



Senior Evaluation Specialist

3ie

1. Background

[The International Initiative for Impact Evaluation](#) (3ie) is an international grant-making organization 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, 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 of America. It has offices in New Delhi, London and Washington, DC.

We do this 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.

3ie is inviting applications for the post of Senior Evaluation Specialist (SES) for systematic reviews, preferably based at the 3ie Synthesis Office located in London. However, for exceptional candidates with the right to work, we may consider a posting at our offices in Washington, DC or New Delhi, or a remote working arrangement.

2. Summary

The SES will provide technical and management leadership of and support for systematic reviews, evidence gap maps and other evidence programmes. This includes supporting the preparation of proposal materials for fundraising, writing program documents, reviewing grant proposals, quality-assuring 3ie-funded studies, managing external reviewers and leading in-house research projects.

S/he is expected to assume full day-to-day management responsibility for programmes of work and to conduct research, provide technical assistance for capacity development, 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 communicates and negotiates directly with funders and represents 3ie to policymakers and researchers.

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The successful candidate will have significant and broad based impact evaluation and/or systematic review research experience and will have demonstrated expertise implementing research and translating research evidence for decision-makers in L&MICs.

S/he will 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. Some international and domestic travel is expected. The SES will report to the Head of 3ie's London Office.

3. Key responsibilities

3.1 Research and technical contribution

- Act as the lead investigator on in-house research, with a focus on systematic reviews and evidence gap maps across a range of development sectors, including but not limited to, health, education, climate change, nutrition and related social sector programs, among others;
- Provide peer review and quality-assurance for 3ie-funded studies, including systematic reviews, evidence gap maps and impact evaluations;
- 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; and
- Lead on providing technical assistance to key 3ie stakeholders, on topics including but not limited to capacity development, evaluation methods and study design, synthesis and reviews, research transparency initiatives, and evidence uptake and use.

3.2 Project management and grant administration

- Manage programmes and projects and support 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 programmes – that grant and contract implementation and spending are aligned with approved budgets, workplans and 3ie policies and practices;
- Recruit, on-board, manage, and supervise staff and consultants, as required; and
- Mentor junior staff, as needed.

3.3 Institutional advancement and communication

- 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

3.4 Business Development

- Engage in strategic growth and diversification of 3ie initiatives to cultivate donors, develop partnerships, write technical proposals, and support innovations in program development.
- Lead the preparation of proposal materials for fundraising, writing program documents and reviewing grant proposals.

4. Qualifications and skills

Essential

- Post-graduate degree in public health, health systems, economics, demography or other relevant social science field with a strong quantitative focus;
- Advanced knowledge of the evidence informed decision making field, as demonstrated by a track record of conducting either experimental and quasi-experimental impact evaluations (RCT, IV, propensity score matching, and interrupted time series) OR systematic reviews;
- Expertise in theory-based, mixed-method research designs, preferably including demonstrated expertise in designing gender-responsive and equity-focused research;
- Advanced knowledge of statistical software packages (STATA or R);
- Demonstrated experience working successfully with high-level officials in funding agencies, international organisations, private foundations and government ministries;
- Strong knowledge of social sector programming in L&MICs, as demonstrated by relevant publication record and/or in-country residential experience;
- Excellent oral and written communication skills in English, with demonstrated experience communicating with different audiences.
- 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 and innovator.

Desirable

- PhD in a relevant discipline (economics, public health, social sciences);
- Spanish and/or French professional proficiency;
- Experience managing research grants;
- Residential experience working in program evaluation and research in L&MICs;
- Experience in L&MIC policy development and/or policy implementation at either the national or sub-national level;
- Experience supporting new business activities and demonstrated ability to write technical proposals across one or more sectors;
- Training and/or relevant demonstrated experience in the theory and methods for capacity development (e.g. adult learning, mentoring, peer learning, organisational change) in monitoring and evaluation and evidence use, preferably in L&MICs;

5. Eligibility

We will recruit one individual, preferably with the right to work in the UK, however, we will also consider applicants who have the right to work in locations where we have offices, namely, India and the US. In exceptional cases, we will consider candidates who can work remotely from their home country.

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 at the earliest. 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.

7. How to apply

Please apply by e-mail to jobs@3ieimpact.org mentioning '3ie Senior Evaluation Specialist 2020' in the subject line.

The application package must include the following:

- A cover letter, not exceeding two pages, highlighting your experience relevant to the terms of reference. A summary on your CV is not a substitute. Please also indicate in which of 3ie's offices you have the legal authorization to work
- Curriculum vitae
- Name and contact information for three references.

Applications will be reviewed on a rolling basis until the position is filled.

Incomplete applications will not be considered. We will contact only the shortlisted candidates.