



## **Terms of Reference Senior program manager 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 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 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 and the replication program. Going forward, the Washington office will take on a more central role with respect to management of new business initiatives for the organization. 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.

With technical and financial support from the Benin government, the West African Economic and Monetary Union (WAEMU), the West African Development Bank (BOAD) and the Hewlett Foundation, 3ie will be leading the West Africa Capacity Building and Impact Evaluation (WACIE) program in partnership with the Benin government.

WACIE is a proposed multi-year regional initiative that aims at promoting the institutionalization of evaluation in government systems across eight francophone West African countries<sup>1</sup> of the WAEMU. This will be conducted primarily through evaluation capacity building activities, the production of high-quality, rigorous evidence and continuous engagement with leading stakeholders to promote evidence-informed decision-making.

We are soliciting applications for the post of senior program manager to manage the WACIE program and to support other capacity building, stakeholder engagement and new business activities across the organization.

---

<sup>1</sup> Benin, Burkina Faso, Cote d'Ivoire, Guinea-Bissau, Mali, Niger, Senegal and Togo.

## 2. Summary

The senior program manager is responsible for providing strategic technical and management leadership of and support primarily to the WACIE program, but also for other programmatic and new business functions across 3ie.

Based in 3ie's Washington Office and in coordination with staff in Delhi and London, s/he will be responsible for the development and management of the WACIE workplan and budget, reporting, knowledge management, supervision of consultants and the provision of technical assistance to ensure the quality and impact of the WACIE program. S/he will serve as the primary advocate for the WACIE program with 3ie staff, WACIE donors, sub-contractors, consultants, and other global and regional stakeholders. S/he will play a leadership role in seeking new and diversified donor funding and innovative partnerships for the WACIE program, in alignment with 3ie's strategic plan and membership model. S/he will supervise one or more Benin-based consultant staff in the context of the WACIE portfolio.

In addition to her or his WACIE responsibilities and depending on the successful candidate's experience and qualifications, the senior program manager will become directly involved in capacity-building and/or professional services as well as new business initiatives. The senior program manager will report to the director of the Washington Office. 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. Travel to the region is anticipated up to 20 per cent of time.

## 3. Key responsibilities

### 3.1 Project and grant administration and management

- Provides program management leadership and support to the WACIE and other country/regional programs to ensure the strategic, programmatic, technical, financial and contractual integrity from project start-up through implementation and completion;
- Provides quality assurance that program implementation and spending are aligned with approved budgets, workplans, 3ie policies and practices; and
- Recruits, onboards, manages and evaluates consultants and other project staff, as required.

### 3.2 Technical assistance

- Supports development of assessment and program evaluation designs and protocols;
- Supports development or adaptation of evaluation and assessment tools and guidance;
- Supports Institutional Review Board (IRB) approvals and clearance of ethical protocols in countries;
- Supports quantitative and qualitative data analysis;
- Supports development and implementation of training programs for relevant stakeholders; and
- Reviews and coordinates input from other 3ie staff and external consultants on program technical documents and reports.

### **3.3 Communication and knowledge management**

- Works with consultants and stakeholders in the field and 3ie staff to ensure the documentation and visibility of programs, highlighting technical and programmatic innovations, achievements and impact at conferences, in peer review journals, technical briefs, blogs and social media platforms; and
- Represents 3ie, as appropriate, in evaluation and development fora, including technical working groups, and donor, bilateral and multilateral consultative groups and meetings.

### **3.4 New business**

- Engages in strategic growth and diversification of the WACIE program portfolio and other 3ie-wide initiatives to cultivate donors, develop partnerships, write technical proposals, support budget development and identify staff and consultants, as needed.
- Assesses, documents and promotes innovation for new business concept papers and proposals.

## **4. Qualifications and skills**

This position requires a deep understanding of and curiosity about 3ie's mission and portfolio. The position also requires extremely strong analytic and communication skills (written and verbal), and the ability and desire to apply these skills in project management, capacity-building, new business, knowledge management and stakeholder engagement. The successful candidate must have significant experience working in francophone Africa with high-level officials, researchers and program managers using evidence for policy and program development. We are seeking a highly diplomatic and entrepreneurial individual, who is comfortable taking initiative, and who thrives in a matrix-managed, fast-paced environment.

### **4.1 Education and work experience**

- Minimum requirement is a master's degree in international affairs, development studies, economics, other social sciences, public health or a related field with an empirical emphasis, and a minimum of eight years of work experience, including at least two years working in francophone Africa;
- Minimum three years of experience supporting complex development projects funded by a variety of donors with responsibilities that include annual work plan and budget development, use of monitoring and evaluation data for decision making and managing program performance, financial and risk management, and project and financial reporting. Contract or grant management experience highly desirable;
- Experience working with high-level officials in funding agencies, international organizations, private foundations and government ministries; and
- Proven experience supporting new business activities and demonstrated ability to write technical proposals across one or more international development sectors.

### **4.2 Skills**

- Ability to travel internationally and/or domestically (not likely to exceed 20 per cent time);

- Strong and demonstrable proficiency with Microsoft Office applications including Word©, Excel© and PowerPoint©;
- Excellent oral and written communication skills in English; French professional proficiency 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 and a reputation for being a strategic thinker, innovator and ‘field person.’

## 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. Applicants must already have work authorization in the United States.

## 6. Terms of Employment

Salary will be commensurate with qualifications and experience.

## 7. How to Apply

Please apply by e-mail to ([wojobs@3ieimpact.org](mailto:wojobs@3ieimpact.org)), and include ‘Senior Program Manager’ in the subject line and the application materials listed below. 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;
- Curriculum vitae (not to exceed four pages);
- Writing sample (preferably a sample of a concept paper, proposal, research paper, blog or other technical document that you alone authored);
- Contact information for three references;
- Please indicate in your cover letter if you are a US citizen or Green Card holder. If neither, please specify under what visa you are authorized to work in the US and for what period of time.
- Please indicate in your cover letter your minimum salary requirement.