

TERMS OF REFERENCE

Senior Programme Manager (Economics of Inclusive Digital Transformations)

LOCATION: New Delhi, India; Clermont-Ferrand, France; remote (only exceptionally, to be confirmed)

POSITION TYPE: Full-time, 30 months.

About GDN

The [Global Development Network \(GDN\)](http://www.gdn.int) is a public international organisation that supports high quality, policy-oriented, social science research in Low- and Middle-Income Countries, to promote better lives. We help connect researchers and research institutions to financial resources, global networking, research management support, access to information, training, peer review and mentoring. Founded in 1999, GDN is currently headquartered in New Delhi, with an office in Clermont-Ferrand, France.

Background

With the financial support of the Gates Foundation, in November 2025 GDN launched a new global research programme on the Economics of Open Transaction Networks (OTN). This programme is part of GDN's expanding work on Inclusive Digital Transformation and closely linked to its work on the socio-economic impacts of Digital Public Infrastructure (DPI). Specifically, the programme aims to develop economic theories around open transaction networks and their development impacts, and test them empirically in a number of low- and middle-income countries. This work will be done in close collaboration with the programme's world-class Scientific Committee, a dedicated unit of economists at GDN, led by GDN's President, external consultants, and—importantly—a network of competitively selected national research teams. More information about GDN's ongoing work in this area can be found [here](#) and [here](#).

Position Summary

GDN seeks an experienced, ambitious and results-driven Senior Programme Manager to pay a pivotal role in the implementation of this innovative programme. The **full-time position** will ensure detailed operational planning, close coordination of its implementation across different programme stakeholders, the management of a global call and related selection process for collaborating researchers at the national level, full documentation of the programme implementation, including donor reporting, during the **30-month implementation period**. Additionally, the role will ensure close coordination with GDN support units (finance, comms, IT, admin and logistics) as needed, and support GDN's external institutional outreach around this programme. The role requires a dynamic and experienced individual with a keen interest in the content of the programme.

The Senior Programme Manager will work closely to the President (primary reporting line), GDN's Director of Research and Programmes, and different stakeholders in the team.

Key Responsibilities

As the operational backbone of the programme, the Senior Programme Manager will have the primary responsibility for the following:

- PLAN programme implementation, including the drafting and regular updating of
 - the programme overall timeline and detailed calendar,
 - the programme budget,
 - the programme's organogram.
- MANAGE, as lead, key operational aspects of implementation, including:
 - design and drafting of a Call for Expressions of Interest for national research teams,
 - design and manage the selection process for national research teams,
 - contracting of selected research teams,
 - end-to-end daily management of country-level research grants,
 - planning and execution of events, including at least one international conference.
- COORDINATE across different programme stakeholders, including:
 - the programme lead (GDN President),
 - the in-house team of economist (Theory Unit),
 - the external team of economists,
 - up to 5 in-country research teams,

- the programme's Scientific Committee.

Specifically, the Senior Programme Manager will ensure rigorous quality control mechanisms are in place to regularly assess internal and external research outputs of the programme, involving in-house and external stakeholders as necessary. Quality control mechanisms will be defined in close collaboration with the President.

Coordination will also include scheduling regular meetings at different levels, based on the programme organogram defined at programme kick-off, minuting the meetings, and designing systems to make information available to all parties in a timely manner. These systems will ensure that different stakeholders are aware of upcoming timelines, responsibilities and deliverables, that the latter are collected and shared as needed, and that regular feedback across the programme takes place.

- DOCUMENT programme implementation accurately, following GDN's existing system (G drive, Slack). The Senior Programme Manager will lead on donor reporting based on the donor contract and requirement.
- COMMUNICATE regularly with the donor, keeping them engaged and informed about the progress of the programme as well as upcoming activities.
- LIAISE with support teams at GDN, specifically:
 - Grant Management Specialist, about compliance with the donor requirements and policies at key moments of programme implementation (kick-off, launch of calls, contracting, dissemination of results, closure, etc.) and on a demand basis.
 - Finance, through monthly meetings to review and validate budget utilisation and update expenditure planning.
 - Communications, to develop and execute a communications strategy as early as possible in the programme implementation. This will include a mapping of key audiences and external institutional stakeholders at the global and possibly at the country level.
 - Administration and Logistics, for all contractual and legal aspects within the programme, as well as logistics in the case of events through GDN's Travel Desk.
 - IT, as necessary.

Reporting

The Senior Programme Manager will work closely with the President of GDN, who is the scientific and management lead and who signs off on all deliverable and reports. The role interacts with GDN's Director of Programmes regularly and on a need basis.

Desired Profile

Experience and Education

- A Master's degree in a relevant field, such as development economics, international development, public policy, or a related discipline. Doctoral-level training is an asset.
- A minimum of 6 years of demonstrated professional experience in programme management at the international level, of which at least 4 in research programmes involving multi-country teams and complex implementation structures. Proven ability to administer subgrants or subcontracts, run competitive calls for proposals, manage external peer review processes, and oversee milestone-based funding and deliverables. Additional years of experience in programme management is an asset.
- Proven experience working as part of research projects either in India or Brazil, or other low- and middle-income countries, especially on the African continent.
- 4+ years of experience working in research, specifically with micro-economics and evaluation is an asset.
- Experience working in multicultural environments, with diverse stakeholders, including governments, donors, NGOs, and researchers.
- Previous experience working on Gates-funding programmes is an asset.
- Demonstrable interest in OTN, DPI and inclusive digital transformation is a must.

Skills

- Excellent interpersonal skills, with the ability to build strong relationships with internal and external stakeholders, across different levels of seniority.
- Strong organisational and time management skills, with the ability to prioritise tasks and meet deadlines, including interactions with busy and very senior collaborators.
- Excellent written and verbal communication in English. Demonstrated experience in crafting clear, insightful donor reports and technical documents, as well as developing presentations and briefs for high-level stakeholders. Ability to synthesise and convey complex information to diverse audiences in an accessible manner.
- Adaptability, flexibility, proactiveness and problem-solving attitude.
- Capacity to take on responsibility, manage multiple tasks, and openness to giving and receiving constructive feedback.

Law of Contract

The successful candidate will be offered a 30-month contract under French, Indian or US labour law, with a four-month probation period, renewable based on satisfactory performance and availability of relevant funding sources and programmes.

Application Process

Interested candidates should submit the following:

- Up-to-date Curriculum Vitae
- A cover letter detailing your motivation for applying for this position, and addressing the experience requirements detailed above (max 1 pages)
- Contact details of at least three professional references
- A short essay (up to 500 words) answering the question: "What distinct contributions can researchers from the Global North and Global South bring to a global programme on Open Transaction Networks?"

All applications must be submitted to jobs@gdn.int with the subject line "OTN – Senior Programme Manager – [Your Name]". Applications will be reviewed on a rolling basis from December 1st, until the position is filled.

Please specify in the body of the email:

- Earliest date you can join
- Your preferred country of work
- Your salary expectations

Questions and clarifications

Queries related to the position must be sent to jobs@gdn.int.

Global Development Network is an equal opportunity employer and encourages candidates of all backgrounds and genders to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.