



## **Consultant- research associates 3ie, New Delhi**

### **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. We provide guidance and support to produce, synthesise and quality assure evidence of what works, for whom, how, why and at what cost. 3ie is registered as a non-governmental organisation in the United States. It has offices in New Delhi, London and Washington DC.

The Policy, Advocacy and Communication Office (PACO) at 3ie has the primary responsibility for developing, managing, monitoring and learning from the engagement and evidence uptake and use requirements in 3ie impact evaluation and systematic review grant-making. PACO has been improving its approach for capturing lessons from managing and monitoring stakeholder engagement and evidence uptake from over 150 impact evaluations and 35 systematic reviews. PACO has an effective monitoring and learning system, building on a significant amount of information and data in various forms, including interviews with research teams, stakeholders and notes from field visits. The office is also responsible for developing effective approaches to research communication, advocating for evidence-informed policymaking and programming and promoting commitment to evaluation. The team anchors 3ie's internal and external communication, including the production of knowledge and communication products.

### **2. Summary**

3ie is looking for two full-time consultant-research associates to work on an ongoing project to investigate, validate and produce public summaries of evidence use from 3ie-funded studies. The consultants will work in the 3ie New Delhi office and report to the senior evidence impact research associate. They will be part of a small team that helps ensure that 3ie-funded evaluations and reviews are policy relevant, that researchers engage with stakeholders to promote study understanding, uptake and use; that use is verified and measured against evidence-informed indicators; and help produce briefs and summaries for publication on the 3ie website. The work requires certification in contribution tracing methods. 3ie can provide training for the right candidate. Experience with social science research design, implementation and reporting is essential.

### **3. Key responsibilities**

- Monitor ongoing and closed grants for engagement and evidence uptake and use;

#### **New Delhi**

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- Extract narrative data on evidence uptake and use from grants based on reports, secondary sources and interviews;
- Follow up claims of influence and use with grantees and other key actors to verify and understand the use claims with confidence;
- Apply contribution tracing to assess the level of confidence in evidence uptake and use claims;
- Analyse and make recommendations about ongoing and closed grants for potential for further research and learning about evidence uptake;
- Contribute to writing evidence use summaries, briefs and other products and messages about 3ie-funded stakeholder engagement and evidence uptake;
- Report on evidence uptake and use from 3ie-funded studies as part of quarterly reporting to donors and board members;
- Support producing, maintaining and improving the monitoring tools, documentation processes and reporting of stakeholder engagement from 3ie-funded studies;
- Support in improving and revamping the resources for 3ie's online toolkit to improve engagement and promote evidence uptake and use in impact evaluations and systematic reviews;
- Support the development of research communication and engagement plans to ensure the effective uptake of 3ie-supported studies; and
- Any other tasks as relevant and appropriate to improve our monitoring and measuring of evidence use and engagement from 3ie impact evaluation and systematic review grants or evidence 3ie directly produces.

## **4. Qualifications and skills**

### **4.1 Education and work experience**

- Minimum is a Master's degree, in an area requiring course-level training in research methodologies or separate certification in quantitative and qualitative research;
- At least three years' relevant development project work experience in a sector relevant to 3ie's work and requiring understanding of social science research and evaluation in development;
- Experience with applying contribution tracing, or similar theory-based methodologies in research; and
- Experience writing and editing policy briefs, blogs, guides and other relevant research communication and programme documents for non-researchers is desirable.

### **4.2 Skills**

- Knowledge of international development and major actors in one or more sectors where 3ie is working;
- Demonstrated work relevant to evaluation in international development;
- Has used qualitative research methods using framework analysis in researching, extracting, analysing and reporting on narrative data from reports and other secondary sources and interviews;
- Training in NVivo® or other qualitative data software;
- Exceptional English-language writing and editing skills;
- Advanced knowledge of MS Office 2016® or later applications, particularly Word, Excel and PowerPoint

- Proven ability to multi-task, work independently, problem solve and support multiple team members working to different deadlines;
- Must be able to work in a fast-paced, multicultural, cross-team work environment with minimum of supervision;
- Must be deadline and delivery-oriented; and
- Must be a team player who is committed to working together for institutional, as well as individual goals.

## 5. Eligibility

The successful candidate must be a resident of India and have the right to work in India. 3ie is an equal-opportunity employer committed to equality and diversity. We do not discriminate based on sex, age, gender, religion, ethnicity, caste, sexual orientation or being differently abled. We particularly encourage women, ethnic minorities and differently abled persons to apply. Work sharing will not be considered.

## 6. Terms of employment

Candidates should be available to start as soon as possible. 3ie offers competitive remuneration based on experience and qualifications. The contract will be for a period of 200 days with a possibility of renewal based on performance.

## 7. How to apply

Please apply by e-mail to [jobs@3ieimpact.org](mailto:jobs@3ieimpact.org) mentioning 'Application: PACO consultant – research associate' in the subject line. The application package must include the following:

- 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; **applications without a cover letter will be rejected;**
- Curriculum vitae (not to exceed two pages);
- Writing sample (please indicate if it is co-authored or produced by yourself); and
- Contact information for three references

Incomplete applications will not be considered. Only shortlisted candidates will be contacted for an interview.

**Applications will be reviewed on a rolling basis until the position is filled, with the first review scheduled two weeks from the date of posting the advertisement.**