



## Research associate

### 3ie, Washington, DC

## 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 (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 impact evaluations, implementation research, replication studies, systematic reviews and evidence gap maps. Our work encompasses a wide range of topics, sectors and themes. Examples include health systems and services, nutrition and related social sector programs.

3ie seeks a research associate to work with 3ie's office in Washington, DC.

## 2. Key responsibilities

The research associate will report to the senior evaluation specialist and will be responsible for a variety of tasks. However, the research associate will be working in a matrixed environment and will be expected to establish strong and collaborative relations with staff across all 3ie offices and with 3ie members located in L&MICs. Some of tasks to be assigned to the research associate are outlined below.

### 2.1 Research, review and translation

- Design and conduct research, including but not limited to impact evaluations, scoping reports, portfolio reviews, replication studies and concept and methods papers;
- Review 3ie-funded studies;
- Develop policy-friendly material, including but not limited to briefs, executive summaries and blog posts; and
- Use STATA to analyse data and conduct push-button replication of 3ie-funded studies for quality assurance and data transparency purposes.

#### Washington, DC

1029 Vermont Avenue, NW, Suite 1000, Washington, DC 20005, United States of America

[3ieus@3ieimpact.org](mailto:3ieus@3ieimpact.org) Tel: +1 202 629 3939

---

## **2.2 Support evidence gap map production**

The research associate may be responsible for, in consultation with the project lead or principal investigator, the technical production of evidence gap maps (EGMs):

- Develop and test systematic search strategies that include comprehensive search strings and algorithms tailored for different academic databases;
- Conduct searches for impact evaluations and systematic reviews in a wide range of academic databases, online libraries and websites; download and clean results using reference management software;
- Develop criteria for screening impact evaluations and systematic reviews;
- Manage and train teams of consultants tasked with systematic screening of impact evaluations and systematic reviews;
- Manage and train teams of consultants to extract meta-data and ensure data quality;
- Provide technical oversight for the screening and meta-data extraction of impact evaluations and systematic reviews;
- Develop data extraction protocol for impact evaluation and systematic review meta-data;
- Assist with the development and delivery of training material for capacity-building services on EGMs offered by 3ie; and
- Translate data and findings of the EGM into written or visual reports.

## **2.3 Support management of 3ie's Impact Evaluation Repository**

The research associate may assist with regular updates and maintenance of the Impact Evaluation Repository (IER), including:

- Clean and curate data from the IER using MS Excel©;
- Manage and train teams of consultants on impact evaluation methods, international development sectors, screening and extracting meta-data from impact evaluations;
- Extract and code meta-data of final impact evaluation studies; and
- Translate data and contents of the IER into written or visual reports.

## **2.4 Membership services and knowledge management**

- Support management of the 3ie membership program, including organization and communication for major meetings and events, such as the 3ie board meeting, members meeting, donor meetings, international conferences and country-level workshops;
- Under the guidance of the senior program manager, serve as a knowledge resource; champion organization-wide processes, policies, templates and tools, including supporting knowledge management among 3ie's members; and
- Support knowledge management activities led by the Policy, Advocacy and Communication office, including writing for the website, blogs and contributing to social media.

## **2.5 Program and grant administration and management**

- Under the guidance of the senior program manager, support staff in program and grant administration and management, including preparation of work plans, donor reports and budgets;
- Support recruiting, training, onboarding and management of interns and consultants; and
- Other support as needed.

## 2.6 New business development

- Research and analyze information for new business initiatives, including but not limited to donor prospecting, development sector analyses, country and regional program assessments and partner profiling;
- In collaboration with all 3ie offices, establish or contribute to information systems tracking new business opportunities, creating profiles for donors, projects, countries and staff;
- Draft concept notes and presentations or pitches for donor and partner consultations;
- Assess, document, and promote innovation for new business concept papers and proposals; and
- Support the director in coordinating inputs for proposal development and review.

## 3. Qualifications and skills

This position requires a breadth of skills as well as a deep understanding of and curiosity about 3ie's mission and portfolio, strong research, analytic and communication skills (written and verbal), and the ability to apply these skills in program and project management, new business initiatives, knowledge management, and board/member outreach and relations. The successful candidate must have exceptional planning and organizational skills and be very detail-oriented. We are seeking a highly diplomatic and entrepreneurial individual, who is comfortable taking initiative and who is ready to roll up her or his sleeves to get the job done.

### 3.1 Education and work experience

- Bachelor's degree in Economics, Statistics, International Development, Public Policy, Public Administration, Public Health, Demography or related field with an emphasis on empirical methods or international affairs, public health, development studies, public administration, economics, other social sciences or a related field is desired, a graduate degree is preferred.
- At least one year of professional experience (may include internships);
- Working knowledge of impact evaluation and systematic review techniques, statistics and econometrics methods;
- Knowledge of systematic search and screening techniques preferred;
- Prior experience with program design, project or grant management, budget development and/or financial analysis in the international development sector preferred;
- Prior experience contributing to the development of competitive proposals, concept papers and/or donor and partner relationships in the context of new business opportunities; and
- Experience with international development fundraising is preferred.

### 3.2 Skills

- STATA or other statistical software package (R, SPSS);
- Excellent MS Excel© skills, in particular, have experience analyzing data including using pivot tables;
- Experience or familiarity with managing and screening large numbers of academic articles;

- Excellent skills in communication, time management, teamwork and relationship management
- Excellent English-language skills; ability to read and interpret impact evaluations in French, Spanish, or Portuguese is a plus; and
- Experience using data visualization software such as Tableau is a plus.

## 4. Eligibility

3ie will recruit one individual with the right to work in the US. 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.

## 5. Terms of employment

The position will start immediately. 3ie offers competitive remuneration based on experience and qualifications. 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.

## 6. How to apply

Please apply by e-mail to [wojobs@3ieimpact.org](mailto:wojobs@3ieimpact.org) with all of the application materials listed below and mention '3ie research associate' in the subject line.

- A cover letter, not exceeding one page, highlighting your experience relevant to the terms of reference. A summary on your CV is not a substitute;
- Please indicate in your cover letter if you have the right to work in the US and if so, for what period of time.
- Curriculum vitae (not to exceed two pages);
- Writing sample (preferably a sample of a concept paper, blog or product or service "pitch" that you alone authored); and
- Name and contact information for three references.

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