



## **Research Associate, 3ie Washington office (remote working)**

### **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. We then work to have high-quality evidence used in development decision-making. 3ie is registered as a non-governmental organization in the United States. We have offices in New Delhi, London and Washington, DC. The Washington, DC office is now functioning remotely.

3ie is in a growth phase, transitioning from primarily serving as a donor focused on generating evidence to becoming a world-class evidence consultancy helping major donors, philanthropies and developing country governments use evidence in their decision-making. We, therefore, are seeking individuals who can provide vision and entrepreneurial ability in shaping the 3ie of the future.

### **2. Summary**

3ie is inviting applications for the role of a Research Associate, with the right to work in the USA. The candidate will work remotely, maintaining a 40-hour week with flexible timings (often starting 7am Eastern Time) and is expected to keep core hours conducive to working with the Washington, London and Delhi offices.

The Research Associate will be working in a matrixed environment and will be expected to establish strong and collaborative relations with staff across all 3ie offices and with 3ie members located in L&MICs.

### **3. Key responsibilities**

#### **3.1 Research**

- Design and conduct research, including but not limited to impact evaluations, scoping reports, portfolio reviews, replication studies and concept and methods papers.
- Support data analysis, statistical and econometric analysis, coding, preparation of tables, graphs and figures, literature reviews and others.
- Support the preparation and review of research proposals and research articles.

#### **Washington, DC**

- Contribute to developing questionnaires and databases.
- Support data collection quality assurance activities.
- Develop policy-friendly material, including but not limited to briefs, executive summaries and blog posts.

### **3.2 Project management**

- Provide project management support for research and professional services grants and contracts. This involves working with a team to ensure projects are delivered on time, with excellence in the deliverables, while abiding by financial and contractual parameters.
- Create and deliver communication products for clients, including emails, reports and presentations.
- Assist in workflow management and task management, including use of project management software and use of Microsoft Teams.
- Perform a variety of other tasks as per qualifications, interest and office priorities.

### **3.3 Business development**

- Serve as bid manager on opportunities funded by the Foreign, Commonwealth and Development Office (FCDO), the United States Agency for International Development (USAID), the Millennium Challenge Corporation (MCC), development banks and foundations. This includes coordinating the development of the proposal efforts, contributing to technical and non-technical writing of the proposal.
- Cultivate and deepen relationships with international and local implementing partners and donors in 3ie's priority target regions and technical areas.
- Contribute to providing information, data analysis, and intelligence to support 3ie's pipeline, pursuit decisions, and growth strategies.
- Maintain 3ie's knowledge base on past performance, boilerplate language and proposal tools.
- Perform other duties and responsibilities as required.

## **4. Qualifications and skills**

### **4.1 Education and work experience**

- Master's degree or equivalent in Economics, Statistics, International Development, Public Policy, Public Administration, Public Health, Demography or related field with an emphasis on empirical methods required;
- At least two years of relevant professional work experience is required. Bachelor's degree with four or more years of experience may be considered.
- Working knowledge of impact evaluation techniques, statistics and econometrics methods preferred.
- Prior experience with program design, program or grant management, budget development and/or financial analysis in the international development sector preferred.
- Prior experience contributing to the development of competitive proposals, concept papers and/or donor and partner relationships in the context of new business opportunities.
- Experience with international development fundraising is preferred.

## 4.2 Skills

- Excellent teamwork, organizational skills, attention to detail, and the flexibility and desire to adapt to shifting weekly priorities and strict deadlines;
- Excellent oral and written communication skills in English; Spanish and/or French professional proficiency is highly preferred;
- Experience of working in a matrixed and multi-cultural environment;
- Excellent cross-cultural skills and diplomacy, and a reputation for being a strategic thinker, innovator, and “field person”;
- Demonstrated quantitative analysis skills using statistical software packages such as STATA and R preferred.
- Strong and demonstrable proficiency with Microsoft Office applications, including Word®, Excel® and PowerPoint®. Experience in a Microsoft Teams environment is an advantage;
- Ability to travel internationally (situations permitting, not likely to exceed 10 per cent of time); and
- Understanding of and curiosity about 3ie’s mission and portfolio.

## 5. Eligibility

The successful candidate must have the right to work in the USA. 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 within one month of accepting a job offer. 3ie offers competitive remuneration based on experience and qualifications. 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 mention ‘3ie RA -Washington office’ in the subject line. The application must provide, at a minimum\*, the following information:

- A cover letter, not exceeding one page, highlighting your experience relevant to the terms of reference;
- Curriculum vitae (not to exceed two pages);
- One writing sample to demonstrate your critical thinking and writing skills;
- Name and contact information for three professional references.

*\*Incomplete applications will not be considered*

The application deadline is **19 September 2021**. Applications will be reviewed, and shortlisted candidates interviewed on a rolling basis. 3ie reserves the right to close this advert before the above-mentioned date if sufficient applications are received.