

**Terms of Reference
Research Assistant Consultancy
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 of 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. We are currently seeking Research Assistant Consultants to be contracted through the Washington office to support the growth of the 3ie online impact evaluation database. This is an open-ended recruitment. Applications will be reviewed upon receipt and contracts will be offered to successful applicants until/unless a maximum number of consultants has been reached.

Scope of Work

3ie seeks research assistants to work under consultancy contracts to help 3ie build our online Impact Evaluation Database. These consultants will report to the Chief Advancement and Impact Evaluation Services Officer (head of the Washington office) or her designee. Tasks include:

- Reading assigned impact evaluation articles, working papers, or reports;
- Writing summaries of those impact evaluations in the 3ie template and paying careful attention to 3ie guidelines. The template includes sections on methodology and results;
- Reviewing edits to those summaries made by the copy editor and making corrections as necessary;
- Peer reviewing others' summaries and providing comments.

The consultants will be expected to complete two summaries a week on average during the term of the consulting agreement.

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

Finalists will be required to write a sample summary for review.

Terms

Each Research Assistant consultant will be paid at an hourly rate of US\$20. As noted above, he or she is expected to complete two summaries a week on average. The term of the consultancy contract will be six months from the date of signing and may be renewed if both parties agree. Research Assistant consultants are not entitled or required to work in the 3ie Washington offices but may work onsite if they are locally based and if/when space is available. Each consultant is expected to provide his or her own computer and internet connection.

Applications

Please submit cover letter, resume, and a writing sample of no more than two pages to Ms. Lisa Rajigah, at 3ieus@3ieimpact.org. Only finalists will be contacted. You may also send any questions to Ms. Rajigah.