



## **Senior associate, Evidence uptake and impact 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 Strategic Communications Office (SCO) is responsible for developing effective approaches to communicating research, advocating for evidence-informed policymaking and programming and monitoring, evaluating and reporting on evidence impact. The team anchors 3ie's internal and external communication, including producing content and maintaining the 3ie website and producing knowledge, advocacy and institutional publications.

### **2. Position summary**

3ie is inviting applications for the post of senior associate, preferably based at our New Delhi office. However, for exceptional candidates with the right to work, we may consider a remote working arrangement. The successful candidate shall have a background and training in research methods, a keen interest in evidence-informed decision-making and some experience in project management and/or evaluation. S/he will have training and/or work experience related to development in India, and preferably in other low- and middle-income countries, and will support a range of key work areas related to promoting, monitoring, measuring and reporting evidence impact. Ideally, s/he will have training and/or experience related to promoting evidence-informed decision-making. S/he is expected to be proficient in the use of systematic tools and methods to analyse context, engagement and evidence uptake and use.

The senior associate for evidence uptake and impact will support the team in communicating with grantees and other stakeholders to promote policy relevance, evidence uptake and learning, and also support with research communication. S/he is expected to have exposure to development research and have exceptional writing skills. S/he will be a self-starter, an early-career professional with a passion for sustainable, inclusive and equitable development, and with a can-do, team player attitude.

#### **New Delhi**

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## **3. Main responsibilities**

### **3.1 Programme or project management—policy relevance, evidence uptake and learning**

- Provide support to SCO inputs in the management of impact evaluation and systematic review grants throughout the grant cycle, including interactions and feedback to 3ie grantees, and review of stakeholder engagement plans.
- Provide support to SCO inputs in the management of 3ie projects and professional services, including review of stakeholder engagement plans, review of donor deliverables and donor reporting.
- Coordinate and contribute to 3ie grant call launches.
- Support regular monitoring of stakeholder engagement by 3ie grantees and 3ie projects and professional services and extraction of data about policy relevance and influencing from grantee reports, including developing and completing coding and participating in analysis and write up.
- Regular monitoring of the communication strategy and workplan for assigned 3ie grants and projects and reporting to donors.
- Contribute to drafting and updating content for the 3ie website space dedicated to the project(s) and/or programme(s) assigned.

### **3.2 Support research communication**

- Work with research authors to translate research implications and findings into accessible and effective content for different audiences.
- Support 3ie learning in stakeholder engagement and uptake by contributing to knowledge products.
- Contribute to the redesign and regular updating of the 3ie website space dedicated to resources on promoting uptake and use of evidence into policy and programming and showcasing what 3ie is learning in the area of research evidence use and evidence-informed decision-making
- Contribute to maintaining and updating website content, including drafting and editing content for new or existing web pages. This would involve liaising with other offices.
- Represent 3ie in external events, project collaborations, grant management workshops and contribute to increasing 3ie's networking and relationships, as assigned

### **3.3 Other duties as assigned**

- Support 3ie business development initiatives;
- Carry out administrative duties related to this position;
- Contribute to SCO M&E and reporting and annual donor reviews as required;
- Contribute to 3ie organisational development from time to time.

## **4. Qualifications and skills**

### **4.1 Education, training and work experience**

- Master's degree with a demonstrated understanding of social science research and evaluation in development;
- At least four years of development sector relevant experience;
- Experience working in an international research and/or development funding organisation;
- Demonstrated project management experience; preferably with project management certification;

- Has worked in large multi-cultural teams and is a team player;
- Has exposure to or training in qualitative and quantitative research methods;
- Experience writing and editing policy briefs, blogs, guides and other relevant research communication and programme documents for non-researchers;
- Has used qualitative research skills to research, extract, analyse and report on narrative data from reports and other secondary sources and interviews;
- Has used social media and unconventional channels to communicate research;
- Demonstrated experience in writing and/or editing content, preferably for multiple media platforms; and
- Experience with proposal writing for development research partnerships or projects.

## 4.2 Essential skills

- Organised and meticulous;
- Proactive and resourceful;
- Advanced knowledge of MS Office 2016® or later applications, particularly Word and PowerPoint, MS Excel;
- Training in NVivo or other qualitative analysis software is preferred, but not mandatory;
- Exceptional English language writing and editing skills;
- Skills with visualising qualitative and quantitative data preferred; and
- Strong written and spoken communication skills, including preferably social media skills.

## 5. Eligibility

Applicants must already have the right to work in India. Foreigners in India on a business visa do not qualify for this position. 3ie is an equal-opportunity employer. We do not discriminate on the basis of sex, age, ethnicity, disability, caste, religion or sexual orientation. We particularly encourage women, ethnic minorities and differently abled persons to apply.

## 6. Terms of Employment

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) with the following application materials listed below. Applications that do not include a separate cover letter will be rejected without review. Please include 'Senior associate, Evidence uptake and impact' in the subject line. The applicant must provide the following information:

- A one-page cover letter highlighting experience most relevant to job description;
- 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.

Only shortlisted candidates will be contacted. The interview process will include writing and editing tests. **Applications will be reviewed on a rolling basis until the position is filled.**