



## Terms of reference

### Consultant for immunisation systematic review

### 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 assure the quality of 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.

3ie has commissioned evaluations to understand the role of community-based approaches in expanding immunisation coverage in countries with low vaccination rates. According to [3ie's scoping study](#), in 2013 an estimated 21.8 million infants globally were not covered under routine immunisation services, putting them at risk of death or preventable diseases. Given the low rates and the cost of last mile delivery, there is an increasing focus on understanding the role that communities can play in planning and delivery of immunisation services.

3ie is seeking research consultants that will support ongoing evidence synthesis work for our [Innovations in immunisation evidence programme](#), managed by the evaluation office based in New Delhi.

## 2. Scope of work

The consultants will be expected to support ongoing systematic screening and data extraction work for a systematic review and evidence gap map on immunisation. The consultants will report to the lead evaluation specialist at 3ie and will be supervised by an evaluation specialist on a day-to-day basis.

## 3. Key responsibilities

### 3.1 Essential functions include:

- Systematically screen large numbers of studies at title and abstract, and full text level to identify impact evaluations that meet 3ie's inclusion criteria;
- Extract and code meta-data such as bibliographic information, sectors, methodologies used, effect sizes, and so on of final studies;

### 3.2 Other functions may include:

- Conduct systematic searches in a wide range of academic databases, online libraries and websites; download and organise results using the reference manager software; and

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- Support other activities related to the review or gap map; and
- Any other research task as assigned by the evaluation specialist.

#### 4. Qualifications and skills

- Graduate degree in economics, statistics, public policy, public administration or related field with an emphasis on empirical methods;
- Working knowledge of impact evaluation techniques, statistics and/or econometrics methodologies;
- Excellent reading skills in English; ability to read and interpret impact evaluations in French, Portuguese or Spanish is a bonus;
- Familiarity with immunisation and public health-related programs and their evaluation is desirable;
- Excellent skills in communication, time management, teamwork and relationship management; and
- Interpersonal and multicultural sensitivity.

#### 5. Eligibility

3ie will recruit one or more individual consultants, applications from firms will not be accepted. Priority will be given to applicants based in the Delhi area, but applicants working remotely will also be considered. Daily working hours for all consultants must overlap with working hours in Delhi (9:00am – 5:30pm) by at least four hours.

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.

#### 6. Terms of employment

Candidates should be available to start work at the earliest. The contract will be for a period up to 120 days, with at least 20-40 hours a week, with applicants expected to commit at least 20 hours a week to the project. Priority will be given to applicants able to commit at least 25 hours per week. An hourly rate will be discussed between final candidates and 3ie.

#### 7. How to apply

Please apply by e-mail to Avantika Bagai ([abagai@3ieimpact.org](mailto:abagai@3ieimpact.org)), copying [jobs@3ieimpact.org](mailto:jobs@3ieimpact.org), with the subject line 'EO consultant-SR'. The application package must include a cover letter (not exceeding one page) and a CV. Incomplete applications, including applications without a cover letter, will not be considered. Only shortlisted candidates will be contacted. **We will review applications on a rolling basis and the positions will remain open until filled.**