

**Terms of Reference**  
**General Intern**  
**International Initiative for Impact Evaluation (3ie)**



**Background**

The International Initiative for Impact Evaluation (3ie) seeks to improve the lives of poor people in low- and middle-income countries by providing and summarizing evidence about which development interventions work, when, why, and for how much. 3ie operates several grants programs to finance high-quality impact evaluations of policies and programs in these countries, where high-quality impact evaluations are those that measure the net change in outcomes that can be attributed to a specific program. Further, 3ie produces, funds, and disseminates systematic reviews of impact evaluations on development policies and programs. Systematic reviews are designed to make the evidence even more accessible and useful to policy makers. 3ie also supports quality impact evaluation through its quality assurance services.

3ie has headquarters offices in New Delhi, a systematic review office in London, and a liaison office in Washington DC.

3ie primarily recruits interns for specific projects to coincide with the academic year terms: fall, winter/spring, and summer. There will be specific terms of reference and application instructions for those opportunities. *If one or more of those opportunities is currently under recruitment, applicants should respond to the specific terms of reference and not this one.* Occasionally, 3ie will hire an intern outside of that cycle for unexpected projects or when an exceptional candidate is identified. Applicants interested in those occasional opportunities may respond to this terms of reference.

**Scope of Work**

3ie interns in the Washington office conduct a variety of tasks contributing to several of the components of the 3ie work plan. Generally, interns work on one or two larger projects with well-defined outputs, which are agreed upon during the interview and hiring process. Additional responsibilities may include:

- A) Writing impact evaluation summaries for the 3ie online database, which entails:
  - a. Reading assigned impact evaluation articles, working papers, or reports;
  - b. Writing summaries of those impact evaluations in the 3ie template, which includes sections on methodology and results;
  - c. Reviewing edits to those summaries made by the copy editor and making corrections as necessary;
  - d. Peer reviewing others' summaries and providing comments.
- B) Attending seminars and other events and writing up notes to be disseminated among 3ie staff.
- C) Serving as a research assistant for papers or blogs written by 3ie staff, for example, conducting literature searches, creating annotated bibliographies, and so on. May also include research assistant work on a systematic review.
- D) Performing other tasks occasionally as requested.

**Qualifications**

Desired qualifications include:

- Completed undergraduate degree in economics, political science, or other relevant social science

- Working knowledge of experimental and quasi-experimental methods of rigorous impact evaluation
- Knowledge of international development policies and programs
- Analytical writing skills in English
- Demonstrated ability to work independently

## Terms

The internship may be paid with or without credit or unpaid with credit. For a paid internship, the candidate must provide proof of permission to work in the United States. The internship is for 20 to 40 hours a week for at least 10 weeks. For a part-time internship, regular days and times will be agreed in advance between the intern and the supervisor. The intern will work on site in 3ie's offices at 1625 Massachusetts Avenue NW and will report to Annette Brown, Chief Advancement and Impact Evaluation Services Officer (and Chief Evaluation Officer).

Please submit cover letter, resume, and the names and contact information of three references to *Ms. Lisa Rajigah*, at [jobs@3ieimpact.org](mailto:jobs@3ieimpact.org) with "Washington office general intern" in the subject line. In the cover letter, please describe your knowledge and experience with impact evaluation in development and state the time period of availability. Only finalists will be contacted.