Cochrane

Request for Proposal Knowledge Translation Products Working Group

Project to agree a set of 'principles for dissemination' and to develop practical tools in order to improve the quality of Cochrane's dissemination products

Trusted evidence.
Informed decisions.
Better health.

Contents

1 Background

Theme Two of the Knowledge Translation framework is "Packaging, push and support to implementation." This describes a programme of work to ensure that the users of Cochrane evidence receive and can act on our reviews and products. Dissemination of Cochrane Reviews is an important part of ensuring Cochrane's evidence is available to the people who need it in a format which they can interpret and use it. In this way, our evidence can be used to help stakeholders make better health decisions.   The Knowledge Translation Working Group on Improving and Upscaling Products (KT 'Products' WG) are tasked with supporting the implementation of projects to improve the quality of KT dissemination products produced in Cochrane.

There are many different mechanisms and channels for disseminating Cochrane reviews to specific (KT) audiences. It is suggested that to improve consistency and quality, all dissemination products for Cochrane reviews should follow a set of underlying principles. These principles will represent a set of minimum requirements and while these are yet to be agreed upon, they could include, for instance: always presenting the certainty of the evidence; presenting the most important outcomes rather than the outcomes with the "strongest" results; using absolute numbers as much as possible; and, focussing on clinical or policy significance rather than statistical significance.

Understanding and applying these basic principles are essential for Cochrane Groups [Review Groups, Networks, Fields, Centres and Associate Centres] who are already developing or planning to develop KT dissemination products. Applying the principles should improve the quality of Cochrane's dissemination products.

2 Aim

To provide the Cochrane community with an agreed set of principles for dissemination (a set of minimum requirements) which can be used to improve the quality and consistency of KT dissemination products produced by Cochrane.

3 Objectives

The objectives of the project are:

1. To develop an agreed set of principles for dissemination of the results of Cochrane intervention reviews in any format. This list will be supported by a document providing explanation and justification for the principles;

2. To use the principles for dissemination to develop a simple tool (such as a checklist) for use by Cochrane Groups when preparing dissemination products;

3. To develop and run webinar/workshops or other (KT) training opportunities for Cochrane's community to raise awareness of the checklist and how to use it.

This set of principles of dissemination will be used to produce a community 'toolkit' of KT dissemination products including templates and training resources, which will be developed within the KT 'Products' Working Group.

4 Scope of work

It is expected that the successful tender would be responsible for the following:

4.1   Developing and agreeing a checklist of principles for dissemination

4.1.1   Deliverables
- Developing and obtaining agreement on an agreed list of principles for dissemination (including a set of minimum requirements) which should be applied to all forms of Cochrane dissemination products.

- A short supporting document (for example, up to one A4 page per 'principle') providing a rationale and justification for the inclusion of each principle.

4.1.2   Process
The draft principles will need to be approved by the KT Advisory Group, KT Products and KT Multi-language Working Groups.

The principles need to be able to be applied to the full range of dissemination products across all Cochrane audiences, including (but not limited to) press releases, policy briefs, presentations at meetings, blogshots, social media content, podcasts and videos.

Although a full systematic review of the evidence around dissemination is not expected, each of the developed principles must have a rationale and justification supporting its inclusion.

All documentation should be presented using plain English as far as is possible. It is intended that the principles and supporting document will be translated into languages other than English, and so consideration of the ability for multi-lingual translation is an important part of the project. In addition, the principles need to be understood by all those who are and will be developing dissemination products, regardless of their knowledge translation expertise or experience.

4.2   Developing tools to apply the principles of dissemination

4.2.1   Deliverables
- A practical checklist and/or electronic tool which can be used by Cochrane Groups when producing KT products to help them easily apply the principles of dissemination, alongside training (see deliverable 4.3) and usage guidance.

4.2.2   Process
Based on the agreed principles, a checklist or other tool (as agreed by the KT Advisory Group and KT Products Working Group) will be developed. Ideally, there will be one tool which could be used for all different KT products. It is essential that the members of the Cochrane community find the tool as something which adds value to their dissemination products and will be used as a resource on an on-going basis.

Therefore, the project plan produced as part of the proposal should include time for user-testing with a range of people from different functions and experience within Cochrane including KT Working Groups and the Editorial and Methods Department, and across a range of different dissemination products for different audiences.

4.3 Developing and running training for both users and trainers for the tools produced

4.3.1 Deliverables

- A set of training materials for a workshop (or other suitable training mechanism as agreed by the KT Advisory Group and KT Products Working Group) to introduce the checklist/tools to the members of Cochrane community who are, or who will be, producing dissemination products. The training must include worked examples of using the tools developed. At the end of the session the attendees must be able to successfully and repeatably use the tool in their work.

- At least one workshop and webinar using the materials developed to train people from the Cochrane community.

- A set of materials to support facilitators running the workshop as defined in the first bullet point.

- At least one 'train the trainer' session run for key personnel within Cochrane to allow them to be able to run the workshop as defined in the first bullet point in their region.

4.3.2 Process

The successful proposal will include developing and running at least one training session in the use of the tool to the people within Cochrane who will be expected to use the tool. The successful tender will not be responsible for the costs of the participants attending the training, this will be covered by the Knowledge Translation Department.

In addition, to facilitate the speed of 'roll out' of the tool, the successful tender will also be required to develop materials for facilitators to train them to a sufficient level so that they are able to subsequently independently lead the training sessions with the people within Cochrane who produce dissemination products. This training may take place at the Cochrane Colloquium in Chile.

5 Timelines

The proposal should include a draft timeline of key milestones required in delivering the scope of work as presented in section 4. **The full project needs to be completed by Cochrane's Colloquium in Chile, 22-25 October 2019.**

6 Budget

The group must present an estimate of the budget for the work including a breakdown by the elements contained within the scope of work and delivery of the project and key time-frames for delivery.

7 Competency and Expertise Requirements

It is likely the selected tender will involve the expertise of a number of individuals who, between them, will make up a project team and will have the following skills:

- Knowledge of the organizational structure and culture within Cochrane.

- An in-depth understanding of the features of effective dissemination products and a knowledge of the theory of the important features of dissemination.

- Experience of producing different types of dissemination products for Cochrane's KT audiences and an understanding of the challenges faced by those producing dissemination products.

- Proven experience of developing and implementing practical tools either within Cochrane or similar academic institutions, including user-testing and incorporating monitoring and evaluation feedback.

- Experience of developing user training and 'train the trainer' programmes, including development of learning objectives, use of appropriate learning methodologies and ability to use worked examples to support learning.

- Proven record of delivering project to a high quality, on time and to budget.

8 Evaluation Criteria

Proposals will be evaluated against:

- Their detailed plans for meeting the scope of work as set out in section 4: Scope of Work;

- The skills and expertise available within the proposed project team;

- The budget and timescales proposed for the project.

9 Reporting requirements

The project team will report directly into Cochrane's Knowledge Translation Department and indirectly to the KT 'Products' Working Group. The appointed project manager from the successful tender will be required to provide a verbal update on progress against key milestones every two weeks. A one-page summary of the project will be required monthly or at the request of the KT 'Products' Working Group.

10 Submission Requirements

Process for submission	Submissions must be in the form of a succinct Word document containing:

- **Executive summary**
- **Project Lead**: contact details and affiliations of who will be the main contact for the project
- **Objectives:** Details on how they propose to achieve each of the objectives.
- **Project team members:** Details of the team who will be contributing to the work including; who, how many people will be contributing and for what proportion of their time? Expertise and capacity of project team should also be included in the form of a short biography of each of the individuals involved.
- **Project plan:** A proposed project plan including key milestones for deliverables and the responsibilities for each stage.
- **Timeline:** The project plan should include dates for the delivery of key components. **The full project needs to be completed by Cochrane's Colloquium in Chile, 22-25 October 2019.**
- **Risk assessment:** A consideration of the potential roadblocks or issues that might affect the project and how the risks could be minimized.
- **Budget:** The budget required for the project and a breakdown of those costs by activity.

Process

All applications should be sent via email to Jo Anthony, Head of Knowledge Translation, janthony@cochrane.org by **Friday 18th January 2019, 17:00 GMT.**

All submissions will be acknowledged by email:

- The selection committee consisting of KT Advisors and members of the KT 'Products' Working Group will review the applications within two weeks.
- Shortlisted applications will be invited for discussions (week commencing 28th January.)
- The successful applicant will be informed (by week commencing 4th February.)
- The unsuccessful applicants will be informed (week commencing 11th February.)

Deadline for Submission:

The deadline for applications is **Friday 18th January 2019, 17:00 GMT.**

Other information   If you have any questions or require more information, please contact Jo Anthony, Head of Knowledge Translation janthony@cochrane.org or Karen Head, Knowledge Translation Project Manager (khead@cochrane.org).

The process for commissioning will follow the 'Process for commissioning Knowledge Translation Implementation Work'

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