



**Terms of reference**  
**Evaluation specialist or Senior evaluation specialist**  
**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.

This is an invitation for applications for up to two positions (subject to funding availability) of evaluation specialist (ES) (or Senior evaluation specialist, SES, for candidates with more advanced skillsets and substantial relevant experience). We intend these positions to be based in the evaluation office in New Delhi, India. For exceptional candidates, we may consider placement in our Washington office. Priority sectors of experience are agricultural insurance and innovation, aquaculture, women's empowerment, self-help groups, nutrition and sanitation.

## 2. Summary

Within 3ie, the evaluation office develops and implements evidence programmes focused on theory-based, mixed-method impact evaluations, quality-assures 3ie-funded impact evaluations and conducts in-house research and evaluations. Currently, 3ie supports evidence programmes across thematic and policy areas, including sanitation, agricultural innovation, women's economic empowerment, social protection, transparency and accountability, humanitarian assistance and immunisation. Staff also support country programmes in Uganda, the Philippines and West Africa.

The ES or SES will provide technical and management leadership of, and support for impact evaluations, formative evaluations, process evaluations, implementation research and other

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evidence programmes. This includes supporting the preparation of proposal materials for fundraising, writing programme documents, reviewing grant proposals, quality-assuring 3ie-funded studies, and managing external reviewers and other consultants. S/he is expected to assume full day-to-day management responsibility for evidence programmes and to conduct research, provide technical assistance for capacity development, and write content for publications, social media and 3ie's website. S/he will lead and/or participate in high-level events, conferences and workshops. In various capacities, the ES/SES communicates and negotiates directly with funders and represents 3ie to policymakers and researchers.

The successful candidate(s) should be able to demonstrate significant impact evaluation research experience in which they have applied a theory-based approach and drawn on a mix of methods to inform the approach, analysis and findings. S/he will have demonstrated expertise in designing and implementing research and translating research evidence for decision-makers in L&MICs. Direct experience with designing and implementing development programmes in L&MICs is also highly desirable. We are seeking a highly diplomatic and entrepreneurial individual who is comfortable taking initiative, and who thrives in a matrix-managed, fast-paced environment.

S/he will supervise and mentor junior staff. S/he will be working in a matrixed environment and will be expected to establish strong and collaborative relations with staff across all 3ie offices, with researchers and other stakeholders in the field and with 3ie members located in L&MICs. International and domestic travel is expected.

The ES/SES will report to 3ie's Director of the Evaluation Office and Global Director for Innovation and Country Engagement.

### **3. Key responsibilities**

The (senior) evaluation specialist(s) will be responsible for the tasks outlined below.

#### **3.1 Evaluation research and technical assistance**

- Contribute to and oversee impact evaluation evidence programmes and individual research grants across a range of development sectors, including agricultural insurance and innovation, aquaculture, women's empowerment, self-help groups, nutrition, sanitation, among others. Responsibilities include:
  - Contribute to proposal writing for programme funding;
  - Develop grant programme policies and procedures and write programme documents;
  - Identify and recruit outside stakeholders for roles such as selection panel member, advisory group member and task force participant; and participate in these;
  - Provide technical and management oversight of the grantee quality assurance process;
  - Help organise programme events, such as selection panel meetings, advisory group meetings, programme-sponsored conference sessions and programme workshops;
  - Undertake field monitoring visits as required; and
  - Provide technical and management oversight for contracted programme work conducted by individual researchers or firms.

- Conduct and advise on scoping studies, formative research, process evaluations, replication studies, systematic reviews and evidence gap maps;
- Assist in the management of technical assistance projects, including writing specifications for professional service contracts, recruiting consultants, standardising products and reports, and quality assuring products and services;
- Provide technical assistance to key 3ie stakeholders, on topics including but not limited to capacity development, evaluation methods, study design, database development, research transparency initiatives, and evidence uptake and use;
- Work with consultants and stakeholders in the field, as well as with 3ie staff, to ensure documentation of 3ie's evaluation programmes; and
- Conduct or contribute to in-house research, which may include evidence gap maps, scoping or synthesis reports, systematic reviews, database development, concept and/or methods papers and impact evaluations. Such in-house research studies often lead to publication in one of 3ie's publication series and/or in scholarly journals.

### **3.2 Project management and grant administration**

- Provide programme management leadership and support for research, professional services grants and contracts to ensure the strategic, programmatic, technical, financial, and contractual integrity from project start-up through implementation and completion;
- Ensure – in collaboration with other 3ie staff involved in managing programmes – that grant and contract implementation and spending are aligned with approved budgets, workplans and 3ie policies and practices;
- Recruit, on-board, manage, and supervise staff and consultants, as required; and
- Mentor junior staff, as needed.

### **3.3 Institutional advancement and communication**

- Represent 3ie in evaluation and development fora, including evaluation conferences, technical working groups and donor, bilateral, and multilateral consultative groups and meetings;
- Strengthen and build relationships with 3ie's key stakeholders, including members, donors, policymakers and researchers;
- Lead and contribute to technical reports, publications, briefs, blogs, website content, and other social media on evidence programmes and professional services; and
- Engage in strategic growth and diversification of 3ie initiatives to cultivate donors, develop partnerships, write technical proposals and support innovations in programme development.

## **4. Qualifications and skills**

### **4.1 Education and work experience**

- Graduate degree in a relevant social science field; a doctorate is preferred;
- Research experience and in-depth knowledge of experimental and quasi-experimental methods applied in impact evaluations (e.g. randomised controlled trials, instrumental variables, propensity score matching and interrupted time series);

- Research experience and expertise in theory-based, mixed-method research design, including demonstrated expertise in designing gender-responsive and equity-focused evaluations, preferably, or development programming;
- Experience designing and implementing one or more of the following: implementation research, process evaluations, formative research, qualitative research;
- Experience designing and implementing development programmes;
- Programme management experience outside of research study management, with grants management experience strongly preferred;
- Experience working with high-level officials in funding agencies, international organisations, private foundations and government ministries;
- Academic knowledge of and direct field experience with agriculture; aquaculture; small business enterprises; gender-responsive women's empowerment; nutrition and/or sanitation;
- Training and/or relevant demonstrated experience in the theory and methods for capacity development (e.g. adult learning, mentoring, peer learning, organisational change) in monitoring and evaluation and evidence use, preferably in L&MICs;
- Agriculture, nutrition, and/or sanitation and other social sector programming in L&MICs; preference for those with at least one to two years' residential experience working in programme evaluation and research in L&MICs;
- Experience in L&MIC policy development and/or policy implementation at either the national or sub-national level preferred; and
- Experience supporting new business activities and demonstrated ability to write technical proposals across one or more development sectors preferred.

## 4.2 Skills

- Excellent oral and written communication skills in English; Spanish and/or French professional proficiency highly preferred;
- Excellent organisational skills, attention to detail, and the flexibility and willingness to adapt to shifting weekly priorities and deadlines;
- Experience working and managing staff in a matrix environment;
- Experience carrying out surveys in challenging environments and being able to adapt to these realities; and
- Excellent cross-cultural skills and diplomacy, and a reputation for being a strategic thinker and innovator.

## 5. Eligibility

3ie will recruit up to two individuals with the right to work in New Delhi or Washington, DC (as the case may be). 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

This is an internationally advertised position based in New Delhi, with a possibility of being located in Washington DC for exceptional candidates. Candidates should be available to start by 1 May 2019. The duration of the position will be for two years and be renewable depending on availability of funding. Salaries will be commensurate with qualifications and experience.

To determine whether we offer the candidate a position of Senior evaluation specialist or evaluation specialist, we will look at the strength of the skills mix and the richness of experience in research, programme and grant management. We will also pay particular attention to their demonstrated experience in providing state-of-the-art capacity development in evaluation methods and use.

## 7. How to apply

Please send your application and all the materials by email to [jobs@3ieimpact.org](mailto:jobs@3ieimpact.org), copying [pvasandani@3ieimpact.org](mailto:pvasandani@3ieimpact.org). Please include 'Evaluation Specialist/Senior Evaluation Specialist' as the subject line. Application materials include:

- A cover letter, not exceeding one page, highlighting your qualifications and experience relevant to the terms of reference;
- Curriculum vitae (not to exceed four pages); and
- Writing sample (preferably a sample of a proposal, research paper, or other technical document that you alone authored).

Applications will be accepted on a rolling basis till the position is filled.