



## Evaluation and Trial Advice Panel Terms of Reference

### 1. Purpose

1.1 The Evaluation and Trial Advice Panel is a free to use service for researchers across government departments, arms length bodies, What Works Centres and local government. The aim of the service is to utilise the panelists' expert evaluation knowledge to:

- Facilitate the delivery of high quality evaluations across government;
- Develop and maintain a network of internal and external evaluation experts.

### 2. Role & conduct

#### 2.1 Panel Member Expectations

As a panel member, you will be expected to provide advice to government departments, public bodies, local government and What Works Centres on the design and implementation of evaluations. This may include:

- Reviewing key documents such as preliminary evaluation designs and theory of change
- Attending surgery-style workshops to provide advice on specific evaluation designs, including theory-based, quasi and experimental evaluations
- Appraising the feasibility of different design options based on specific policy or intervention designs
- Responding to ad-hoc requests for advice via email; and
- Peer reviewing final reports

We also expect that you will contribute to the Evaluation Task Force's seminar series which aims to build evaluation capability across government. This may include:

- Delivering a presentation on a recent evaluation you have worked on,
- Delivering a presentation on an evaluation methodology,
- Being part of a panel to discuss the latest advances in evaluation and common challenges for researchers.

#### 2.2 Networking Opportunities

There will be a range of opportunities to network with other panel members throughout your term, such as through the seminar series and at ETF events. To find out more about our previous panelist network, please visit the [Evaluation and Trial Advice Panel webpage](#).

#### 2.3 Conflict of Interest

Panel members will declare any conflict of interest when they or their associated institution is engaging in a procurement procedure relating to any project they have previously advised on. They will also be aware that if advice was specifically

provided to inform the preparation of the procurement procedure, they and their associated institution may be excluded from bidding where there are no other means for the customer to ensure compliance with its duty to treat economic operators equally in accordance with Regulation 18(1) of the Public Contracts Regulations 2015.

#### **2.4 Compensation**

Panellists are reminded that no compensation is provided and this is a voluntary role. Meetings will be held virtually.

### **3. Length of term**

3.1 Members serve a 2-year term (with potential to extend for 1-year).

### **4. Time commitment**

4.1 Members are expected to commit a minimum of 3 hours per month for the activities listed above (assuming demand).