



Intern- Evaluation office 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, synthesize and assure the quality of 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.

3ie is collaborating with the Bill & Melinda Gates Foundation and India's Ministry of Rural Development (MoRD) on a project aimed at generating evidence and strengthening capacity of the National Rural Livelihoods Mission (NRLM). We have conducted a multi-state evaluation of the National Rural Livelihoods Project (NRLP), which operates under the ambit of NRLM. We will synthesis the evidence from this programme which can be used for evidence-informed decision making.

To support its work, 3ie is inviting applications from qualified individuals to support the team as an **intern** with the evaluation office in New Delhi.

2. Key responsibilities

The **intern** will report to a senior evaluation specialist who will provide regular guidance and mentoring. As a member of the team, the intern will undertake the following tasks:

- Download and consolidate large quantitative and qualitative datasets from public sources;
- Merge the datasets with existing programme evaluation data;
- Clean and analyse quantitative data and conduct data quality and consistency checks;
- Analysing state and/or national programme documents and data;
- Attending seminars and other events and writing up summaries;
- Serving as a research assistant for papers or blogs written by 3ie staff, for example, conducting literature searches, creating annotated bibliographies, etc; and,
- Any other tasks, as assigned, under the NRLM programme.

3. Qualifications and skills

3.1 Education and work experience

New Delhi

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- At least a bachelor's degree preferably in engineering, computer science, economics, statistics and related fields. Students currently enrolled in Master's/ MPhil programmes are encouraged to apply.
- Knowledge of econometric methodologies and impact evaluation methods;
- Proven experience in data analysis; and
- Prior experience in data management and analysis of large datasets in Stata.

3.2 Skills

- Proficiency in data analysis software such as Stata, R and ability to work with large data sets is required.
- Preference will be given to applicants who have coded in Python;
- Experience of working with large-scale surveys (such as NSS, IHDS) will be an added advantage;
- Exceptional English-language writing and editing skills;
- Demonstrated ability to work independently; and
- Ability to work in multi-stakeholder settings and demonstrated ability to deliver under pressure with strict deadlines.

4. Eligibility

3ie will recruit one individual with the right to work in India. 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 of employment

The initial contract will be for a period of up to three months. Candidates should be available to start on 15 September 2020 or earlier. Depending on performance and availability of funds, the contract may be renewed. Selected candidates will be expected to work from home with regular interactions via online/telephonic channels. This is a paid internship and 3ie offers competitive remuneration based on location, experience and qualifications. We require candidates who will be able to put in a minimum of 20 to 25 hours of work per week. Preference will be given to candidates who can put in more hours of work. 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 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 'Intern-Evaluation office' 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); and
- Contact information for three references.

Only shortlisted candidates will be contacted. **Applications will be reviewed on a rolling basis until the position is filled.**