



Terms of reference
Senior manager, evaluation office
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 is seeking a senior manager to work with the evaluation office based in New Delhi.

2. Key responsibilities

The senior manager will be responsible for ensuring the smooth functioning of the evaluation office (EO) on a day-to-day basis, including managing staff and consultants, coordinating the work programme and the maintaining constructive relationships with the other offices, primarily, working with the policy, advocacy and communication office and the finance and administration office based in New Delhi. S/he will also contribute to business development initiatives, represent 3ie at external meetings and events, oversee some research activities in specific areas and participate in select leadership meetings of 3ie's senior management team. The senior manager will report to the director of the evaluation office.

1. Business and work program management

- Oversee and coordinate effective and efficient delivery of the evaluation office work program, including evidence programs (thematic programs and country programs), professional services, in-house research and other public goods (presentations, databases and blogs);
- Exercise quality control over such work, in line with 3ie quality assurance standards and processes, including ensuring appropriate methods and data are used and reviewing outputs and providing feedback at appropriate stages of the process;
- In close collaboration with the director, formulate annual work plans for the office and contribute to 3ie internal reporting systems;
- Work in close collaboration with other offices on strengthening and innovating 3ie's program of work and its management;

New Delhi

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- Lead or contribute regularly to business development, including writing and contributing to proposals and bids for evidence programs, projects and professional services, in close collaboration with the Washington-based business development office;
- Contribute to improvements and innovations in the field of rigorous and relevant evaluation, in terms of both methods and processes, to ensure 3ie's continuous leadership in the production of high-quality development evidence; and
- Contribute to cross-office work, initiatives and corporate tasks, including participating in working groups and committees.

2. People and talent management

- Manage staff, including recruitment, mentoring and coaching, performance evaluation, and career development in accordance with 3ie norms and guidance from the director and the senior management team;
- Under the guidance of the director, maintain the appropriate skills mix and ensure balanced workloads of staff, while building a diverse and inclusive unit; and
- Promote a culture of learning, effective teamwork and project management, client engagement, and synergy and collaboration with the other offices in 3ie.

3. Resource management

- Help plan the overall evaluation office budget and manage budget resources efficiently and effectively, and in full compliance with 3ie fiduciary standards and operating procedures; and
- Ensure timely delivery of work within agreed budgets and timeframes.

4. Relationship management

- Participate in senior management team meetings upon invitation and contribute to collaborative and collegial leadership across 3ie;
- Manage the day-to-day relationship between the evaluation office and the other Delhi-based offices;
- Play a regular and significant role representing 3ie's work to key funders and development sector actors, with a primary focus on India and Asia;
- Contribute to the successful delivery of 3ie events based in Delhi (the seminar series, the board meetings and the 3ie Delhi evidence week, workshops with 3ie grantees and other seminars and conferences) and contribute to 3ie events based elsewhere; and
- Develop and maintain contacts with partner organisations, and promote partnerships with other development partners and member countries.

5. Knowledge sharing

- Promote and contribute to knowledge sharing within the evaluation office and across offices, in terms of methods, processes and good practice;
- In collaboration with the EO and PACO director, promote increased availability, accessibility and usability of relevant 3ie-supported evidence to relevant stakeholders at the right time;

Candidates with strong research backgrounds and/or sectoral backgrounds, are encouraged to be directly in charge of certain research activities and evidence programmes within the overall work programme of the evaluation office, in areas of their specific expertise and interest. Up to 30 per cent of their time can be allocated to direct management of research and evidence programmes, in agreement with the director.

3. Qualifications and skills

- Advanced degree in directly relevant area of expertise;
- Prior experience, both operational and policy-related, in key sectors of development; typically, the successful candidate will have 10+ years of relevant experience;
- Prior experience in successfully managing a diverse group of professionals; proven capacity to motivate and develop teams;
- Prior experience in project management and business development or fundraising;
- Strong analytical aptitude, with a substantial background in development evaluation or similar analytical work; expertise in mixed-method, theory based impact evaluation is desirable;
- Sound knowledge and understanding of international development issues;
- Excellent communication, diplomatic and negotiating skills, with demonstrated strong personal maturity, balanced judgment, and a track record of building and maintaining partnerships with colleagues and clients;
- Excellent teamwork and interpersonal skills and ability to operate collaboratively across organisational boundaries;
- Proactive, inclusive and innovative, with an open and collegial work style and ability to listen and integrate ideas from diverse points of view;
- Ability to coach, mentor, develop and empower junior staff, provide seasoned advice to more senior staff and managers and work collaboratively with peers.

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 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 work at the earliest. The position is available from 1 November 2018, and is a two-year appointment with the possibility of renewal. 3ie offers competitive remuneration based on experience and qualifications.

6. How to apply

Please apply by e-mail to jobs@3ieimpact.org mentioning '3ie senior manager, evaluation office' 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 three references; and
- One writing sample to demonstrate your experience in the field.

Incomplete submissions will not be considered. Only those shortlisted will be contacted

Applications must be submitted by **23:59 hours IST, 05 November 2018**. Applications will be accepted until the position is filled.