



**International Initiative for Impact evaluation**  
*Improving lives through impact evaluation*

## **Evaluation Specialist - Synthesis and Reviews**

### **Background**

The International Initiative for Impact Evaluation (3ie) seeks a candidate to serve as Evaluation Specialist at the International Initiative for Impact Evaluation (3ie) London Office, which is hosted at London International Development Centre by the London School of Hygiene and Tropical Medicine.

The Evaluation Specialist will work at the Synthesis and Reviews Office based in London to contribute to 3ie's overall strategic goals.

The International Initiative for Impact Evaluation (3ie) is an international grant-making NGO promoting evidence-informed development policies and programmes. We are the global leader in funding and producing and synthesising high-quality evidence of what works, for whom, how, why and at what cost. We believe that better policy-relevant evidence will make development more effective and improve people's lives. 3ie is a registered non-governmental organisation in the US. It has offices in New Delhi, London and Washington, DC.

Additional information about 3ie is available on the 3ie website: [www.3ieimpact.org](http://www.3ieimpact.org).

## **Job Description**

**Reports to:** Director, Synthesis and Reviews

**Other Key Relationships:** Research Associates, Programme Manager, Consultants at London Office. 3ie Staff in Delhi and Washington DC.

### **3ie strategic goal**

3ie functions are to promote evidence-based policy making and quality impact evaluations, though the funding of new studies, undertaking systematic reviews of existing studies, providing quality assurance services for impact studies and setting international standards. 3ie's activities will identify what development interventions work, and why, and the organization will undertake advocacy to promote better development policies and interventions.

### **Core functions**

The Evaluation Specialist will be part of 3ie's London team, and will contribute to all the activities carried out by the office.

Specific functions of the Evaluation Specialist include:

- (1) Provide research leadership for systematic reviews and evidence gap maps on the effectiveness of development interventions in low- and middle-income countries
- (2) Undertake review of systematic reviews and evidence gap maps managed by 3ie or submitted to the International Development Coordinating Group (IDCG) IDCG and oversee the external peer review process for those review
- (3) Provide technical assistance and quality assurance on impact evaluations, systematic reviews and evidence gap maps
- (4) Contribute to Impact Evaluation work across the organisation, including as Internal Reviewer for Thematic Windows
- (5) Contribute to guidelines and conceptual papers on systematic reviews, evidence gap maps and impact evaluations.

### **Key Performance Measures**

- Managing the successful preparation and execution of systematic reviews and evidence gap maps to publication standards
- Successful management of peer review process for systematic reviews and evidence gap maps for which the person is acting as Internal Reviewer
- Successful management of high quality review processes of impact evaluations for which the person is acting as Internal Reviewer
- Contribution to the daily function of the Synthesis and Reviews Office

## **Person Specification**

### **ESSENTIAL CRITERIA:**

- a) A Master's degree in a relevant discipline and strong international development/ social science background with strong quantitative skills
- b) Experience and ability in undertaking evidence synthesis work such as evidence gap maps, systematic reviews, statistical meta-analysis, synthesis of qualitative evidence
- c) Working knowledge of quantitative methods of impact evaluation for development programmes
- d) Development experience: skills and experience in different cultural contexts, to have worked in low- or middle-income countries, and to be well-acquainted with development issues
- e) Proven skills in developing, monitoring, and reporting on research activities
- f) Excellent oral, written communication and presentation skills
- g) Effective interpersonal skills including proven ability to establish and maintain effective and friendly working relationships at all levels, and to work effectively in a team
- h) Proven ability to maintain record-keeping and other office systems, with excellent attention to detail
- i) Proven organisational skills together with an ability to work under own initiative; prioritising own workload, taking initiative and working to deadlines
- j) Proven computer literacy and knowledge of statistical software packages.

### **DESIRABLE CRITERIA**

- (a) PhD in a relevant discipline (economics, public health, social sciences)
- (b) Experience in managing research project finances
- (c) Experience in supporting multi-partner programmes
- (d) Skills and experience in impact evaluation and process evaluation

## **SALARY AND CONDITIONS OF APPOINTMENT**

The position is for two years in the first instance with the possibility of renewal. The salary range will be on the Academic Pathway Grade 6, currently £38,533 - £43,759 per annum inclusive. The post will be subject to the LSHTM terms and conditions of service.

Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Director's Days". Membership of the USS Pension Scheme is available.

## **ASYLUM AND IMMIGRATION STATEMENT**

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to bring their passport (and visa if applicable) to interview so that it can be copied and verified.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: [www.ukba.homeoffice.gov.uk/employers/points](http://www.ukba.homeoffice.gov.uk/employers/points).