International Initiative for Impact Evaluation

Evaluation Specialist – Research Transparency, Reproducibility and Ethics
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.

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 inviting applications for the post of evaluation specialist (ES) focusing on the areas of research transparency, reproducibility and ethics (TRE), preferably based at the 3ie offices located in Washington, DC, London or in New Delhi. Applicants should have the right to work in one of 3ie's office locations; in exceptional cases, we may consider a remote working arrangement. The opportunity to work from another country as a consultant may be considered for exceptional candidates.

2. Summary

The ES will provide technical and management leadership for all aspects of 3ie's TRE related work, including for products and services, and will support their application within 3ie's range of evaluation activities including impact evaluations, formative research, qualitative evaluations and synthesis reviews. The ES will support the design, implementation, review, oversight, and quality assurance of TRE activities. The ES may also directly lead or support other evaluation and research activities conducted by 3ie.

In addition, the ES will provide support in the preparation of proposal materials for fundraising, writing program documents and publications, reviewing grant proposals, managing external reviewers and consultants, and providing technical assistance for capacity development as needed. They will participate in high-level events, conferences, and workshops.

In various capacities, the ES communicates and negotiates directly with funders and represents 3ie to policymakers, researchers, and the international community of TRE practice.

The successful candidate will have demonstrated expertise in study registries and pre-analysis plans, computational reproducibility, and the protection of human subjects (including institutional review boards). The candidate will also have a strong background in impact evaluation and/or survey methods, including experimental and quasi-experimental research designs, sampling, questionnaire design, fieldwork management and other aspects of data collection and analysis. Experience implementing research and translating research evidence for decision makers in L&MICs is highly desirable.

The ES will report to 3ie's director of evaluation. In the case of staff located in the Washington office, there will be a secondary reporting relationship to the director of that office. 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 ES may supervise and mentor junior staff. They 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 10-20 per cent of their time, the situation permitting.

3. Key responsibilities

3.1 Leadership in the areas of transparency, reproducibility and ethics

- Develop and lead 3ie's programme of transparent research, computational reproducibility and ethical research, including but not limited to the production of guidelines and protocols, provision of technical assistance and development of new products and services;
- Lead and support the implementation of TRE best practices for data collection, analysis and dissemination;
- Lead and support the production of study registrations, pre-analysis plans and registered reports;
- Conduct, support and oversee data anonymization, documentation and publication;
- Implement and review the computational reproducibility of evaluations and synthesis reviews through push button replications and others;
- Manage 3ie's Registry for International Development Impact Evaluations (RIDIE); and
- Provide technical and advisory expertise on ethical research, including human subjects' protection and institutional review boards.

3.2 Impact evaluation and technical assistance

- Provide technical and management leadership in the application of research transparency, reproducibility and ethics to impact evaluations and evidence synthesis;
- Conceptualize, design, conduct, review, oversee, and/or quality assure impact evaluations employing these methods;
- Develop and test novel methods to improve the rigor and/or efficiency of impact evaluations and evidence synthesis;
- Lead teams in designing and implementing TRE protocols for the collection, cleaning, processing, analysis, and interpretation of multiple different types of data sources, including household surveys, machine-generated (e.g., fixed and mobile sensors, satellites), process-mediated (e.g., administrative data, call record details), and human-sourced (e.g., social networks, crowd-sourcing);

- Provide other technical assistance to key 3ie stakeholders as needed, on topics including but not limited to research TRE capacity development, evaluation methods, and uptake and use; and
- Work with consultants and stakeholders in the field, as well as with 3ie staff, to ensure documentation of 3ie's TRE activities.

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

- Master's with four or more years of demonstrated experience in the field of TRE as applied to L&MICs;
- Demonstrated expertise in one or more of the areas of transparent research, computational reproducibility and ethical research, and familiarity with the others;
- Experience with data collection including questionnaire design, sampling, field work management, computer assisted surveys,
- Research experience and knowledge of experimental and quasi-experimental methods applied in impact evaluation (e.g., randomised controlled trials, instrumental variables, propensity score matching, interrupted time series);
- Academic knowledge of and direct field experience with environmental, health, nutrition, and other social sector programming in L&MICs; and
- Experience supporting new business activities and demonstrated ability to write technical proposals across one or more development sectors preferred.

4.2 Skills

- Excellent teamwork skills as well as ability to take initiative and work independently as needed;
- 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;
- Excellent cross-cultural skills and diplomacy, and a reputation for being a strategic thinker, innovator, networker, and pragmatic problem-solver;
- Expertise with one or more statistical analysis, survey and database programming languages and programs such as Stata, SAS, SPSS, R, Python, Matlab and CSPro. Familiarity with a number of programs and languages preferred.
- Experience with using version control management tools such as GitHub; and
- Experience managing staff preferred.

5. Eligibility

We will recruit one or more individuals with the right to work in the US, the UK, or 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.

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, and include '3ie Evaluation Specialist - TRE' 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);
- Work sample on a topic directly related to research, transparency, reproducibility or ethics (e.g., a pre-analysis plan, research paper or other technical document) that you authored/produced;
- Contact information for three professional references.
- Please indicate in your cover letter if you have legal authorization to work in the United States, the United Kingdom, or in India.

The deadline for receiving applications is **20 November 2020**. Applications will be reviewed on a rolling basis and incomplete applications will not be considered. 3ie will contact the shortlisted candidates only.