihoods, particularly in India, is desirable.

4.2 Other skills and qualities

Strong analytical thinking, communication, interpersonal sensitivity, multicultural sensitivity, planning and organisation, relationship management, strategic thinking, teamwork, and a sense of humour are desired qualities in the successful candidate. The person should also have demonstrated ability to work independently and under pressure with strict deadlines.

5. Terms

This is an internationally advertised position. The evaluation systems specialist will be a member of 3ie's Evaluation Office. Candidates should be available to start on or before **31 March 2016**. Salaries will be commensurate with qualifications and salary history within the applicable salary scale of 3ie. The contract would end in December 2018.

The position includes:

- 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 evaluation specialist's initiative in finding and/or creating such opportunities, and/or participating in impact evaluations being undertaken internally.
- Design and conduct research, including but not limited to scoping reports, portfolio reviews, systematic reviews and other synthesis products, database development, concept and methods papers and impact evaluations. Publish in-house research studies in 3ie publication series and/or external publications. (in-house research products are outputs for 3ie programmes or approved by the head of evaluation).
- Working one week a year at the 3ie Washington or London offices on areas that have been discussed with their supervisor (conditional on ability to obtain the necessary visas) and on having a sound workplan around such visit.

These are subject to the approval of supervisors and their fit to the current job description.

6. Application

Your application pack should include the following:

1. Cover letter (Not exceeding one page)
2. Curriculum vitae
3. Three reference letters

4. One or two written research samples that demonstrate your research experience

Completed application pack should be sent as one email to jobs@3ieimpact.org with a copy to rsarkar@3ieimpact.org with 'NRLM ESS' as the subject line.

Incomplete applications will not be considered.

Only shortlisted candidates will be contacted for interview. Candidates who had applied previously for this position need not apply.

Deadline for Applications: **17th February, 2017**

Email for applications: jobs@3ieimpact.org with a copy to rsarkar@3ieimpact.org
For more information please email: rsarkar@3ieimpact.org
3ie website URL: <http://www.3ieimpact.org>.