



Terms of reference Evidence impact manager 3ie, New Delhi

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.

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 an evidence impact manager to work in New Delhi, India. The manager will report to the head of PACO.

2. Key responsibilities

The manager will undertake a variety of tasks to support, strengthen and improve ongoing work to promote use and uptake of 3ie-funded evidence. The manager will help ensure 3ie-funded evaluations and reviews are policy-relevant by promoting engagement between researchers and stakeholders and advocate for evidence uptake into policy and programming. The manager will monitor, measure and report evidence use effectively; support ongoing efforts to improve tools, processes and outputs that strengthen 3ie's evidence uptake and use work.

The manager will also be responsible for quality, timely inputs to policy-related aspects of the grants management cycle. This will include providing technical inputs to the design and

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management of studies and reviews and producing effective knowledge and communication products. The manager will also coordinate PACO staff to ensure timely inputs on our work on evidence uptake and use, and develop tools and processes as needed. The manager will help grow and strengthen 3ie's profile as a thought leader and advocate for evidence-informed policymaking and programming.

2.1 Main areas of work

- Provide technical inputs on policy-relevant design, engagement and uptake in 3ie grant-making and in-house studies and reviews throughout the grant cycle;
- Support grantee policy engagement and evidence uptake advice and guidance throughout the 3ie grant cycle;
- Coordinate and deliver 3ie's monitoring, measuring and reporting on evidence uptake and use;
- Contribute to providing capacity development to use evidence
- Provide and coordinate technical support for grant call launches;
- Contribute to growing and strengthening 3ie's advocacy messages;
- Produce reports, briefs and other communication products;
- Maintain and improve website resource areas related to evidence uptake and use;
- Contribute to building new 3ie business related to policy influence, promoting evidence use and other related work; and
- Represent 3ie externally.

2.2 Grants management – policy influence and evidence use

- Coordinate the assignment and timely high-quality PACO staff inputs to the evaluation and review grant management cycles, including regular review and updating of all tools and processes needed to support PACO inputs;
- Provide policy-related technical inputs for assigned grants and projects, including interactions with grantees, adaptation and review of policy engagement plans, feedback to grantees and reviews of grant application documents, progress and study reports;
- Coordinate and contribute to 3ie grant call launches as assigned, including ensuring the development of specialised dissemination lists and plans, copy-editing requests for qualifications or proposals, FAQs and other call documents;
- Contribute to the regular updating of information management tools and process guidance to ensure 3ie has an efficient and effective grant development and management process; and
- Manage the regular monitoring of grantee policy engagement extraction of data about policy relevance and influencing and reporting about these activities.

2.3 Monitoring, measurement and reporting evidence uptake and use

- Ensure the effective and efficient monitoring of 3ie grants;
- Ensure that 3ie means for measuring and reporting on evidence uptake and use are effective, efficient, adaptive to new learning and are reported well and widely; and
- Support the production of 3ie learning in policy engagement and uptake.

2.4 Capacity development to use evidence

- Contribute to providing capacity development to use evidence by designing and delivering capacity development tools and technical support

2.5 Communication and advocacy

- Draft case studies, stories of change, policy briefs, features or other knowledge products about evidence uptake and use in 3ie-funded studies and reviews;
- Ensure the high-quality and timely production of 3ie-funded reports and papers as assigned;
- Manage the effective updating, expansion and regular updating of 3ie's policy-related resources on the 3ie website;
- Develop communication plans for evidence programmes or in-house studies or supervise and support others doing them as required;
- Organise and/or participate in 3ie-funded events related to grants management or communication and engagement plans of assigned studies and projects; and
- Contribute to 3ie's integrated communication strategy implementation as required, including the production of multimedia products, events, social media, website, media or other channels in timely and coordinated means.

2.6 Business development

- Coordinate and contribute to 3ie business development to build project-funded work related to evidence uptake and use.

2.7 External representation

- Represent 3ie in external events, project collaborations, grant management workshops and contribute to increasing 3ie's networking, relationships, and external branding, as assigned.

2.8 Administrative

- Carry out administrative duties related to this position or as needed for the smooth running of PACO as assigned.

2.9 Monitoring, evaluation and learning

- Responsible for producing, maintaining and improving the monitoring tools, processes and reporting of policy-relevant and evidence use data and outcomes from 3ie-funded studies and reviews;
- Contribute to the development of evaluation and learning mechanisms for the uptake of evidence into policy and programming in 3ie-funded studies and reviews;
- Contribute to PACO M&E and reporting and annual donor reviews as required;
- Contribute to improving the gendered equity responsiveness of 3ie's methods and processes;
- Contribute to ensuring that 3ie communication is unbiased and gender sensitive; and
- On an as-needed basis, line manage short-term consultants and interns.

3. Qualifications and skills

3.1 Education and work experience

- *Essential*

- Minimum is a Master's degree in a field relevant to international development with an education or training in policy analysis as well as quantitative and qualitative research methods;
 - Five or more years of progressive management and technical work experience in a development sector relevant to 3ie's work, with at least three years in a developing country context;
 - Four or more years of work related to research communication and evidence uptake and use as well as monitoring and evaluating policy change;
 - Demonstrated education- and work experience-based knowledge of the international development sector, major actors and how the sector works, with at least one specialism that is relevant to 3ie's core work;
 - Experience or training in development sector business development;
 - Writing, editing and producing publications, especially policy-relevant reports, guides, research papers, blogs, resource materials and briefs for policy and programming audiences; and
 - Analysing and writing about policy change in international development.
- *Desirable*
 - PhD in a field relevant to international development;
 - Prior experience working with a development agency or large NGO on policy change;
 - Direct experience advocating for policy change in a developing country context and evaluating development projects;
 - Previous exposure to evaluation in international development and training in evaluation methods, systematic review methods and/or research methods; and
 - Experience advocating for policy change at regional or global levels.

3.2 Skills

- Experience in project management skills, including logframes, theories of change, implementation plans, annual planning and budgeting, and donor reporting;
- Familiarity with qualitative research methods;
- Advanced knowledge of all MS Office 2010 or 2013 applications, particularly Word®, Excel® and PowerPoint®;
- Proven ability to multi-task, support multiple team members working to multiple deadlines;
- Proven ability to work independently and work in a fast-paced, deadline-oriented team;
- Proven ability to support and mentor other staff and build capacities in others;
- Self-starting, taking the initiative to problems solve, demonstrated willingness to take on work to help a team;
- Must be able to work well in a fast-paced, multi-actor, multi-demand work environment with a minimum of supervision;
- Must like to take the initiative and problem solve;
- Must be a team player who is committed to working together for common, as well as individual goals;
- Ability to work well in a multi-cultural work environment spread over three offices on three continents;
- Exceptional English-language writing and editing skills; and
- Strong presentation and external representation skills.

4. Eligibility

The successful candidate must be a resident of India and have the right to work in the country. 3ie is an equal-opportunity employer committed to equality and diversity. We do not discriminate based on sex, age, religion, ethnicity, sexual orientation or being differently abled. We particularly encourage women, ethnic minorities and differently abled persons to apply.

5. Terms of employment

3ie offers competitive remuneration based on experience and qualifications.

6. How to apply

Please apply by e-mail to (jobs@3ieimpact.org) mentioning '**Application: Evidence impact manager**' 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. A summary on your CV is not a substitute.
- Curriculum vitae (not to exceed two pages);
- Name and contact information for (two/three) references; and
- One writing sample to demonstrate your experience in the field.

Applications must be submitted by **09:00 hours IST, 3 July 2018**.

Incomplete submissions will not be considered. Only those shortlisted will be contacted.