



## Senior evaluation specialist 3ie, Washington, DC

### 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. Our work encompasses a wide range of topics, sectors and themes including but not limited to: health, nutrition, education, agriculture, governance, microfinance, climate change, humanitarian interventions, and social protection. 3ie is registered as a non-governmental organisation in the United States. It has offices in New Delhi, London and Washington, DC.

3ie is inviting applications for the post of senior evaluation specialist (SES) to be based at its Washington, DC office.

### 2. Summary

The SES will provide institutional leadership in the areas of research transparency and replication. In addition, s/he will provide technical and management leadership of and support for evidence programs and professional services grants in the areas of impact evaluations, formative evaluations, replication, and synthesis. This includes leading research activities, as well as supporting the preparation of proposal materials for fundraising, writing program documents, reviewing grant proposals, quality-assuring 3ie-funded studies, and managing external reviewers. 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, and participate in internal and external committees, boards, panels etc.

In various capacities, the SES 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 fast-paced environment.

#### Washington, DC

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The SES will report to 3ie's director of the evaluation office and global director for innovation and country engagement.

The SES will supervise and mentor junior staff, and assist the Director in various quality assurance and managerial tasks. 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. International and domestic travel is expected at up to 10 to 20 per cent of her/his time.

### **3. Key responsibilities**

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

- Oversee 3ie's research transparency initiatives such as providing technical assistance (and approvals, as necessary) on matters relating to 3ie's registry and data verse, manage concerns relating to the implementation of 3ie's research transparency policy, and advance the research transparency agenda;
- Oversee and further develop 3ie's replication portfolio, including developing and refining the replication methods used, advocating for and advancing the replication agenda, fundraising for new replication programs, and managing ensuing replication work with the possibility of some of it being done in-house, and/or:
  - A) Conducting at least one replication study of an impact evaluation of an intervention in a low- or middle-income country (The impact evaluation to be replicated will be agreed with 3ie management; the replication study should be submitted for publication and disseminated through appropriate academic channels);
  - B) Reviewing and, as necessary, revising 3ie's replication guidelines.
  - C) Identifying candidate impact evaluations among both 3ie-funded impact evaluations and published impact evaluations for replication.
  - D) Recruiting consultants to conduct replication studies for 3ie.
  - E) Serving as technical advisor and reviewer for replication studies being conducted under the program.
- The SES will oversee evidence programs and research grants across a range of development sectors, which could include but not be limited to: health, nutrition, education, agriculture, governance, climate change, microfinance, humanitarian interventions and social protection. To the extent possible, we try to ensure a match between expertise, interest and available programs to be managed;
- Conduct and advise on scoping studies, formative research, process evaluations, replication studies, systematic reviews and evidence gap maps;
- 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; and
- Work with consultants and stakeholders in the field, as well as with 3ie staff, to ensure documentation of 3ie's evaluation programmes.

#### **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 that grant and contract implementation and spending are aligned with approved budgets, workplans and 3ie policies and practices;
- Undertake technical review of colleagues' work and draft reports; and
- Recruit, on-board, manage, and supervise staff and consultants, as required, and mentor junior staff, as needed.

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

- Lead on the development of innovative methods, technical guidelines, the development and implementation of research-related policies, change projects in how we do things;
- 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 services;
- Lead on business development activities and undertake a substantial role in reaching out to donors and representing 3ie; 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**

- Master's or doctorate degree (or equivalent level of advanced research experience) in evaluation, public health, economics, demography, or other relevant social science field that includes statistical training and experimental methods;
- Demonstrated experience in research and in-depth knowledge of replication methods, and experimental and quasi-experimental methods applied in impact evaluation (RCT, IV, propensity score matching, and interrupted time series);
- Knowledge of issues and debates surrounding the research transparency movement globally, with a publication record in this area highly desirable;
- 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, donor cultivation 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; with professional proficiency in additional languages highly preferred;
- Excellent organisational skills, attention to detail, and the flexibility and willingness to adapt to shifting priorities and deadlines;
- Experience working and managing staff; 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 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.

### 6. Terms of Employment

Candidates should be available to start work as soon as possible. The salary range for this position is competitive and commensurate, based on 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), and include ‘3ie Senior Evaluation Specialist - Transparency’ 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 that you have legal authorization to work in the United States.

The deadline for submitting applications is **30 September, 2019**. However, 3ie may review applications as they come in and interview people on a rolling basis until the vacancy is filled. Incomplete applications will not be considered. We will contact the shortlisted candidates only.