



## Evaluation specialist or senior evaluation specialist 3ie

### 1. Background

The [International Initiative for Impact Evaluation \(3ie\)](#) is an international NGO that 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 (L&MICs). We provide guidance and support to produce impact evaluations and associated formative evaluations; systematic reviews and syntheses, evidence gap maps and support for using that evidence in decision-making and capacity development. 3ie is registered as a non-governmental organisation in the United States. It has offices in New Delhi, London and Washington, DC.

We do so through evidence programs, production of public goods, professional services, and support to institutional advancement initiatives. The evidence programs include theory-based, mixed-methods impact evaluations, implementation research, systematic reviews, evidence gap maps, and replication studies. Our work encompasses a wide range of topics, sectors and themes including but not limited to: health services, nutrition, education, governance, microfinance, humanitarian, social protection, agriculture, and related social sector programming.

3ie is inviting applications for the post of Evaluation Specialist (ES) or Senior Evaluation Specialist (SES).

### 2. Summary

The SES or ES will provide technical and management leadership of and support for impact evaluations, synthesis, and other evidence programs. This includes supporting the preparation of proposal materials for fundraising, writing program documents, reviewing grant proposals, quality-assuring 3ie-funded studies, and managing external reviewers and other consultants. S/he is expected to assume full management responsibility for evidence programs and to conduct research, provide technical assistance for capacity building, 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 SES or ES communicates and negotiates directly with funders and represents 3ie to policymakers and researchers.

The successful candidate will have significant impact evaluation research experience and will have demonstrated expertise implementing research and translating research evidence for decision-makers in L&MICs. We are seeking a highly diplomatic and entrepreneurial individual who is comfortable taking initiative and who thrives in a matrix-managed, fast-paced environment.

#### Washington, DC

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The SES or ES will report mainly to 3ie's director of the evaluation office and global director for innovation and country engagement. In the case of staff located in the Washington Office, there will be a secondary reporting relationship to the director of the Washington, DC office.

The SES or ES may 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 at approximately 10 to 20 per cent of her/his time.

### **3. Key responsibilities**

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

- The SES or ES will oversee impact evaluation and implementation research grants across a range of development sectors, including but not limited to: health, health services, nutrition, education, governance, finance, microfinance, humanitarian, social protection, agriculture, and related social sector programming;
- 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, standardizing products and reports and quality assuring products and services;
- Provide technical assistance to key 3ie stakeholders, on topics including but not limited to capacity-building, evaluation methods and 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
- SES may be asked to lead on new methods and/or development of certain innovative research topics (research transparency, etc.).

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

- Provide program management leadership and support for research and 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 3ie staff who are managing programs – that grant and contract implementation and spending are aligned with approved budgets, workplans and 3ie policies and practices;
- SES/ES may recruit, on-board, manage, and supervise staff and consultants, as required; and
- Mentor junior staff, as needed.

#### **3.3 Institutional advancement and communications**

- Represent 3ie in evaluation and development fora, including 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 programs 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 program development.

## **4. Qualifications, experience and skills**

### **4.1 Education and work experience for the SES position**

- Master's degree in evaluation, public health, economics, demography, or other relevant social science field that includes statistical training and experimental methods; a doctorate is strongly preferred;
- Research experience and in-depth knowledge of experimental and quasi-experimental methods applied in impact evaluation (RCT, IV, propensity score matching, and interrupted time series);
- Experience designing and implementing one or more of the following: implementation research, process evaluations, formative research, qualitative research;
- Program 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 health, nutrition, and other social sector programming in L&MICs;
- Experience in L&MIC policy development and/or policy implementation at either the national or sub-national level preferred;
- Project management experience; and
- Experience supporting new business activities and demonstrated ability to write technical proposals across one or more development sectors preferred.

### **4.2 Education and work experience for the ES position**

- Master's degree in evaluation, public health, economics, demography, or other relevant social science field that includes statistical training and experimental methods; a doctorate is strongly preferred;
- In-depth knowledge of experimental and quasi-experimental methods applied in impact evaluation (RCT, IV, propensity score matching, and interrupted time series);
- Experience designing and implementing one or more of the following: implementation research, process evaluations, formative research, qualitative research;
- Academic knowledge of and direct field experience with health, nutrition, and other social sector programming in L&MICs preferred;
- Experience in L&MIC policy development and/or policy implementation at either the national or sub-national level preferred;
- Project management experience preferred; and
- Experience supporting new business activities and demonstrated ability to write technical proposals across one or more development sectors preferred.

### 4.3 Skills

- Ability to carry out data analysis in Stata and/or other statistical software packages;
- Excellent oral and written communication as well as presentation 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; and
- Excellent cross-cultural skills and diplomacy, and a reputation for being a strategic thinker, innovator, networker, and “field person.”

## 5. Eligibility

We will recruit one or more individuals with the right to work in the USA or India. 3ie is an equal-opportunity employer committed to equality and diversity. We do not discriminate based on sex, age, religion, ethnicity, caste, sexual orientation or for being differently abled. We particularly encourage ethnic minorities and differently abled persons to apply.

## 6. Terms of Employment

Candidates should be available to start work around July —September 2019. The salary range for this position is competitive and commensurate, based on location, qualifications and experience. Our policies and procedures reflect our commitment to safeguarding children and vulnerable adults from abuse. We follow a zero-tolerance policy for any form of bullying or harassment in the workplace.

## 7. How to Apply

Please apply by e-mail to [jobs@3ieimpact.org](mailto:jobs@3ieimpact.org). Please include ‘3ie Evaluation Specialist’ or ‘3ie Senior Evaluation Specialist’ and specify the office location (Washington, DC or New Delhi, India) in the subject line. The applicant must provide, at a minimum, the following information:

- 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);
- Writing sample (preferably a sample of a proposal, research paper, or other technical document that you alone authored);
- Contact information for three professional references.
- Please indicate in your cover letter in which of 3ie’s offices you have legal authorization to work

**Applications will be reviewed on a rolling basis until the position is filled.** Incomplete applications will not be considered. We will contact only shortlisted candidates.