



## Consultant- Research assistant 3ie, London

### 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. We have offices in New Delhi, London and Washington, DC.

3ie's synthesis and review office in London produces, funds, and communicates policy messages from evidence gap maps and systematic reviews of impact evaluations of development policies and programmes. 3ie synthesis projects are designed to make evidence even more accessible and useful to policy makers.

3ie is seeking research assistant(s) to support various ongoing projects, including evidence gap maps and systematic reviews. This is an excellent opportunity for recent graduates to gain paid entry-level experience in applied research and international development.

### 2. Scope of work

The consultant(s) will report to the lead reviewer(s) on assigned projects and undertake the following tasks:

- Attend a half-day training, an introduction to the synthesis methodologies and training in how to read titles and abstracts of primary studies and reviews against the scope of the project;
- Work with 3ie staff to develop competence and confidence in reading titles and abstracts against the scope of the project, maintaining inter-rater consistency and quality of work;
- Support systematic search and screening processes, such as through screening titles and abstracts for inclusion using criteria outlined in a protocol and performing additional literature searches, citation tracking, obtaining full-texts, and targeted searches of institutional websites;
- Keep a record of decisions made using EPPI reviewer (reference management software);
- Extract data from included studies;
- Prepare tables containing information on the included studies;
- Support data analysis; and
- Attend meetings related to the work as needed.

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### 3. Qualifications

- Bachelor's in economics, political science, or other relevant social science; a post-graduate degree an advantage;
- Attention to detail and patience to review large amounts of data without losing concentration essential;
- Excellent record keeping skills;
- Demonstrated interest in international development policies and programmes; and
- Knowledge of impact evaluation and econometric analysis an advantage.

### 4. Eligibility

3ie will recruit one or two individuals who meet the minimum criteria. 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

The successful candidate(s) will be paid an hourly rate of GBP 12-20 per hour, commensurate with experience. The consultancy contract will initially be full-time or part-time (20 hours/week) for six months, with possibility for extension if both parties agree. Strong preference for candidates who are able to commit to full-time for six months. Preference will also be given to candidates able to work out of the 3ie London office, though exceptional candidates based remotely or available part-time will also be considered. Each consultant is expected to arrange for their own computer and internet connection.

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 [3ieuk@3ieimpact.org](mailto:3ieuk@3ieimpact.org) with the subject line 'February2020/SRO RA consultancy.' The application package must include the following:

- A cover letter, not exceeding one page, highlighting your experience relevant to the terms of reference; and
- Curriculum vitae (not to exceed two pages).

**Applications will be reviewed on a rolling basis and the positions will remain open until filled.** Incomplete submissions will not be considered. Only shortlisted candidates will be contacted.