



Terms of reference Programme Associate New Delhi

1. Background

[The International Initiative for Impact Evaluation \(3ie\)](#) is an international grant-making non-governmental organisation (NGO) promoting evidence-informed development policies and programmes. We are the global leader in funding and producing high-quality evidence of what works, how, why and at what cost. We believe that better and policy-relevant evidence will 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 Delhi, London and Washington, DC.

3ie seeks a programme associate to work in the New Delhi office who will report to the Senior Programme Associate. The primary description of work and duties and responsibilities are listed below.

2. Key responsibilities

The programme associate will be responsible for the efficient and smooth functioning of the grant cycle. She or he will coordinate the review and selection process during the request for proposal or qualification stage (RFP or RFQ); manage the logistics of the grant cycle to ensure all processes run as per timelines; ensure record keeping as per 3ie requirements; and monitor workflow process to ensure timely disbursements. The key duties and responsibilities of the selected candidate will include the following:

2.1. RFP and/or RFQ management

- Invite external reviewers for application screening and set up processes in the grant management system (GMS);
- Track and follow-up for timely reviews from external reviewers;
- Facilitate the payment process for each reviewer;
- Check reviews for adherence to guidelines;
- Notify applicants on their selection or rejection status; and,
- Monitor helpdesk activities and ensure timely response to queries.

New Delhi

202–203, Rectangle One, D-4, Saket District Centre, New Delhi – 110017, India

3ie@3ieimpact.org Tel: +91 11 4989 4444

2.2. Pre-requisite stage management

- Coordinate with Evaluation office; Finance office; Policy, advocacy and communication office for inputs on technical design, project milestones, budgets and dissemination plan;
- Submit responses from potential grantees to the respective 3ie units; and,
- Facilitate the process for timely finalisation.

2.3. Contract management and grants amendment

- Prepare contracts and amendments; and,
- Prepare tracking sheets with timelines and payment schedules linked to deliverables and approval status.

2.4. Grant coordination & monitoring

- Track and monitor deliverable dates;
- Escalate issues around delayed milestones with senior management;
- Follow up regularly with grantees and schedule field visits;
- Coordinate the deliverable-review process among both external and internal reviewers;
- Track responses as per the agreed turnaround time and secure approvals as needed; and,
- Respond to queries, resolve issues for grantees on a timely basis.

2.5. Grant reporting

- Prepare grant-specific reports on agreed timelines, track status of deliverables and payments periodically;
- Respond to ad hoc requests for grant-related information; and,
- Provide inputs for monthly and/or quarterly reports for organisational reporting on grant status.

2.6. Grant management software

- Update the GMS with status of contracts, deliverables, disbursements and payments;
- Manage the work from the launch of RFP or RFQ for a grant window to the completion of the review process;
- Generate reports from the GMS and share it with users; and
- Train staff on generating reports from GMS.

3. Qualifications and skills

3.1. Education and work experience

- A Bachelor's degree (BA, BSc or BCom) with a minimum of five years of relevant work experience in the international development sector;
- Previous experience in working with international agencies;

3.2. Skills

- Exceptional English-language skills;
- Extensive experience in using advanced functions of Microsoft Office and other IT skills;
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the organisation; and,
- Ability to multi-task and work independently.

4. Eligibility

3ie will recruit one individual with the right to work in New 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 with '3ie Program Associate' in the subject line.

All applications must include the following:

- A cover letter; not exceeding one page, highlighting relevant experience
- Curriculum vitae (not to exceed two pages); and
- Names and contact information of three references.

Incomplete submissions will not be considered. Only those short-listed will be contacted. The deadline for submitting applications is **20 August 2017** and the position will be open until filled.