

**THE WORLD BANK**  
**TERMS OF REFERENCE – SHORT TERM TEMPORARY IMPACT  
EVALUATION PROGRAM**

**Program Assistant – September 2023**

|                               |                                       |
|-------------------------------|---------------------------------------|
| <b>Organization:</b>          | World Bank                            |
| <b>Recruitment Type:</b>      | Local Recruitment                     |
| <b>Department/Division:</b>   | Development Impact Evaluation / DIME3 |
| <b>Grade:</b>                 | STT                                   |
| <b>Term Duration:</b>         | 1 year 0 months                       |
| <b>Hire Type:</b>             | ST Temporary                          |
| <b>Location:</b>              | Washington, DC, United States         |
| <b>Required Language(s):</b>  | English                               |
| <b>Preferred Language(s):</b> | French, Spanish                       |
| <b>Closing Date:</b>          | 10/11/2023 at 11:59pm EST             |

### **Description**

Do you want to build a career that is truly worthwhile? Working at the World Bank Group provides a unique opportunity for you to help our clients solve their greatest development challenges. The World Bank Group is one of the largest sources of funding and knowledge for developing countries; a unique global partnership of five institutions dedicated to ending extreme poverty, increasing shared prosperity and promoting sustainable development. With 189 member countries and more than 120 offices worldwide, we work with public and private sector partners, investing in groundbreaking projects and using data, research, and technology to develop solutions to the most urgent global challenges. For more information, visit [www.worldbank.org](http://www.worldbank.org)

### **Background**

DIME is a Department of the World Bank's Development Economics Vice Presidency. DIME's purpose is to increase the use of impact evaluation (IE) in the design and implementation of public policy and to develop institutional capacity and motivation for evidence-based policy. DIME's work focuses on three areas:

- Evaluating programs at scale to answer policy-relevant questions
- Building capacity to strengthen country institutions for evidence-based policymaking

- Building theory on mechanisms in strategic development areas based on high-quality evidence

DIME aims to overcome the challenge of identifying true cause-and-effect relations in policy programs. By linking researchers to policymakers and feeding results back into policies, DIME fosters systematic use of evidence, which informs adoption, mid-course corrections, and scale-up of policies. Through workshops and clinics with operational staff and government clients, joint research teams, active field coordination, as well as research products such as seminars, papers, and policy briefs, DIME builds capacity while forming a wider community of practice.

With a portfolio of more than 220 impact evaluations, DIME operates across all sectors in about 60 countries spanning the globe. The IEs test a variety of interventions and mechanisms to understand why policy succeeds or fails and how to improve policy design and implementation to obtain better results. By working proactively in collaboration with clients, DIME employs experimental methods to infer causality whenever possible (79% of the portfolio). 17% of DIME IEs utilize non-experimental methods, while 4% use a combination of the two.

DIME is structured into 4 units:

- DIME 1 "Economic Growth and Structural Transformation"
- DIME 2 "Gender, Economic Opportunity, and Fragility"
- DIME 3 "Governance and Institution Building"
- DIME 4 "Infrastructure and Climate Change"

More information can be found at <http://www.worldbank.org/dime> (<http://www.worldbank.org/dime>).

### **Summary**

DIME seeks to recruit a Program Assistant to support DIME Analytics. The Program Assistant will contribute to the organization and coordination of program activities. This is a part-time position (approximately 25 hours per week).

*DIME Analytics:* DIME Analytics creates tools that improve the quality of impact evaluation research for all. We take advantage of the concentration and scale of research at DIME to develop and test solutions to ensure data work quality across our portfolio, and to make public training and tools available to the larger community of development researchers who might not have the same capabilities. DIME Analytics primary portfolio includes: the [Development Research in Practice](#) handbook and the accompanying [DIME Wiki](#), a one-stop shop for practical guidance and resources on impact evaluation research; [ietoolkit](#) and [iefieldkit](#), Stata code packages featuring commands to routinize common impact evaluation tasks; and [Manage Successful Impact Evaluation Surveys](#), our flagship training designed to improve the skills and

knowledge of impact evaluation practitioners. More details can be found at <https://www.worldbank.org/en/research/dime/data-and-analytics>.

### ***Roles and Responsibilities***

The STT will support DIME's objective to produce high-quality research and tools and disseminate those outputs broadly. The STT will play a key role in supporting the onboarding of new hires at DIME and help manage and organize all of DIME's training activities. We therefore seek candidates with excellent organizational skills who can adapt to the changing needs of the program, communicate technical knowledge in a policy and operational environment, and have an interest in impact evaluation and reproducible research.

The STT will report to the Team Lead of DIME Analytics and is expected to be based in Washington, DC. The STT will be paid on an hourly basis. This is a part-time position, up to 1200 hours per fiscal year. The expected start date is November 6, 2023.

The Program Assistant will carry out a range of support work for the DIME Analytics team. Specific responsibilities include:

- *Events and training support (30%)*: Support the organization of DIME Analytics flagship courses, Continuing Education sessions and the Measuring Development conference by coordinating with presenters; communicating with training participants and answering email queries; posting session materials on the Open Science Framework platform (OSF); managing external communications and events' marketing.
- *Recruitment and Hiring Coordination (30%)*: Support DIME hiring drives for research assistants, field coordinators, interns, and Robert S. McNamara Fellows. This includes but is not limited to: compiling job descriptions, managing communications with candidates, coordinating with hiring teams, supporting onboarding of new hires as needed. In addition, the STT would be responsible for updating the databases and dashboards related to the hiring process.
- *Operations (20%)*: Assist with program development, budgeting, expenses and revenue calculations.
- *Intern Program (10%)*: Support DIME's Summer Internship program by doing outreach to feeder schools and planning and implementing networking activities and events during the internship period.

- *Miscellaneous (10%):* Other responsibilities assigned by the DIME Analytics team.

## **Qualifications**

- Education/Experience: Bachelor's degree in a relevant field (e.g. international relations, economics, public policy, communications);
- Excellent organizational skills and attention to detail;
- Strong written and verbal communication skills in English required, fluency in other World Bank working languages (particularly French and Spanish) strongly preferred;
- Eagerness to collaborate with colleagues of diverse backgrounds, skills, and experience;
- Resourceful and a self-starter, excited to work on a dynamic and fast-growing team;
- Experience in event planning preferred; and
- Demonstrated interest in impact evaluation and/or reproducible research.

## **Application process**

To apply, please submit your CV and cover letter through [this application form](#) **by 11 October 2023 at 11:59PM ET**. Only shortlisted candidates will be contacted.

*Poverty has no borders, neither does excellence. We succeed because of our differences and we continuously search for qualified individuals with diverse backgrounds from around the globe.*