



**Terms of reference**  
**Research associate to the executive director**  
**3ie, New Delhi**

## **1. 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 and synthesising high-quality evidence of what works, for whom, how, why and at what cost. We believe that better policy-relevant evidence will make development more effective and improve people's lives. 3ie is a registered non-governmental organisation in the US. It has offices in New Delhi, London and Washington, DC.

3ie seeks a research associate to work with the executive director (ED) in New Delhi, India.

## **2. Key responsibilities**

The research associate will report directly to the ED and will be responsible for a variety of tasks outlined below.

### **2.1 Management of the bursary programme**

3ie's bursary programme provides funding for individuals from low- and middle-income countries to attend workshops and conferences related to impact evaluations and systematic reviews. This programme is part of our efforts to build capacity in conducting and using high-quality evaluations and systematic reviews that can help generate policy-relevant evidence. The research associate will be responsible for the tasks listed below:

- Coordinate with the communication officers to announce bursary calls;
- Review applications and make recommendations on awards;
- Coordinate with the organisers of sponsored events, provide logistical support as needed;
- Coordinate with the travel desk to arrange travel and accommodation for participants;
- Serve as the main point of contact with bursary awardees before, during and after the event;
- Conduct post-course six-month surveys of bursary holders;
- Compile quarterly reports on the bursary programme.

#### **New Delhi**

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## **2.2 Research and writing**

- Prepare background notes on a variety of issues;
- Provide research support as needed;
- Prepare, format and review documents and presentations.

## **2.3 Reporting, events management and other tasks**

- Collect and collate information from other offices to compile reports;
- Attend meetings, maintain minutes and ensure follow up as and when required;
- Support management of events in which the ED is participating;
- Liaise with the ED's executive assistant in managing his calendar;
- Any other work assigned by the ED.

## **3. Qualifications and skills**

### **3.1 Education and work experience**

- Master's degree preferably in the social sciences, development studies or any other related fields;
- A minimum of two to three years relevant experience;
- Familiarity and understanding of the development sector.

### **3.2 Skills**

- Experience in using online academic research databases;
- Familiarity with spreadsheet analysis;
- Knowledge of MS Office 2010 or 2013 applications;
- Experience using quantitative analysis software, (such as Statistical Analysis System (SAS) is desirable but not required;
- Experience in document management and organising workshops and conferences is desirable;
- Exceptional English-language skills.

## **4. Eligibility**

3ie will recruit one individual with the right to work in India who is residing in or near Delhi. 3ie is an equal-opportunity employer. We do not discriminate on the basis of sex, age, ethnicity or sexual orientation. We particularly encourage women, ethnic minorities and differently abled persons to apply.

## **5. Terms of employment**

Candidates should be available to start work at the earliest. Salary will be commensurate with qualifications and salary history within the applicable salary scale for this position.

## 6. How to apply

Please apply by e-mail to [jobs@3ieimpact.org](mailto:jobs@3ieimpact.org) with all of the application material listed below and include '3ie research associate to the executive director' in the subject line. Incomplete submissions will not be considered. Only those shortlisted will be contacted.

- A cover letter, not exceeding one page, highlighting your experience relevant to the terms of reference;
- Curriculum vitae (not to exceed two pages);
- Contact information for three references;
- One writing sample on any aspect relevant to this job.

Applications must be submitted by **23:59 hours IST, 16 July 2017** and the position will be open until filled.