



Terms of Reference

Consultant- Senior data and knowledge management specialist 3ie, London

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 of America. It has offices in New Delhi, London and Washington, DC.

2. Key responsibilities

We are currently seeking a consultant-senior data and knowledge management specialist to support an upgrade of the digital platform for our [Systematic Review Repository](#) and [Impact Evaluation Repository](#). Due to 3ie's increasing internal knowledge management needs and expanding data services there is potential for expanding responsibilities for the right candidate.

The consultant will report directly to the project manager or her designee and have the following responsibilities:

- Drive forward negotiations with contractors procured to deliver new digital platform;
- Act as a liaison between 3ie technical staff and contractors to ensure the digital platform provides the services required by 3ie and its stakeholders; and
- Oversee the implementation and roll out of the new digital platform.

3. Qualifications and skills

- Graduate degree in Computer Science, Statistics or equivalent.
- At least 10 years of experience in Data Engineering, Knowledge Management, Informatics or similar fields.
- Track record of converting ideas into functional software and digital platforms;
- Advanced working knowledge of SQL and experience working with relational databases, query authoring (SQL) as well as working familiarity with a variety of databases;
- Experience building and optimising data pipelines, architectures and data sets;
- Demonstrated experience in building or procuring digital products supporting data transformation, data structures, metadata and workload management;

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- Experience performing analysis on internal and external data and processes to answer specific questions and identify opportunities for improvement;
- Strong project management and organizational skills;
- Experience supporting and working with cross-functional teams in a dynamic environment; and
- Familiarity with impact evaluations and/or systematic reviews is desirable.

4. Terms of employment

In the first instance the contract will be for up to 60 days over an eight month period, to support the upgrade of the impact evaluation and systematic review digital platform. We offer competitive payment, commensurate with experience.

The contract may be extended on mutual agreement to cover a broader range of responsibilities related to data governance and processing across 3ie.

The role involves close collaboration with staff based in 3ie's Washington, DC and London offices and proximity to one of these locations would be an advantage. The role may be performed remotely, but some travel will be required.

5. Eligibility

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. All applications will be treated in the strictest confidence

6. How to apply

Please send the application materials listed below to bsnilstveit@3ieimpact.org, with the subject line 'Senior Data and Knowledge Management Specialist':

- A cover letter, not exceeding one page, highlighting your experience relevant to the terms of reference. A summary of your CV is not a substitute;
- Curriculum vitae (not to exceed two pages); and
- Contact information for three references

We will review applications on a rolling basis and the position will remain open until filled. Only short-listed candidates will be contacted.