



Terms of Reference Impact Evaluation Repository Intern 3ie, Washington, DC

1. Background

The International Initiative for Impact Evaluation (3ie) promotes evidence-informed equitable, inclusive and sustainable development. We support the generation and effective use of high-quality evidence to inform decision-making and improve the lives of people living in poverty in low- and middle-income countries. We provide guidance and support to produce, synthesise and quality assure evidence of what works, for whom, how, why and at what cost. 3ie is registered as a non-governmental organisation in the United States. It has offices in New Delhi, London and Washington, DC.

3ie seeks an intern to work with the Impact Evaluation Repository and Data Services team in Washington, DC.

2. Key responsibilities

The intern will report directly to the research associate or data analyst and will be responsible for a variety of tasks outlined below.

2.1 Primary tasks

- Systematically screen large numbers of studies at full text level to identify impact evaluations that meet 3ie's inclusion criteria;
- Clean and curate data using MS Excel;
- Extract and code meta-data of final included studies, such as bibliographic information, sectors and methodologies used; and
- Manage workflow and deliverables for team of consultants.

2.2 Other tasks

- Create systematic search strategies by identifying appropriate resources and databases, and, developing and testing tailored search strings for each resource;
- Conduct systematic searches in a wide range of academic databases and online libraries and websites, downloading and organizing results with reference manager software;
- Conducting research for papers or blogs written by 3ie staff; for example, conducting literature searches, creating annotated bibliographies;
- Performing empirical analysis including econometrics;
- Creating summary statistics and cleaning raw data; and
- Any other tasks as assigned.

Washington, DC

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3. Qualifications and skills

3.1 Education and work experience

- Graduate degree in Economics, Statistics, Public Policy, Public Administration or related field with an emphasis on empirical methods; and
- Working knowledge of impact evaluation techniques, statistics and/or econometrics methodologies;
- Familiarity and understanding of international development sector.

3.2 Skills

- Experience analyzing data using MS Excel, particularly using pivot tables;
- Experience managing and screening large numbers of academic articles;
- Experience managing teams;
- Excellent English-language skills; ability to read and interpret impact evaluations in French, Portuguese or Spanish is a bonus; and
- Excellent skills in communication, time management, teamwork and relationship management.

4. Timeline

The Washington Office is looking for an intern to begin as soon as possible, for six months and for 40 hours a week. . Hours each week range from 20-40, with applicants expected to commit at least 20 hours a week to the project. The intern will work on-site in 3ie's Washington offices at 1029 Vermont Avenue NW.

5. Terms and eligibility

3ie will recruit one individual and applicants must have the right to work in the United States. 3ie is an equal-opportunity employer. We do not discriminate on the basis of sex, age, religion, ethnicity or sexual orientation. We particularly encourage women, ethnic minorities and differently abled persons to apply.

6. How to apply

Please apply by e-mail to ssabet@3ieimpact.org with all of the application material listed below and include '3ie IER intern' 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; and
- Contact information for three references.

We will review applications on a rolling basis and the position will remain open until filled.