

## MIT Job Description

**D/L/C:** Sociotechnical Systems Research Center

**Title:** Research Associate 1, Evaluation

**Date:** December 2024

### **DESCRIPTION:**

The Research Associate 1, Evaluation, conducts systems-informed, theory-driven, mixed methods evaluation research in the Local Innovation Group, based at SSRC, and serves as the evaluation project manager for the final evaluation of the BMGF-funded “Adaptive Learning and Systems Analysis for JSPVAT” project, under the direction of the project’s Principal Investigator (PI). Responsibilities include providing overall evaluation project management to support the implementation of the final evaluation, collecting and analyzing quantitative and qualitative data to inform the final evaluation, generating findings and preparing reports and project outputs for the sponsor and project stakeholders, coordinating successfully among multiple project stakeholders, including international consultants working on the evaluation, representing the project to external stakeholders, and supporting the PI with communications to the research sponsor and general evaluation project management responsibilities.

**Level of Effort:** 100% (full-time)

**Duration:** This is a 1-year appointment with the possibility of renewal based upon satisfactory performance and continued funding availability. This position may be eligible for visa sponsorship.

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

The candidate for this position will perform the following essential functions:

- **Perform evaluation research for the final evaluation, including quantitative and qualitative data collection, data analysis, and the generation of findings:** Under direction from the PI, directly implement some components of the evaluation design, including performing quantitative and qualitative analyses of existing data that the evaluation team has collected over the past three years (survey data, interview and FGD data, program documents), contributing to the design of data collection protocols for remaining data that should be collected, managing the overall implementation of remaining data collection, and contributing to the generation of evaluation findings.
- **Project manage implementation of JSPVAT final evaluation activities:** This includes planning and managing the implementation of final evaluation data collection, analysis, and writing activities, coordinating data collection and data analysis activities across the evaluation team (including external consultants), and managing the production of the final evaluation report, due in May 2025.
- **Effectively represent the project to the evaluation sponsor and key stakeholders.** Create clear, professional, and visually appealing presentations and written updates to keep project stakeholders informed of the evaluation’s progress. Coordinate and attend required meetings with the project sponsor and implementers; take detailed and accurate meeting notes and provide timely follow-up to meetings and engagements with stakeholders; establish and maintain effective working relationships with local research partners, stakeholders, collaborators, and field support staff.
- **Prepare evaluation outputs in formats requested by stakeholders.** This includes packaging and presenting the findings from the evaluation in various formats that evaluation stakeholders request, beyond the final report required by the donor. These other formats for sharing findings may include professional presentations, interactive sense-making sessions, written briefs and/or blogs, and other formats that deliver findings to various audiences in formats that are relevant, digestible, and easily accessible to them.
- **Disseminate evaluation results to stakeholders.** This includes organizing virtual and/or in person presentations, workshops, meetings, or other relevant forms of engagement to deliver evaluation findings and learning to key evaluation stakeholders. This may require travel to Bihar and/or Delhi, India in the second half of 2025.
- **Provide general evaluation project management support** to ensure the successful delivery and completion of the final evaluation of JSVPAT on time and within budget. This includes supporting the PI with activity planning and budgeting, maintaining project activity and expense tracking tools and systems, conducting expense tracking, expense reporting, and budget projections to support management of the project’s budget spend-down, coordinating project team

meetings, maintaining the project's files and data in an organized file structure, and managing the contracts of independent consultants hired to support the evaluation, including review of technical deliverables and payment processing.

**Supervision Received:**

The Evaluation Research Associate will be directly supervised by the Principal Investigator of the study, Elizabeth Hoffecker.

**Supervision Exercised:**

None.

**Qualifications & Skills:**

Required Skills:

- **Subject-area knowledge in program evaluation:** Professional master's degree (e.g. MPP, MPA, MPH, MCP, etc.) or higher in a field that is relevant to international development and program evaluation. Familiarity with the concepts, theories, methods, and practices of professional program evaluation, including quantitative and qualitative research designs and data collection methodologies.
- **Research implementation skills:** Two or more years of experience managing the implementation of international development-related research and/or evaluation studies and/or projects involving qualitative and quantitative methods of data collection and data analysis.
- **Data analysis skills:** Experience analyzing qualitative and quantitative (survey) data, experience conducting statistical analyses on survey data using SPSS, Stata, R, or similar, as well as coding and analyzing qualitative survey data using QDA software (NVivo or similar). Experience with mixed methods approaches to data analysis and triangulation of data sources.
- **Project management skills:** Three or more years of program/project management experience demonstrating the abilities to prioritize activities, implement plans within tight timeframes with thoroughness and attention to detail, manage project budgets, and implement project protocols. Excellent follow-through and attention to detail required.
- **Communication skills:** The ability to communicate ideas succinctly and clearly in visually appealing presentations, written briefs, and during meetings is required.
- **Language skills:** Able to write and speak clearly, succinctly, and effectively in English and Hindi.

Preferred skills:

- Experience working professionally and conducting research in northern India, preferably in Bihar or a neighboring state.
- Familiarity and experience with systems-informed approaches to evaluation as well as theory-driven evaluations preferred.
- Self-directed and proactive; able to work both independently and collaboratively within a team environment. Experienced and comfortable working remotely, as project collaborators are based in India.

Anticipated salary range: \$70,000-\$80,000.

MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.