



Terms of Reference Evaluation specialist 3ie, Washington, DC

1. Background

[The International Initiative for Impact Evaluation \(3ie\)](#) 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 help improve people's lives. 3ie is a registered non-governmental organisation in the US. It has offices in New Delhi, London and Washington, DC.

The Washington office (WO) supports impact evaluations, membership, public goods and professional services, as well as business development and special initiatives. A focus of the WO's impact evaluation services is the promotion of research transparency and high-quality evidence production, including the Impact Evaluation Repository (IER) and the replication program. The Delhi office hosts the office of the executive director, the largest impact evaluation programmatic office, the policy, advocacy and communication office and the program, finance, IT and administration office. The London office is the headquarters for 3ie's evidence synthesis work, including systematic reviews and evidence gap maps.

We are currently seeking an evaluation specialist, who will work principally on our HIV evidence and other health programs managed by the Washington office. The evaluation specialist will support 3ie's program to promote impact evaluation of HIV-related interventions and other health and social protection programs and interventions. S/he will also provide technical assistance for other 3ie evidence generation and use activities, as well as business development priorities, as needed.

2. Overview

The evaluation specialist assists with the management of 3ie's HIV, other health and non-health grants activities including preparing proposal materials for program funders, writing program documents, reviewing grant proposals and participating in grantee selection decisions, providing quality assurance for 3ie-funded studies, and managing external reviewers, among other tasks. S/he also conducts research and writes documents including scoping reports and replication studies. The evaluation specialist conducts additional tasks such as serving as an internal reviewer for other 3ie-funded impact evaluations, providing content for 3ie's website and other communication and marketing products, participating and presenting in conferences, leading

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workshops and providing other technical support. As new funding is received, the scope of work may be adjusted to fit the new needs and priorities

In addition to these responsibilities and depending on the successful candidate's experience and qualifications, s/he will become directly involved in new business initiatives. The evaluation specialist will report to a senior evaluation specialist who is responsible for the projects most related to the evaluation specialist's work. However, s/he will be working in a matrixed environment and will be expected to establish strong and collaborative relations with staff across all 3ie offices, with implementers in the field and with 3ie members located in L&MICs. International travel is required less than 15 per cent of time.

3. Key Responsibilities

3.1 Grant management and quality assurance

- Provides quality assurance that program implementation and spending are aligned with approved budgets, workplans, 3ie policies and practices;
- Recruits, onboards, manages and evaluates consultants and other project staff, as required;
- Produces and updates grant program documents. Provides 3ie management with recommendations for continued implementation of assigned grant programs;
- Participates in stakeholder meetings related to the studies that 3ie is funding;
- Visits and monitors implementation sites of programs evaluated under assigned grant windows and professional services;
- Travels internationally, with a focus on African countries, for workshops, conferences, and consultations related to 3ie's grants programs. Travels internationally to 3ie staff retreat and to international conferences, conditional on having a paper or session accepted or other project-related activities;
- Serves as internal reviewer for studies being conducted under 3ie grants programs. Internal reviewers monitor the quality of research and provide guidance throughout the life of the research project and coordinate input from other 3ie staff and external consultants on program technical documents and reports;
- Communicates directly with 3ie-funded researchers as well as impact evaluation experts who serve as reviewers, external project advisors, and referees for the replication program; and
- Serves as reviewer and scorer of proposals for HIV, health or other grant programs or other 3ie-funded programs and projects.

3.2 Technical assistance

- Supports and quality assures development of impact evaluation designs and protocols;
- Provides advice and guidance on evaluation tools and guidance documents;
- Leads workshops and/or trainings on impact evaluation concepts and techniques;
- Supports quantitative and qualitative data analysis;
- Provides professional services to 3ie stakeholders, including development; and implementation of training programs for relevant stakeholders.

3.3 Evidence production and evidence uptake

- Conducts research related to impact evaluation of HIV, health or other development programs; research may also include scoping reports, systematic reviews and replication studies (in the first year, it will include two in the first year)
- Represents 3ie, as appropriate, in evaluation and development fora, including technical working groups, and donor, bilateral and multilateral consultative groups and meetings; and
- Writes communications documents for 3ie, such as briefs and blogs.

3.4 New business development

- Provides support for new business concept papers, proposals and budget development; and
- Grows own network to engage potential funders and partners to cultivate donors and develop partnerships and supports identification of new opportunities.

4. Qualifications and Skills

This position requires a deep understanding of impact evaluation and the methods used both in health and in other social sciences. The position also requires strong communication skills (written and verbal), and the ability and desire to apply these skills in project management, capacity-building, new business and stakeholder engagement.

4.1 Education and work experience

- Master's degree in public health, economics, other social science or a related field with an empirical emphasis, and a minimum of three years of post-qualification professional experience or a doctoral degree in public health, economics or other related field. Doctoral degree is strongly preferred;
- Research experience and emerging publication record in experimental and quasi-experimental methods of rigorous impact evaluation;
- Knowledge of HIV, nutrition and other health programming in low- and middle-income countries, particularly in Africa;
- Experience working in low- and middle-income countries, preference for work experience in francophone Africa;
- Program, research and grant management experience;
- Reviewer or referee experience;
- Experience working with funding agencies, international organizations, private foundations and government ministries.

4.2 Skills

- Ability to travel internationally and/or domestically (not likely to exceed 15 per cent time);
- Strong and demonstrable proficiency with statistical software, preferably Stata;
- Familiarity with other statistical software such as SAS, SPSS or R is desirable;
- Proficiency with Microsoft Office applications including Word®, Excel® and PowerPoint®, and web-based applications such as Google Docs, GoToMeeting and Drop Box;

- Excellent oral and written communication skills in English; French professional proficiency strongly preferred;
- Excellent organizational skills, attention to detail and the flexibility and desire to adapt to shifting weekly priorities and deadlines; and
- Excellent cross-cultural skills and diplomacy.

5. Eligibility

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.

6. Terms of Employment

The evaluation specialist works in 3ie's Washington office and reports to the senior evaluation specialist. Applicants must have work authorization in the United States without sponsorship. Salary will be commensurate with qualifications and experience. All 3ie employees are required to occasionally attend Skype or video conference meetings outside of normal business hours.

7. How to Apply

Please apply by e-mail to wojobs@3ieimpact.org with 'WO Evaluation Specialist' in the subject line and the application materials listed below. Applications will be reviewed on a rolling basis until the position is filled. Incomplete applications will not be considered. The applicant must provide, at a minimum, the following information:

- A cover letter, not exceeding one page, highlighting your qualifications and experience relevant to the terms of reference and your salary requirements;
- Curriculum vitae (not to exceed four pages);
- Writing sample (preferably a sample of a research paper, concept paper, proposal, blog or other technical document that you alone authored);
- Contact information for three references;
- Specification of the auspices under which you are authorized to work in the US without sponsorship (e.g. American citizenship, Green Card holder, or if other – what type of visa and for what duration); and
- Your minimum acceptable annual salary.

Only shortlisted candidates will be contacted for interview.

3ie website URL: <http://www.3ieimpact.org>