



**Terms of reference**  
**Consultants- research assistants**  
**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. It has offices in New Delhi, London and Washington, DC.

3ie's synthesis and review office in London produces, funds, and communicates policy messages from systematic reviews of impact evaluations of development policies and programmes. 3ie systematic reviews are designed to make evidence even more accessible and useful to policy makers. 3ie is seeking research assistant(s) to support various ongoing projects, including evidence gap maps and systematic reviews. This is an excellent opportunity for recent graduates to gain paid entry level experience in applied research and international development.

## **2. Scope of Work**

The consultant will report to the lead reviewer(s) on assigned projects and undertake the following tasks:

- Attend a half-day training, an introduction to the synthesis methodologies and training in how to read titles and abstracts of primary studies and reviews against the scope of the project;
- Work with 3ie staff to develop competence and confidence in reading titles and abstracts against the scope of the project, and in maintaining inter-rater reliability of decisions and quality of work;
- Screen up to 750 titles and abstracts a day for inclusion using criteria outlined in a protocol;
- Perform additional literature searches, including searches of the 3ie evidence databases, citation tracking, and targeted searching of institutional websites;
- Keep a record of decisions made using EPPI reviewer (reference management software);
- Obtain full-text copies of relevant studies;
- Extract data from included studies;
- Prepare tables containing information on the included studies;
- Support data analysis; and

### **London**

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- Attend meetings related to the work as needed.

### 3. Qualifications

- Bachelor's in economics, political science, or other relevant social science; a post-graduate degree an advantage;
- Attention to detail essential;
- Excellent record keeping skills;
- Knowledge of international development policies and programs an advantage.

### 4. Eligibility

3ie recognises the value that diversity brings to the organisation in terms of experience, skills, talent and cultural perspectives. The organisation is committed to building an environment and culture where all staff feel valued, are treated fairly and respected. 3ie is committed to providing equality of opportunity for all current and prospective staff members and will not discriminate on grounds of sex (female, male or other) race, age, gender, sexual orientation, citizenship, medical condition (with certain exceptions based on job role), class, caste, ethnicity, disability, location, pregnancy, maternity or paternity, or religion.

3ie's commitment to equal opportunity covers all aspects of employment, including but not limited to recruitment, selection, compensation, promotion, professional development, termination, and participation in 3ie-sponsored employee activities.

### 5. Terms

The successful candidate(s) will be paid an hourly rate of GBP 12-15 per hour. The term of the consultancy contract will initially be full time for six weeks, with possibility for extension of the contract if both parties agree.

Consultants are not required to work in the 3ie London offices but may work onsite if they are locally based and if or when space is available. Each consultant is expected to arrange for their own computer and internet connection.

### 6. How to apply

Please apply by e-mail to [3ieUK@3ieimpact.org](mailto:3ieUK@3ieimpact.org) with the subject line '2019/SRO RA consultancy.' The application package must include the following:

- A cover letter, not exceeding one page, highlighting your experience relevant to the terms of reference; and
- Curriculum vitae (not to exceed two pages).

Applications will be assessed on a rolling basis and the positions will remain open until filled. Only shortlisted candidates will be contacted. Please direct any questions to Hannah Chirgwin: [hchirgwin@3ieimpact.org](mailto:hchirgwin@3ieimpact.org).