



International Initiative for Impact evaluation
Improving lives through impact evaluation

Evaluation Specialist: Evidence Synthesis and Impact Evaluations

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 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.

Job Description

Reports to: Senior Manager Synthesis and Reviews and Head of 3ie's London Office.

Other Key Relationships: Senior Evaluation Specialists, Research Associates, Program Manager, Consultants at London Office. 3ie Staff in Delhi and Washington, DC.

3ie strategic goal

3ie's functions are to promote evidence-based policy making and quality impact evaluations, through 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. The Evaluation Specialist will work at the Synthesis and Reviews Office based in London to contribute to 3ie's overall strategic goals.

Job summary

The ES will provide technical leadership for systematic reviews, evidence gap maps and other evidence programs. This includes supporting the preparation of proposal materials

for fundraising, writing program documents, reviewing grant proposals, quality-assuring 3ie-funded studies, liaising with partners and contributing to in-house research projects. The candidate is expected to assume full day-to-day responsibility for managing specific research projects, conduct research, provide technical assistance for capacity development, and write content for publications, social media, and 3ie's website. The Evaluation Specialist will be expected to represent 3ie at external events, conferences, and workshops, and assist in building partnerships with key stakeholders.

The successful candidate will have significant impact evaluation and/ or systematic review research experience. The role requires expertise in designing and implementing research and translating research evidence for decision-making. We are seeking a highly diplomatic and entrepreneurial individual with attention to detail who is comfortable taking initiative.

The Evaluation Specialist will report to the Senior Manager Synthesis and Reviews and Head of 3ie's London Office.

The Evaluation Specialist will supervise and mentor Research Associates for individual projects. The candidate will be working in a matrixed environment and will be expected to establish strong and collaborative relations with staff across all 3ie offices, with researchers and other stakeholders in the field and with 3ie members located in L&MICs. Some international and domestic travel is expected.

JOB DESCRIPTION

Research and technical assistance

- Lead and/ or contribute to systematic reviews, evidence gap maps and/ or impact evaluation research projects across a range of development sectors, including, health systems, education, governance and related social sector programs, among others;
- Contribute to and oversee evidence grant programmes and individual research grants across a range of development sectors, including:
 - Contribute to proposal writing for programme funding;
 - Develop grant programme policies and procedures and write programme documents;
 - Identify and recruit outside stakeholders for roles such as selection panel member, advisory group member and task force participant; and participate in these;
 - Provide technical and management oversight of the grantee quality assurance process;
 - Help organise programme events, such as selection panel meetings, advisory group meetings, programme-sponsored conference sessions and programme workshops;

- Provide technical and management oversight for contracted programme work conducted by individual researchers or firms.
- Provide technical assistance to key 3ie stakeholders, on topics including but not limited to capacity-development, evaluation methods and study design, synthesis and reviews, research transparency initiatives, and evidence uptake and use.
- Provide editorial and peer review feedback to synthesis projects quality assured by 3ie, including through the Campbell International Development Coordinating Group.

Project management and grant administration

- Provide project management of research and professional services grants and contracts to ensure the strategic, programmatic, technical, financial, and contractual integrity from project start-up through implementation and completion;
- Ensure – in collaboration with 3ie staff who are managing programs – that grant and contract implementation and spending are aligned with approved budgets, workplans and 3ie policies and practices;
- Recruit, on-board, manage, and supervise staff and consultants, as required; and
- Mentor junior staff, as needed.

Institutional advancement and communications

- Represent 3ie in evaluation and development fora, including technical working groups and donor, bilateral, and multilateral consultative groups and meetings;
- Strengthen and build relationships with 3ie’s key stakeholders, including members, donors, policymakers and researchers;
- Lead and contribute to technical reports, publications, briefs, blogs, website content, and other social media on evidence programs and professional services; and
- Engage in strategic growth and diversification of 3ie initiatives to cultivate donors, develop partnerships, write technical proposals, and support innovations in program development.

Person Specification

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively. Applicants will be shortlisted solely on the extent to which they meet these requirements.

ESSENTIAL CRITERIA:

- Post-graduate degree in public health, health systems, economics, demography or other relevant social science field with a strong quantitative focus;
- Research experience and working knowledge of experimental and quasi-experimental impact evaluations (RCT, IV, propensity score matching, and interrupted time series) OR systematic reviews, as demonstrated by conducting or managing such studies;
- Working knowledge of theory-based, mixed-method research design, preferably including demonstrated expertise in gender-responsive and equity-focused research;
- Working knowledge of statistical software packages (STATA or R);
- Strong knowledge of social sector programming in L&MICs;
- Excellent oral and written communication skills in English, with demonstrated experience communicating research findings to different audiences.
- Excellent organisational skills, attention to detail, and the flexibility and willingness to adapt to shifting priorities and deadlines;
- Excellent cross-cultural skills and diplomacy.

DESIRABLE CRITERIA

- PhD in a relevant discipline (economics, public health, social sciences);
- Spanish and/or French professional proficiency;
- Experience managing research grants;
- Residential experience working in program evaluation and research in L&MICs;
- Experience in L&MIC policy development and/or policy implementation at either the national or sub-national level;
- Experience supporting new business activities and demonstrated ability to write technical proposals across one or more development sectors;
- Training and/or relevant demonstrated experience in theory and methods for capacity development (e.g. adult learning, mentoring, peer learning, organisational change) in monitoring and evaluation and evidence use, preferably in L&MICs;

SALARY AND CONDITIONS OF APPOINTMENT

The post is full time and fixed term until 29 April 2021. The salary will be on the Academic pathways Grade 6 scale in the range £39,304 to £44,634 per annum (inclusive of London Weighting). 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 Pension Scheme is available.

Applications should be made on-line via our website at <http://jobs.lshtm.ac.uk>. Applications should also include the names and email contacts of 2 referees who can be contacted immediately if shortlisted. Online applications will be accepted by the automated system until 10pm of the closing date. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk. Please quote reference **LIDC-LIDC-2019-03**.

The supporting statement section should set out how your qualifications, experience and training meet **each** of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV" will not be considered acceptable.

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 email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

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