



## Consultant- Programme Manager Philippines, 3ie

### 1. Background

The International Initiative for Impact Evaluation (3ie), with the support of the Australian Department of Foreign Affairs and Trade (DFAT), and in collaboration with the National Economic Development Agency (NEDA) is implementing the Philippines Country Evidence Programme.

The programme seeks to improve the culture of use of evidence in development policy and programming by generating high-quality rigorous evidence on topical issues confronting decision-makers. It aims to enhance the effectiveness of major government reforms and service delivery programs by (i) producing actionable, evidence-informed findings from high-quality impact evaluations, and (ii) building interest and capacity for evidence-informed decision-making in the Philippines by putting the government in the 'driver's seat' and supporting policymakers prioritize and articulate their needs for evidence and research.

A steering group chaired by Secretary NEDA, with representation from DFAT and 3ie, oversees the programme. The Programme Manager, along with the Evaluation Specialist and Senior Manager (either the Executive Director, or the Director, Evaluation Office) will represent 3ie in the steering group.

3ie is looking to hire a programme manager as a consultant to oversee implementation of the programme on a day-to-day basis, backed by technical support from 3ie's Evaluation Office in New Delhi (India). The consultant will report to the evaluation specialist in New Delhi, India.

### 2. Key responsibilities

Outlined below is a list of tasks that the programme manager would be required to carry out on a regular basis. The list is meant to be indicative and by no means exhaustive. From time to time, the programme manager will be expected to perform other tasks to ensure the smooth implementation of the programme.

1. **Steering group meetings:** Organise regular meetings in consultation with NEDA and DFAT, including taking lead in preparing the meeting agenda, compiling meeting docket with presentations, documenting meeting minutes and sharing these with all participants.
2. **Liaise with NEDA** to organise demand generation workshops with ministries and line departments to identify programmes for impact evaluation, keeping close track of the

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discussions and decisions reached and following up proactively, where needed. As in-country programme manager you will be expected to have in-depth understanding on best ways to ensure that work progresses as per plan

3. **Provide support to 3ie research teams** on resolution of bottlenecks, especially those that relate to their work with the government ministries and departments.
4. **Identify any upcoming risks** to the implementation of the programme and suggest mitigating actions.
5. Maintain regular touch with NEDA to **assess any upcoming need for evidence** where 3ie may be able to contribute with products that are easily accessible to policymakers and aid decision-making.
6. **Liaise with government ministries and departments** whose programme are being evaluated to gauge satisfaction with study progress and flag any issues of concern to the evaluation specialist
7. **Keep in-country stakeholders updated** on the programme progress, beyond the institutionalised mechanisms like the steering group meeting.
8. **Organise and participate in field monitoring** of studies and produce a back to office report.
9. **Work with 3ie strategic communication** office to plan communication and dissemination events and activities and provide logistic and coordination support for effective implementation of the plan.
10. **Attend and document relevant meetings**, conferences and workshops at which information about 3ie supported studies is shared.
11. Contribute to **donor reporting**.
12. **Hold weekly meetings with the evaluation specialist** and maintain regularly document issues discussed and decisions made. Produce monthly reports of the work done.

### 3. Qualifications and skills

- Experience working in government at a mid-level, or in a research agency with close collaboration with policymakers.
- Knowledge and familiarity of government procedures and processes and a good network of mid and high-level policymakers.
- Extensive experience in stakeholder coordination (national government agencies, development partners, research teams)
- Good writing skills with an eye for detail to ensure programme documentation is regularly updated and is of high quality.
- Demonstrated ability to work within agreed timelines and across time zones.
- Working knowledge of impact evaluation or applied economic research is an advantage.
- Preferably a social science graduate degree holder.

### 4. Eligibility

The consultant should be based in and have the right to work in Manila, Philippines. The consultant will report to and coordinate with the evaluation specialist in 3ie's New Delhi office.

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 and conditions

The consultant should be available to start work by 1 August, 2020. This is a part-time position for one year. The position is subject to NEDA normal terms and conditions. 3ie offers competitive remuneration based on experience and qualifications.

## 6. How to apply

Please apply by email to [jobs@3ieimpact.org](mailto:jobs@3ieimpact.org), copying [skumar@3ieimpact.org](mailto:skumar@3ieimpact.org) mentioning '3ie programme manager, Philippines' in the subject line. The application package must include:

- A cover letter, not exceeding one page, highlighting your experience relevant to this job description. A summary on your CV is not a substitute.
- Curriculum vitae (not to exceed two pages).
- Name and contact information of at least two references.

**We will review applications on a rolling basis and the deadline for applications is 21 July, 2020. Only shortlisted candidates will be contacted.**