

Development Impact Evaluation (DIME)

Hiring drive for Research Assistants, Field Coordinators, and Junior Field Coordinators

March-April 2023

1. Summary

The Development Impact Evaluation (DIME) department seeks to recruit 9 Research Assistants (RA) and Field Coordinators (FC) to support our global portfolio of impact evaluations. The consultants will work with the DIME team and external researchers on all phases of the impact evaluations (IEs), from study design to analysis. The details specific to projects hiring, including expected start date, can be found on [this dashboard](#). Applicants may also indicate interest in being considered for positions that will open in the future.

Research Assistants work with the research team to support data acquisition, processing, cleaning, and analysis. *Field Coordinators* supervise implementation of the impact evaluations in the field and liaise with the research team, World Bank operational staff, and Government Officials. *Junior Field Coordinators* are local staff who support Field Coordinators with field supervision and data collection. Typical responsibilities for each role are detailed below.

Research Assistants may either work remotely or based in Washington, DC, depending on the needs of the research team (as specified in position *descriptions*). Field Coordinators are typically based in the country where the study is taking place, either at the World Bank Country Office or a city near to the project implementation area. Research Assistants (RAs) and Field Coordinators (FCs) will be hired as Short-Term Consultants (STCs). Junior Field Coordinators will be hired locally as Short-Term Temporaries (STTs).

Details about open positions can be found on [this dashboard](#). Qualified candidates should apply using [this link](#) no later than Wednesday, March 29, 2023 at 1pm EST. Applications will be reviewed on a rolling basis.

2. Background and objectives

DIME generates high-quality and operationally relevant data and research to transform development policy, help reduce extreme poverty, and secure shared prosperity. It develops customized data and evidence ecosystems to produce actionable information and recommend specific policy pathways to maximize impact. Most DIME IEs are associated with a World Bank project. DIME works across the following World Bank sectors: Agriculture, Governance, Climate Change, Financial & Private Sector Development, Entertainment Education, Transport & Infrastructure, Social Protection & Jobs, and Fragility Conflict and Violence. DIME establishes a research team to work on each IE study through its completion.

Each research team typically includes a principal investigator and co-investigators, a field coordinator based in country to support the government team on all aspects of the IE, and one or more research assistants to support data cleaning, processing and analysis.

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

3. Tasks and deliverables

The consultants will report to the project Principal Investigators and other members of the Impact Evaluation team.

Duties for RAs include, but are not limited to:

- Clean administrative and primary datasets and create all indicators required for analysis
- Write well-documented, reproducible code for data cleaning, descriptive statistics, regression analysis, data visualization, and any other analysis as per project needs; document all data work on the project's GitHub repository
- Manage databases, integrating various data sources (for example, project monitoring data, administrative data from local government, and household survey data). This may require programming matching algorithms, using spatial data to create linkages, performing manual matching, and linking up with field staff for additional information on specific tasks
- Support primary data collection: participate in questionnaire design; program electronic questionnaires, design and run high frequency quality checks on raw data; liaise with field staff to resolve data issues and required clarifications
- Conduct literature review and syntheses, contribute to impact evaluation reports and policy briefs, support the development of grant applications, and other writing and editing tasks
- Prepare push-button replication files academic papers and related outputs
- Support receipt of ethical approvals and ensure that data security of identifiable information on project are maintained
- Deliver training courses like impact evaluation, data processing and analysis for government counterparts
- Participate in regular code review sessions with [DIME Analytics](#)

Duties for FCs include, but are not limited to:

- Act as a liaison among members of the research team, government representatives, local stakeholders, and other locally hired field staff to promote understanding of and support for the impact evaluation
- Contribute to the development and implementation of field protocols for primary data collection and procedures and survey instruments, including field protocol, data quality protocol, recruitment of field staff, field staff training, and survey pilots
- Support receipt of ethical approvals and ensure that data security of identifiable information on project are maintained
- Supervise the implementation of primary data collection and data entry activities (including field monitoring, high frequency data checks, survey audits) and act as the primary point of contact with the research firm hired to conduct surveys

- Coordinate acquisition of secondary data, such as administrative data
- Ensure that impact evaluation interventions are carried out as planned, adhering to implementation protocols and timelines. This may include ensuring IT systems for inspections are installed, inspection forms and checklists are properly used, tablets are prepared and available, and other similar tasks. Closely monitor the implementation of the interventions to be evaluated to ensure that the identification strategy is not compromised
- Send weekly progress reports on the implementation to the research team
- Support data cleaning, processing, and analysis
- Support in-country capacity building by helping train local hires and stakeholders in impact evaluation methodology, data collection, etc.
- Support the dissemination of impact evaluation methodology and results
- Perform other related tasks, upon request

Duties for Junior FCs include, but are not limited to:

- Support the team in liaising among members of the research team, government representatives, local stakeholders, and other locally hired field staff to promote understanding of and support for the impact evaluation
- Assist the senior project team members in organizing and implementing data collection activities: this includes training enumerators, helping re-train based on high-frequency checks; obtaining approvals for data collection activities in local study sites; and supervising data collection in the field
- Participate in all aspects of project implementation, including monitoring intervention and program implementation
- Contribute to the development and implementation of field protocols for primary data collection and procedures and survey instruments, including field protocol, data quality protocol, recruitment of field staff, field staff training, and survey pilots
- Support receipt of ethical approvals and ensure that data security of identifiable information on project are maintained
- Support the team in acquisition of secondary data, such as administrative data
- Work with the field coordinator to send weekly progress reports on the implementation to the research team
- Support senior project team members with data cleaning, processing, and possibly analysis
- Perform other related tasks as needed

4. Skills Required

A.) For Research Assistants and Field Coordinators (STC) -

- **Academic specialization:**
 - A **Master's degree in economics, public policy, statistics, computer science or related field**, with strong quantitative research skills is essential
- **Technical skills:**
 - Advanced skills using either Stata or R for data processing and analysis is required for Research Assistants and preferred for Field Coordinators
 - Experience with survey programming in an ODK-based platform is strongly preferred, especially for Field Coordinators
 - Experience with machine learning, natural language processing, Shiny dashboards, and geospatial analysis are desirable, especially for Research Assistants. Knowledge of python is an advantage (and required for certain positions)
 - Experience coding in a team environment and using GitHub is highly desirable.
- **Experience:**
 - The candidate must have background in impact evaluation and econometric analysis
 - Experience working with raw household survey data is strongly preferred for research assistants
 - Field research experience, and/or experience managing data collection, is required for Field Coordinators
 - Experience working in developing countries preferred and knowledge about the relevant sectors is desirable
- **Capacity Building Skills:**
 - Demonstrated ability and experience in designing and delivering training and capacity building activities or other teaching experience is a plus
- **Language:**
 - Superior written and oral communications skills in English is essential
 - Certain positions will require fluency in other languages (such as French, Portuguese, Hindi, Swahili), as detailed on the STC Open Positions tab on the recruitment dashboard
- **Interpersonal skills:**
 - Motivated self-starter, with demonstrated ability to work effectively and sensitively in teams, and excellent cross-cultural communication skills
- Any additional skills specific to a project are listed on [the application dashboard](#) under the 'Open ST Positions' tab

B.) For Junior Field Coordinators (STT):

- **Academic specialization:**
 - A **Bachelor's degree in economics, public policy, statistics, computer science or related field**, with strong quantitative research skills is essential
- **Experience:**
 - Fluency in the local language(s) and familiarity with the local context is **required**;
 - Field experience with quantitative research strongly preferred

- Knowledge about the relevant sectors is desirable
- Willing to do extensive local travel
- **Technical skills:**
 - Experience using Excel to process data required; knowledge of Stata or R is an advantage
 - Some experience with survey programming in an ODK-based platform (such as SurveyCTO) is preferred
 - Experience working with raw household survey data is a plus
- **Language:**
 - Fluency and excellent communication skills in English and local language strictly required.
- **Interpersonal skills:**
 - Motivated self-starter, with demonstrated ability to work effectively and sensitively in teams, and excellent cross-cultural communication skills.

5. Intellectual Property

The World Bank shall, solely and exclusively, own all rights in and to any work created in connection with this agreement, including all data, documents, information, copyrights, patents, trademarks, trade secrets or other proprietary rights in and to the work. The consultant is not allowed to post or publish (electronically or in print) any project-related information without the explicit permission of the Impact Evaluation Team.

6. Terms

The Research Assistants and Field Coordinators will be hired as a short-term consultant and remunerated according to the World Bank scale. Contract duration will be discussed on a project-by-project basis.

7. Selection Process

Qualified candidates should apply using [this link](#) no later than Wednesday, March 29, 2023 at 1pm ET. Applications will be reviewed on a rolling basis. Applicants will be asked to upload a zipped folder which include the following:

- Resume
- Brief statement(s) of interest (SOI). Candidates have the option to include a specific SOI for each position they are applying to. At a minimum, we request that candidates to submit a separate EOI for each type of position (RA, FC). Each SOI should be no longer than 500 words, and the file title should clearly indicate the position of interest.
- (If applicable) Sample code. Applicants are recommended to include sample files prepared by them that best indicate their level of experience in Stata, R, Python, and/or ODK. Candidates may submit multiple code samples (no more than one per programming language), if relevant to their position(s) of interest. If you prefer to point to code on GitHub rather than attaching code samples, please share, as a readme file, the link to individual scripts that best represent your skills in the language. If full repositories are linked, the code will not be considered.

Shortlisted candidates might be invited to take a technical test based on the skills required by the hiring team and will be required to participate in interviews. **Only shortlisted candidates will be contacted.**

The World Bank Group is committed to achieving diversity in terms of gender, nationality, culture, and educational background. Individuals with disabilities are equally encouraged to apply. All applications will be treated in the strictest confidence.

8. Projects with Open Positions

The details specific to projects hiring, including expected start date, can be found on [this dashboard](#) under the 'Open STC Positions' tab.

8.1 Research Assistants (RA)

Note: Certain RA positions are listed as Pre-Doc RAs. In these cases, hiring teams are specifically looking for candidates who plan to go on to PhD programs in the next few years.

- *Rwanda Roads Impact Evaluations (Pre-Doc)*
- Addressing human capital and credit constraints to economic growth in rural Ethiopia (*Pre-Doc*)
- Piloting and evaluating strategies to improve tax compliance
- Rwanda Energy Project - The impact of grid and off-grid electricity supply (*Pre-Doc*)
- Impact Evaluation of shock-response cash transfers for droughts in the Sahel (*Pre-Doc*)
- WFP Portfolio in the DRC (*Pre-Doc*)
- Impact Evaluations under Gender Window with the World Food Programme (*Pre-Doc*)
- Bureaucracy Lab's work on the Global Survey of Public Servants
- Judicial Efficiency and Firm Growth: Evidence from Chile and Croatia (*Pre-Doc*)

8.2 Field Coordinators (FC)

- WFP School Based Programming
- Social Support for Resilient Livelihood Project (SSRLP)