



**Economic evaluation specialist**  
**or**  
**Senior economic evaluation specialist**  
**3ie, Washington, DC**

## 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.

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 organization in the United States. It has offices in New Delhi, London and Washington, DC.

3ie is inviting applications for the post of Economic Evaluation Specialist (ES) or Senior Economic Evaluation Specialist (SES), preferably based at the 3ie office located in Washington, DC. However, for exceptional candidates with the right to work in the US, we may consider a remote working arrangement.

## 2. Summary

The SES or ES will provide technical and management leadership in applied cost-benefit analysis (CEA) and cost-effectiveness analysis (CBA), including as standalone assessments, linked to impact evaluations, and as a component of broader evidence programs. S/he will also provide support in the preparation of proposal materials for fundraising, writing program documents, reviewing grant proposals, quality-assuring 3ie-funded studies, and managing external reviewers and consultants. 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,

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conferences, and workshops. In various capacities, the SES or ES communicates and negotiates directly with funders and represents 3ie to policymakers and researchers.

The successful candidate will have significant economic evaluation 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 matrix-managed, fast-paced environment.

The SES or ES will report mainly to 3ie's director, evaluation programs. In the case of staff located in the Washington office, there will be a secondary reporting relationship to the director of the Washington, DC office.

The SES or ES may 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. International and domestic travel is expected at approximately 10 to 20 per cent of her or his time, the situation permitting.

### **3. Key responsibilities**

#### **3.1 Economic evaluation and technical assistance**

- The ES or SES will conduct, review, oversee, and quality assure cost-benefit analyses and cost-effectiveness analyses, to support ex-post evaluation of completed interventions as well as ex-ante modeling to estimate the costs and benefits of potential future interventions;
- Lead and facilitate communication with clients, partner organizations, and subject matter experts about intervention details, assumptions, program logic, preliminary models, analysis results, and policy/programmatic implications;
- Lead or contribute to 3ie strategic initiatives and partnerships, including advancing the use of cost evidence in impact evaluation and synthesis;
- Provide other technical assistance to key 3ie stakeholders as needed, on topics including but not limited to capacity-building, evaluation methods and study design, database development, 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 programs.

#### **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**

- 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
- 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 for the SES position**

- PhD in Economics, Public Policy, or other relevant social science with a significant quantitative analysis component with 5 or more years (or a Master's with 8 or more years) of demonstrated experience as applied to developing countries;
- Academic knowledge of and direct field experience with health, nutrition, and other social sector programming in L&MICs;
- Publications in relevant fields of economics;
- Advanced knowledge of CEA and CBA methodologies;
- Mastery of and expertise in economic principles, concepts and practices, and modeling complex economic concepts;
- Experience working with high-level officials in funding agencies, international organizations, private foundations and government ministries;
- Experience preparing comprehensive reports for technical and executive-level audiences that provide recommendations in complex and critical areas of CEA and/or CBA;
- At least three (3) years of experience conducting CBA and/or CEA in one or more relevant sectors such as agriculture, education, electricity, financial services, health, nutrition, policy and institutional reform, private sector development, roads, tax administration, or WASH; and
- Experience supporting new business activities and demonstrated ability to write technical proposals across one or more development sectors preferred.

### **4.2 Education and work experience for the ES position**

- Either a PhD in Economics with 1-2 years or a Master's in Economics with 4-5 or more years of demonstrated experience in relevant fields of economics as applied to developing countries;
- Academic knowledge of and direct field experience with health, nutrition, and other social sector programming in L&MICs;
- Advanced knowledge of CEA and CBA methodologies;
- Mastery of and expertise in economic principles, concepts and practices, and modeling complex economic concepts;

- Experience preparing comprehensive reports for technical and/or executive-level audiences that provide recommendations in complex and critical areas of CEA and/or CBA; and
- Experience supporting new business activities and demonstrated ability to write technical proposals across one or more development sectors preferred.

### 4.3 Skills

- Ability to carry out CEA and CBA data analysis in Microsoft Excel (R preferred);
- Familiarity with causal inference and impact evaluation, including experimental and quasi-experimental research designs, methods and the major applications and limitations of each;
- Excellent oral and written communication as well as presentation skills in English; with professional proficiency in additional languages highly preferred;
- Excellent organizational 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 Economic Evaluation Specialist’ or ‘3ie Senior economic evaluation specialist’ 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);
- One or more previously completed CEA model and CBA model, including detailed calculations and a clear description of your state your role in producing each, as well as the role of any other contributors;

- 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 receiving applications is **30 September, 2020**. Applications will be reviewed on a rolling basis and incomplete applications will not be considered. 3ie will contact the shortlisted candidates only.