



Terms of reference
Consultant- research associate
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.

The Policy, Advocacy and Communication Office (PACO) has the primary responsibility for developing, managing, monitoring and learning from the engagement and evidence uptake and use requirements in 3ie impact evaluation and systematic review grant-making. PACO has been improving its approach for capturing lessons from managing and monitoring stakeholder engagement and evidence uptake from over 150 impact evaluations and 35 systematic reviews.

PACO has an effective monitoring and learning system, building on a significant amount of information and data in various forms, including interviews with research teams, stakeholders and notes from field visits. The office is also responsible for developing effective approaches to research communication, advocating for evidence-informed policymaking and programming and promoting commitment to evaluation. The team anchors 3ie's internal and external communication, including the production of knowledge and communication products.

3ie is looking for a consultant – research associate to work in New Delhi, India. The consultant will report to the policy and evidence uptake officer in PACO.

2. Summary

The associate will work with staff within PACO who monitor evidence uptake and use from 3ie-supported studies. PACO evidence use staff help ensure that 3ie-funded evaluations and reviews are policy relevant, that researchers engage with stakeholders to promote study understanding, uptake and use; that use is verified and measured against standard indicators; and that 3ie's advocacy and learning about evidence use is informed by these examples.

New Delhi

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3. Key responsibilities

- Monitor ongoing and closed grants for engagement and evidence uptake and use;
- Extract narrative data on evidence uptake and use from grants based on reports, secondary sources and interviews;
- Follow up claims of influence and use with grantees and other key actors to verify and understand the use claims with confidence;
- Apply contribution tracing to assess the level of confidence in evidence uptake and use claims;
- Analyse and make recommendations about ongoing and closed grants for potential for further research and learning about evidence uptake;
- Contribute to writing evidence use briefs and other products and messages about 3ie-funded stakeholder engagement and evidence uptake;
- Report on evidence uptake and use from 3ie-funded studies as part of quarterly reporting to donors and board members;
- Support producing, maintaining and improving the monitoring tools, processes and reporting of stakeholder engagement from 3ie-funded studies;
- Support in improving and revamping the resources for 3ie's online toolkit to improve engagement and promote evidence uptake and use in impact evaluations and systematic reviews;
- Support the development of research communication and engagement plans to ensure the effective uptake of 3ie-supported studies; and
- Any other tasks as relevant and appropriate to improve our monitoring and measuring of evidence use and engagement from 3ie impact evaluation and systematic review grants or evidence 3ie directly produces.

4. Qualifications and skills

3.1 Education and work experience

- Minimum is a Master's degree, in an area requiring course-level training in research methodologies or separate certification in quantitative and qualitative research;
- A minimum of four years of work experience in a development sector relevant to 3ie's work, with at least three years in a developing country context.

3.2 Skills

- Knowledge of international development and major actors in one or more sectors where 3ie is working;
- Demonstrated work relevant to evaluation in international development;
- Strong qualitative research methods using framework analysis in researching, extracting, analysing and reporting on narrative data from reports and other secondary sources and interviews;
- Experience with applying contribution tracing, or similar theory-based methodologies in research;
- Training in NVivo © or other qualitative data software;
- Exceptional English-language writing and editing skills;

- Proven ability to multi-task, support multiple team members working to different deadlines;
- Experience writing and editing policy briefs, blogs, guides and other relevant research communication and programme documents for non-researchers is desirable;
- Must be able to work in a fast-paced, multicultural, cross-team work environment with minimum of supervision;
- Must like to take the initiative and problem solve;
- Must be deadline and delivery-oriented and able to work on multiple assignments; and,
- Must be a team player who is committed to working together for institutional, as well as individual goals.

4. Eligibility

The successful candidate must be a resident of India and have the right to work. 3ie is an equal-opportunity employer committed to equality and diversity. We do not discriminate based on sex, age, religion, ethnicity, sexual orientation or being differently abled. We particularly encourage women, ethnic minorities and differently abled persons to apply. Work sharing will not be considered.

5. Terms of employment

Candidates should be available to start as soon as possible. 3ie offers competitive remuneration based on experience and qualifications. The contract will be for a period of 200 days with a possibility of renewal based on performance.

6. How to apply

Please apply by e-mail to jobs@3ieimpact.org mentioning '**Application: PACO consultant – research associate**' in the subject line.

The application package must include the following:

- A cover letter not exceeding one page, highlighting your experience relevant to the terms of reference. A summary on your CV is not a substitute;
- Curriculum vitae (not to exceed two pages);
- Name and contact information for two references; and,
- One writing sample to demonstrate your experience in the field

Applications will be accepted until the position is filled. **The deadline for applications is 13 July 2018.**

Incomplete applications will not be considered. **Only shortlisted candidates will be contacted for an interview.**