



Terms of reference

Research associate to the executive director

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.

We do so through evidence programmes, production of public goods, professional services, support to and partnership with our members and support to institutional advancement initiatives. The evidence programmes include impact evaluations, formative evaluations, process evaluations, implementation research, replication studies, systematic reviews and evidence gap maps. Our work encompasses a wide range of topics, sectors and themes. 3ie is registered as a non-governmental organisation in the United States. It has offices in New Delhi, London and Washington, DC.

3ie is inviting applications for the post of research associate to the executive director (ED) in New Delhi, India.

2. Key responsibilities

The research associate will report directly to the ED and will be responsible for a variety of tasks outlined below.

2.1 Management of the bursary programme (60 per cent)

3ie's bursary programme provides funding for individuals from low- and middle-income countries to attend workshops and conferences related to impact evaluations, systematic reviews and evidence synthesis. This programme is part of our efforts to build capacity in conducting and using high-quality evaluations and systematic reviews that can help generate policy-relevant evidence. The research associate will be responsible for the tasks listed below:

- Liaise with senior management to develop annual work plan and budget for the programme, including: identify courses, workshops and conferences; prepare tentative calendar of events, and allocate bursaries;
- Coordinate with event organisers, provide logistical support as needed;
- Coordinate with the communication officers to announce bursary calls on the website and social media;
- Review applications and make recommendations on awards;

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202–203, Rectangle One, D-4, Saket District Centre, New Delhi – 110017, India

3ie@3ieimpact.org Tel: +91 11 4989 4444

- Coordinate with the travel desk to arrange travel and accommodation for participants;
- Serve as the main point of contact with bursary awardees before, during and after the event;
- Conduct post-course surveys of bursary holders; and
- Compile quarterly and closure reports on the bursary programme.

2.2 Research and writing (25 per cent)

- Prepare background notes on a variety of issues related to 3ie's work;
- Provide research support as needed; and
- Prepare, format and review documents and presentations.

2.3 Reporting and other tasks (15 per cent)

- Collect and collate information from other offices to compile reports;
- Support management of events in which the ED is participating;
- Liaise with the ED's executive assistant in managing his calendar; and
- Any other work assigned by the ED.

3. Qualifications and skills

3.1 Education and work experience

- Master's degree preferably in the social sciences, development studies or any other related fields;
- A minimum of two to three years' relevant experience;
- Familiarity and understanding of the development sector.

3.2 Skills

- Experience in event management or of organising workshops or conferences;
- Knowledge of MS Office Suite;
- Familiarity with spreadsheet analysis;
- Experience in using online academic research databases is desirable but not required
- Experience with statistical software packages is desirable but not required;
- Exceptional communication and English-language skills, especially in writing.

4. Eligibility

3ie will recruit one individual with the right to work in India who is residing in or near Delhi. 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 at the earliest. 3ie offers competitive remuneration based on experience and qualifications.

6. How to apply

Please apply by e-mail to jobs@3ieimpact.org with all of the application material listed below and include '3ie research associate to the executive director' 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 (not to exceed two pages);
- Contact information for three references;
- One writing sample on any aspect relevant to this job.

Applications must be submitted by **23:59 hours IST, 15 April 2019** and the position will be open until filled.