



Terms of Reference Intern, Washington Office

Background

The International Initiative for Impact Evaluation (3ie) seeks to improve the lives of poor people in low- and middle-income countries by funding impact evaluations and systematic reviews about which development interventions and policies work, when, why, and at what cost. 3ie also funds replications of selected impact evaluations and produces a range of evidence synthesis and scoping products. 3ie provides various professional services to members and clients. All of 3ie-funded work is publically available through the 3ie website.

3ie has its main office in New Delhi, with additional offices in London and Washington, DC.

We are currently seeking an intern to provide research and program assistance to our Impact Evaluation Services (IES) and HIV teams at the 3ie Washington office (WO).

Scope of work

The WO intern will serve as a research and program assistant to the WO HIV and IES staff. He or she will also occasionally assist other WO staff.

Responsibilities

Serve as research assistant to the WO technical staff, which may entail:

- Conducting literature reviews and background research;
- Assisting with screenings (within a systematic search and screening) for impact evaluations across different sectors or topics;
- Performing empirical analysis, including econometrics, using Stata;
- Cleaning raw data, creating summary statistics and constructing tables and graphs;
- Creating annotated bibliographies;
- Writing impact evaluation summaries for the 3ie online database, which entails reading studies, summarizing them according to a template, and revising them based on reviewer comments. It may also include peer reviewing others' summaries;
- Attending seminars and other events and writing up dissemination notes and using social media to communicate information from seminars;
- Serving as an assistant to the HIV Program Manager, which may entail logistics coordination, grant management, donor reporting tasks and updating the 3ie website; and

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- Performing other tasks occasionally as requested.

Qualifications

Essential

- Completed undergraduate degree and current or completed graduate study in economics, public health, public policy or other relevant social sciences;
- Coursework on and/or experience with experimental and quasi-experimental impact evaluation design and methods;
- Experience conducting biostatistical or econometric analysis, particularly using Stata, with an ability to create and use do-files;
- Analytical writing skills in English;
- Strong organizational skills; and
- Demonstrated ability to work independently.

Desirable

- Experience with systematic search and screening (e.g. systematic review) of research literature;
- Knowledge of international development policies and programs, especially HIV and AIDS;
- Administrative and/or project management experience.

Terms

The internship is paid and may be with or without academic credit. The candidate must provide proof of permission to work in the United States. The internship is for 35 to 40 hours a week for six months. The intern will work on-site in 3ie's Washington offices at 1029 Vermont Avenue NW.

Application instructions

Please submit a cover letter, resume, and the names and contact information of three references to Ms. Brigid Monaghan, bmonaghan@3ieimpact.org. **Applications will be reviewed on a rolling basis until the position is filled.**