**International Initiative for Impact Evaluation**

**Research Assistant, Evaluation Office**
**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 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.

3ie is partnering with the International Security and Development Center in Berlin on an evaluation program focused on the activities of the United Nations Secretary-General's Peacebuilding Fund. The program includes three pillars: 1) conducting three impact evaluations of Peacebuilding Fund programming in conflict-affected areas, 2) building evaluation capacity among Peacebuilding Fund partners, and 3) engaging key peacebuilding stakeholders on the value of evidence-informed decision-making.

# 2. Summary

To support work on this program and others, 3ie is inviting applications from qualified professionals to join the team as a research assistant with the Evaluation Office in New Delhi. Remote work arrangements within India may be possible for highly qualified candidates.

The Evaluation Office supports impact evaluations to increase the availability of high-quality evidence on the impact of development assistance. Four key areas of work include increasing evidence on what works, why and at what cost in development programmes, especially those using innovative approaches; generating lessons learned through syntheses of high quality evidence on programme effectiveness in a particular development sector; building capacity of programme implementers and donors to use evidence; and, ensuring that evidence is available to policy makers in policy-friendly formats.

# 3. Key Responsibilities

As a member of the team, the research assistant will undertake the following tasks:
- Support research, capacity-building, and engagement activities in targeted Peacebuilding Fund countries, working with a diverse research team on multiple continents.
- Support the principal investigators in design of evaluations.
- Support the creation of training and engagement materials (including presentations) for diverse audiences.

- Support the drafting of survey instruments.
- Help oversee data collection by partner organizations.
- Clean and analyse quantitative and qualitative data and conduct data quality and consistency checks.
- Conduct statistical analyses and robustness checks.
- Contribute to drafting research reports, presentations, and briefs.
- Liaise with project partners, including multiple U.N. agencies, to ensure regular communication with all stakeholders.
- Organise, support, and help lead capacity building, training and dissemination workshops, as needed.
- Provide research support as needed for evidence synthesis projects on agriculture, nutrition, WASH, or social protection and livelihoods. This may include project management support, screening studies, analysis, or report writing.

The research assistant will report to an evaluation specialist who will provide regular guidance and mentoring. Subject to the approval of supervisors the position includes professional development opportunities, such as attending relevant courses, participating in research with leading impact evaluation experts and/or publishing 3ie's in-house publication series or external publications.

## 4. Qualifications, experience, and skills

### 4.1 Qualifications

- A Master's degree in Economics or a related social science field is preferred. Highly qualified applicants with Bachelor's degrees may be considered. Two-three years' work experience in the development sector is required.

### 4.2 Skills and experience

- Strong applied knowledge of statistics and econometrics, including training in causal inference.
- Strong data analysis and statistical programming skills using STATA and/or R.
- Experience working with large data sets.
- Experience working in conflict-affect areas or similar challenging environments is desirable.
- Knowledge of peacebuilding programming is desirable.
- Excellent writing skills in English.
- Previous experience in organising trainings, workshops and conferences is desirable.
- Ability to work in diverse, multi-stakeholder settings across multiple time-zones.
- Demonstrated ability to deliver under pressure with strict deadlines

## 5. Eligibility

We will recruit one or more individuals 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.

## 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 Research Assistant-EO' 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).
- Contact information for three professional references.

*Incomplete applications will not be considered*

The deadline for receiving applications is **31 March 2021**. Due to the urgency to fill this role, applications will be reviewed, and shortlisted candidates interviewed on a rolling basis and 3ie reserves the right to close this advert before the above-mentioned closing date if sufficient applications are received.