



Terms of reference

Research assistant or associate

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.

3ie's evaluation office is responsible for developing new programmes for impact evaluations, reviewing and quality assuring 3ie-funded impact evaluations and conducting in-house evaluations. Currently, this office supports evidence programmes across thematic areas like sanitation, agricultural innovation, social protection, transparency and accountability, humanitarian assistance and immunisation amongst others. Staff also work on supporting country programmes in Uganda and the Philippines.

3ie seeks a research assistant or associate to support the agriculture and aquaculture evidence programmes. The position will be based in the 3ie's New Delhi office. The position will be at either the research assistant or research associate level, depending on the successful candidate's qualifications.

2. Key responsibilities

The assistant or associate will support the evaluation specialist in the management of 3ie's agricultural innovations evidence programme and a large-scale impact evaluation of an aquaculture programme in Bangladesh. The core responsibilities are listed below, but the additional duties may be assigned depending on the organisation's needs.

2.1 Grant programme management

- Review technical deliverables submitted by grantees;
- Organise relevant events and meetings such as steering committee meetings, monitoring calls, workshops and other events;
- Participate in key stakeholder meetings, and field-based missions from time-to-time;
- Coordinate with key stakeholders in the programme, such as donors, thought-partners, grantees, implementers, policymakers and others;
- Assist in planning workshops where results and lessons from 3ie-supported grants are

New Delhi

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- shared; and
- Assist in preparing donor reporting documents.

2.2 Contributing to writing tasks and research

- Analyse and summarise the results from baseline and final reports of the impact evaluation studies conducted under the programmes;
- Perform push-button replication as part of quality assurance of the grant programs;
- Contribute to the generation of writing outputs such as briefs, minutes from meetings and learning documents;
- Search and analyse relevant articles, working papers and blog posts that can contribute to the analysis of the impact evaluations funded under the programme;
- Conduct research for fundraising; and
- Prepare material for 3ie program web pages.

2.3 Knowledge and marketing materials

- Develop policymaker-friendly materials such as briefs, executive summaries, study summaries, blogs, conference abstracts and other content for 3ie databases, internal tracking, website and external channels;
- Assist with organising and planning 3ie events; and
- Attend local and international conferences to present work related to 3ie programmes, from time to time.

2.4 Impact evaluation management

- Assist in the day-to-day management of a large-scale impact evaluation, including organising meetings and conducting routine communications with project stakeholders;
- Make arrangements for monitoring visits to project sites in northwest Bangladesh, and accompany other research staff on these visits; and
- Assist in preparing donor reporting documents.

2.5 In-house research

The assistant or associate will contribute to in-house research projects, including but not limited to push-button replications of data using statistical software, quantitative analyses of impact evaluation data, evidence syntheses (e.g. literature reviews, portfolio reviews, learning papers, data gathering), developing questionnaires and databases, or other research-related tasks.

2.6 Stakeholder engagement

Another responsibility will be to work on expanding existing and building new networks with stakeholders including academic researchers, professional evaluators, development practitioners and others, as required.

3 Qualifications and skills

3.1 Education and work experience

3.1.1 Required

- A Master's or equivalent in public health, economics, political science, psychology, statistics, public policy, or another relevant social science.

3.1.2 Desirable

- Prior research or work experience in the agriculture and/or aquaculture sectors;
- Prior experience and/or knowledge of impact evaluation methodology, including quasi-experimental designs using statistical matching to create comparable treatment and control groups, regression discontinuity designs, and others;
- Prior experience with and/or knowledge of evidence synthesis methodologies;
- Prior experience in writing and producing reports, research papers or briefs; and
- Prior experience in organising events such as workshops and seminars.

3.2 Skills

- Demonstrated quantitative analysis skills using statistical software packages like STATA, R, or SPSS;
- Excellent verbal and written English-language skills;
- A strong ability to work on a team and under pressure with strict deadlines;
- Strong organisation and planning ability;
- Multicultural and gender sensitivity, analytical thinking, and a sense of humour; and
- Proficiency in Bengali/Bangla is a plus but not required.

4 Eligibility

3ie will recruit one individual with the right to work in India. 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 of employment

Candidates should be available to start work no later than **1 May 2019**. 3ie offers competitive remuneration based on experience and qualifications.

6 How to apply

Please apply by email to jobs@3ieimpact.org with 'RA - agriculture' as the subject line. Please attach the following documents in one email, and do not attach other documents beyond those requested below:

- A cover letter, not exceeding one page, highlighting your experience relevant to the terms of reference
- Curriculum vitae (not to exceed two pages)
- Contact information for three references

Applications will be reviewed on a rolling basis, and the position will remain open until filled.

Incomplete submissions will not be considered. For more information, email:
skumar@3ieimpact.org