



## Terms of Reference

### Consultant – Systematic Review Repository

#### 3ie, London

## 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 to support an upgrade of our [Systematic Review Repository](#) and [Impact Evaluation Repository](#). The consultant will report directly to the project manager or her designee and perform the following main tasks:

- Extracting data on the findings of high quality systematic reviews; and
- Rate the evidence supporting that finding, using a structured framework

The consultant may also contribute to the following tasks:

- Reading assigned systematic reviews;
- Critically appraising the quality of assigned systematic reviews using a structured checklist;
- Writing a summary of the critical appraisal to be published on the repository;
- Peer reviewing the critical appraisal provided by others;
- Extract and code meta-data from impact evaluations, such as bibliographic information, sectors and methodologies used; and
- Any other tasks as assigned.

## 3. Qualifications and skills

### 3.1 Essential qualifications

- Masters in Economics, Public Health, Political Science, or other relevant social science a minimum, PhD is an advantage;
- Academic or work-related training in conducting systematic reviews;
- Minimum of two years of demonstrated experience conducting systematic reviews;
- Excellent English-writing skills; and
- Attention to detail.

#### London

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### **3.2 Desired qualifications include**

- Working knowledge of impact evaluation techniques;
- Knowledge of international development policies and programmes; and
- Experience with editing and peer reviewing systematic reviews.

## **4. Terms and timeline**

We are looking for one or more consultants to begin in July, with an initial contract period of six months. Hours each week may range from 20-40, with applicants expected to commit at least 20 hours a week on average. We offer competitive payment, commensurate with experience.

## **5. Eligibility**

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 [abhavsar@3ieimpact.org](mailto:abhavsar@3ieimpact.org), with the subject line 'Repository Upgrade Consultant'.

- A cover letter, not exceeding one page;
- Curriculum vitae (not to exceed two pages); 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.**