



## **Terms of Reference**

### **Consultant - Impact Evaluation Repository**

### **3ie, Washington, DC**

#### **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 of America. It has offices in New Delhi, London and Washington, DC.

#### **2. Key responsibilities**

We are currently seeking research consultants that will support ongoing systematic screening and data extraction work for the [Impact Evaluation Repository \(IER\)](#) managed by 3ie's Washington Office. The consultant will report directly to the research associate.

##### **2.1 Systematic screening and data extraction**

- Systematically screen large numbers of studies at full text level to identify impact evaluations that meet 3ie's inclusion criteria;
- Extract and code meta-data such as bibliographic information, sectors, methodologies used and so on of final included studies; and
- Any other tasks as assigned.

#### **3. Qualifications and skills**

##### **3.1 Education and work experience**

- Graduate degree in Economics, Statistics, Public Policy, Public Administration or related field with an emphasis on empirical methods;
- Working knowledge of impact evaluation techniques, statistics and/or econometrics methodologies; and
- Familiarity and understanding of international development sector.

##### **3.2 Skills**

- Experience analysing data using MS Excel©, particularly using pivot tables;
- Experience managing and screening large numbers of academic articles;
- Excellent English-language skills; ability to read and interpret impact evaluations in French, Portuguese or Spanish is a bonus; and

#### **Washington, DC**

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- Excellent skills in communication, time management, teamwork and relationship management.

#### **4. Terms and timeline**

The Washington Office is looking for consultants to begin in July 2018, indefinitely. Hours each week range from 20-40, with applicants expected to commit at least 20 hours a week to the project.

#### **5. Eligibility**

3ie will recruit one or more individual consultants to perform the identified tasks. Applications from firms will not be accepted. Priority will be given to applicants based in the DC area but remotely based applicants will be considered. Candidates based in the United States must provide proof of permission to work within the country.

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. All applications will be treated in the strictest confidence

#### **6. How to apply**

Please send the application materials listed below to [ssabet@3ieimpact.org](mailto:ssabet@3ieimpact.org), with the subject line 'WO IER consultant'.

- 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 three references

**We will review applications on a rolling basis and the position will remain open until filled. Only short-listed candidates will be contacted.**