



Terms of Reference

Impact Evaluation Repository (IER) Intern

Washington, DC

Background

[The International Initiative for Impact Evaluation \(3ie\)](#) is an international grant-making NGO promoting evidence-informed development policies and programmes. We are the global leader in funding and producing high-quality evidence of what works, for whom, how, why and at what cost. We believe that better policy-relevant evidence will help make development more effective and improve people's lives. 3ie is registered as a non-governmental organisation in the United States of America. It has offices in New Delhi, London and Washington, DC.

We are currently seeking an intern to provide research assistance for our Impact Evaluation Repository/Data Services program in the Washington, DC office (WO).

Scope of work

The WO intern will provide research assistance to the technical staff supporting the [Impact Evaluation Repository](#) (IER) or Data Services. She or he will also provide occasional assistance to other 3ie staff related to other research areas, operations and events.

Responsibilities

Serve as research assistant to 3ie's technical staff, which may entail;

- Organising and screening studies using bibliographic software;
- Writing impact evaluation summaries for the IER, which entails reading studies, summarising them according to a template and revising them based on reviewed comments;
- Conducting research for papers or blogs written by 3ie staff; for example, conducting literature searches, creating annotated bibliographies;
- Performing empirical analysis including econometrics;
- Creating summary statistics and cleaning raw data;
- Conducting and co-coordinating [push-button replications](#);
- Attending 3ie-International Food Policy Research Institute monthly seminars and other events and writing up dissemination notes and using social media to communicate information from the events
- Other tasks as assigned.

Washington, DC

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Qualifications

Essential

- Graduate-level education in economics, public policy, international development, public administration, or other relevant social sciences;
- Working knowledge of experimental and quasi-experimental methods required to conduct rigorous impact evaluations;
- Experience analysing data using MS Excel, particularly using pivot tables;
- Analytical writing skills in English;
- Strong organizational skills; and
- Demonstrated ability to work independently.

Desirable

- Experience with econometric analysis, particularly using Stata;
- Knowledge of international development policies and programmes; and
- Experience with systematic search and screening (e.g. systematic review) of research literature.

Terms and Eligibility

The internship is paid and may be with or without academic credit. The candidate must provide proof of permission to work in the United States. The internship is for 35 to 40 hours a week for six months. The intern will work on-site in 3ie's Washington offices at 1029 Vermont Avenue NW.

3ie is an equal opportunity employer. We do not discriminate on the basis of sex, age, ethnicity or sexual orientation. We particularly encourage women and minorities to apply. All applications will be treated in the strictest confidence.

How to apply

Please submit a cover letter, resume and the names and contact information of three references to Brigid Monaghan (bmonaghan@3ieimpact.org) with the subject line '**3ie WO Spring IER Intern**'. **Applications will be reviewed on a rolling basis until the position is filled.** Only applicants selected for interviews will be contacted