

## **Expert Review Panel - Terms of Reference**

### **Purpose of quality review**

A sample of the outputs of Housing New Zealand Corporation's ("the Corporation") Research and Evaluation Team ("the Team") will be reviewed by an expert panel based on quality criteria supplied by the Corporation. Reviews will occur on a six monthly basis in March and August. The review findings will be used to meet the Team's performance management and accountability requirements.

### **Panel membership**

The panel's membership will consist of three or four reviewers working in the academic, government and private sectors who have expertise in one or more areas such as qualitative research, quantitative research or economic analysis.

### **Review criteria**

Panel members will be asked to undertake a quality review of the documentation supplied, based on the review criteria listed below. These criteria may be reviewed from time to time.

- Purpose of the research/evaluation/analysis is clearly defined
- The research questions are clearly defined
- The research design is appropriate and feasible
- The research methods are correctly applied
  - Quantitative data analysis techniques are robust and appropriate
  - Qualitative analysis methods are clearly defined and correctly applied
- Conclusions are based on evidence
- Limitations are correctly identified
- Reporting "products" are appropriate for the intended use/audience
- There is coherence, consistency and a clear line of integration across the documents associated with the research/evaluation/analysis (i.e. scoping document, research/evaluation plan and report, dissemination papers).

While the primary purposes of the review is for the Team's performance management and accountability, the review panel will be asked for suggestions about how the impact<sup>1</sup> of the research/evaluation/analysis could be improved.

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<sup>1</sup> Impact is defined as "the evaluation/research is planned, conducted and reported in ways that encourage use of research/evaluation findings"

## **Review documentation**

The following documentation associated with a research/evaluation/analysis project will be provided to the review panel:

- the scoping document or request for proposal or data specification paper
- the evaluation/research/project plan (or in their absence, the contract specifications for externally contracted work)
- the evaluation/research/analysis report
- any paper(s) disseminating findings
- the communications plan.

## **Further information**

The review panel will be supplied with the name and contact details of a person within the team whom reviewers may contact for the purpose of clarifying any aspects of the project.

## **Confidentiality agreement**

Panel members will be required to sign a confidentiality agreement supplied by the Corporation before commencing the work.

## **Review panel deliberations and reporting**

Panel members will be supplied with the names and contact details of other panel members if members wish to discuss their review findings with other members. Panel members may collaborate to synthesise their review findings for submission to the Corporation.