



Terms of reference

Research associate – sanitation

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.

3ie's evaluation office, based in New Delhi, is responsible for developing new grant programmes for impact evaluations, reviewing and quality assuring 3ie-funded impact evaluations and conducting in-house evaluations. Currently, the evaluation office supports grant programmes across thematic areas like sanitation, agricultural innovation, social protection, transparency and accountability, humanitarian assistance and immunisation amongst others. Staff also work on supporting country programmes in Uganda and the Philippines.

3ie seeks a research associate to support its Water, Sanitation and Hygiene (WASH) evidence programmes and activities. The associate will be based in the 3ie's New Delhi office.

2. Key responsibilities

The associate will report to the director of the evaluation office, as well as to the senior evaluation specialist leading the WASH evidence programmes.

2.1 Grant programme management

The associate will support grant management for 3ie's WASH grant programmes, including [Promoting Latrine Use in Rural India Evidence Programme](#), and [Sanitation and Hygiene Evidence Programme](#).

- Review technical deliverables submitted by grantees;
- Organise relevant events and meetings such as steering committee meetings, monitoring calls, workshops and other events;
- Draft programme documents, including request for proposals, request for qualifications, announcements and review forms;
- Prepare content for the webpages related to 3ie programmes;

New Delhi

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- Participate in key stakeholder meetings, and field-based missions from time-to-time; Coordinate with key stakeholders in the programme, such as donors, thought-partners, grantees, implementers, policymakers and others.

2.2 Knowledge management and marketing

- Develop policymaker-friendly materials such as briefs, executive summaries, study summaries, blogs, conference abstracts and other reports for 3ie databases, internal tracking, website content and external channels;
- Assist with organisation and planning 3ie events;
- Attend local and international conferences to present work related to 3ie programmes, from time to time.

2.3 New business development

- Consolidate internal documentation such as institutional policies, performance metrics, and other relevant components of grant proposals;
- Coordinate with other offices in 3ie, including its London and Washington, DC offices to develop grant proposals;
- Develop budgets in accordance with donor requirements, 3ie policies, and with budget notes;
- Fact-check and validate of content in grant proposals and budgets, and ensuring compliance with donor requirements.

2.4 In-house research

The associate will contribute to in-house research projects, including but not limited to push button replications of data using statistical software, quantitative analyses of impact evaluation data, evidence syntheses (e.g. literature reviews, portfolio reviews, learning papers, data gathering), developing questionnaires and databases, or other research-related tasks.

2.5 Stakeholder engagement

The associate will work to expand existing and build new networks with stakeholders including academic researchers, professional evaluators, development practitioners and others, as required.

3. Qualifications and skills

3.1 Education and work experience

3.1.1 Required

- A Master's (minimum) or equivalent in public health, economics, political science, psychology, statistics, public policy, or another relevant social science;
- A minimum of five to seven years of relevant experience, preferably in the WASH sector;
- Prior experience of applying for grants and writing grant proposals

3.1.2 Desirable

- Prior research or work experience with WASH-related topics, particularly on the demand-side (e.g. behaviour change, social marketing, survey methodology related to WASH);
- Prior experience and/or knowledge of impact evaluation methodology, including quasi-experimental designs using statistical matching to create comparable treatment and control groups, regression discontinuity designs, and others;
- Prior experience with and/or knowledge of evidence synthesis methodologies is highly desirable (e.g. systematic reviews, meta-analyses);
- Prior experience with and/or knowledge of behavioural science is highly desirable (e.g. behavioural economics, social psychology, anthropology);
- Prior experience in writing and producing reports, research papers or briefs; and
- Prior experience in organising events such as workshops and seminars.

3.2 Skills

- Demonstrated quantitative analysis skills using statistical software packages like STATA, R, or SPSS;
- The ability to communicate clearly and effectively in oral and written English;
- A strong ability to work on a team and under pressure with strict deadlines;
- Strong organization and planning ability; and
- Multicultural and gender sensitivity, analytical thinking, and a sense of humour.

4. Eligibility

3ie will recruit one individual with the right to work in India. 3ie recognises the value that diversity brings to the organisation in terms of experience, skills, talent and cultural perspectives. The organisation is committed to building an environment and culture where all staff feel valued, are treated fairly and respected. 3ie is committed to providing equality of opportunity for all current and prospective staff members and will not discriminate on grounds of sex (female, male or other) race, age, gender, sexual orientation, citizenship, medical condition (with certain exceptions based on job role), class, caste, ethnicity, disability, location, pregnancy, maternity or paternity, or religion.

3ie's commitment to equal opportunity covers all aspects of employment, including but not limited to recruitment, selection, compensation, promotion, professional development, termination, and participation in 3ie-sponsored employee activities.

5. Terms of employment

Candidates should be available to start working with the EO team no later than **1 December 2018**. 3ie offers competitive remuneration based on experience and qualifications.

6. How to apply

Please apply by email to jobs@3ieimpact.org with a copy to anarain@3ieimpact.org with 'Research associate - sanitation' as the subject line. Please attach the following documents in one email, and do not attach other documents beyond the scope of what is requested below:

- A cover letter, not exceeding one page, highlighting your experience relevant to the terms of reference;
- Curriculum vitae (not to exceed two pages);
- Contact information for three references; and
- One writing sample (preferably first-authored).

Applications must be submitted by **23:59 hours IST, 15 October 2018**.

Incomplete submissions will not be considered. Only shortlisted applicants will be contacted. For more information, email: skumar@3ieimpact.org