



Terms of reference Consultant- research associate 3ie, New Delhi

1. Background

The [International Initiative for Impact Evaluation \(3ie\)](https://www.3ie.org/) is an international grant-making NGO promoting evidence-informed development policies and programmes. We are a 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 registered as a non-governmental organisation in the United States of America. It has offices in New Delhi, London and Washington, DC.

The Policy, Advocacy and Communication Office (PACO) has the primary responsibility for developing, managing, monitoring and learning from the engagement and evidence uptake and use requirements in 3ie impact evaluation and systematic review grant-making. PACO has been improving its approach for capturing lessons from managing and monitoring stakeholder engagement and evidence uptake from over 150 impact evaluations and 35 systematic reviews. PACO has an effective monitoring and learning system, building on a significant amount of information and data in various forms, including interviews with research teams, stakeholders and notes from field visits. The office is also responsible for developing effective approaches to research communication, advocating for evidence-informed policymaking and programming and promoting commitment to evaluation. The team anchors 3ie's internal and external communication, including the production of knowledge and communication products.

3ie is looking for a consultant – research associate to work in New Delhi, India. The position will report to the senior policy and evidence use officer in PACO.

2. Key responsibilities

The associate will work with staff within PACO who monitor evidence uptake and use from 3ie-supported studies to ensure that 3ie-funded evaluations and reviews are policy relevant and that researchers engage with stakeholders to promote study uptake and use.

- Monitor ongoing grants for policy and programming influencing and evidence uptake and use;
- Extract narrative data on evidence uptake and use from grants based on reports, secondary sources and interviews;
- Provide primary support in following up with grantees from closed grants that show potential for evidence use;

New Delhi

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- Analyse and make recommendations about ongoing and closed grants for potential for further research and learning about evidence uptake;
- Report on evidence uptake and use from 3ie-funded studies as part of quarterly reporting to donors and board members;
- Support producing, maintaining and improving the monitoring tools, processes and reporting of stakeholder engagement from 3ie-funded studies;
- Copy-edit grant-making documents;
- Contribute to writing evidence use briefs and other products and messages about 3ie-funded stakeholder engagement and evidence uptake; and,
- Support the development of research communication and engagement plans to ensure the effective uptake of 3ie-supported studies.

3. Qualifications and skills

3.1 Education and work experience

- A Master's degree, preferably in an area requiring training in research methodology, especially qualitative research; and,
- A minimum of four years of work experience in a development sector relevant to 3ie's work, with at least three years in a developing country context.

3.2 Skills

- Knowledge of international development and major actors in one or more sectors where 3ie is working;
- Demonstrated work relevant to evaluation in international development;
- Strong qualitative research methods using framework analysis in researching, extracting, analysing and reporting on narrative data from reports and other secondary sources and interviews;
- Training in NVivo or other qualitative data software;
- Experience writing or editing research studies, especially policy-relevant reports and briefs for policy and programming audiences;
- Exceptional English-language writing and editing skills;
- Advanced knowledge of all MS Office 2010 or 2013 applications, particularly Word, Excel and PowerPoint; and,
- Proven ability to multi-task, support multiple team members working to different deadlines.
- Training or education in impact or other recognised evaluation methods and/or systematic review methods is desirable;
- Experience writing and editing briefs, blogs, guides and other relevant communication and programme documents is desirable;
- Must be able to work in a fast-paced, multi-cultural, cross team, multi-demand work environment with a minimum of supervision;
- Must like to take the initiative and problem solve;
- Must be deadline and delivery oriented and able to work on multiple assignments; and,

- Must be a team player who is committed to working together for common, as well as individual, goals.

4. Eligibility

Successful candidate must be a resident of India and have the right to work. 3ie is an equal-opportunity employer. We do not discriminate based on sex, age, ethnicity or sexual orientation. We particularly encourage women, ethnic minorities and differently abled persons to apply. Work sharing will not be considered.

5. Terms of employment

Candidates should be available to start as soon as possible. 3ie offers competitive remuneration based on experience and qualifications. The contract will be for a period of 200 days with a possibility of renewal based on performance.

6. How to apply

Please apply by e-mail to jobs@3ieimpact.org mentioning 'Application: **Consultant – research associate**' in the subject line.

The application package must include the following:

- A cover letter not exceeding one page, highlighting your experience relevant to the terms of reference;
- Curriculum vitae (not to exceed two pages);
- Name and contact information for two references;
- One writing sample to demonstrate your experience in the field.

Applications will be accepted on a rolling basis. However, applications received by **22 August 2017** will be given preference.

Incomplete applications will not be considered. **Only shortlisted candidates will be contacted for interview.**