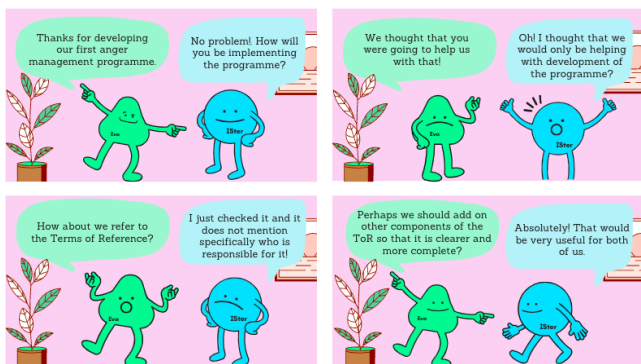# Implementation Science and Evaluation #11:
TERMS OF REFERENCE (ToR)

Is your Terms of Reference complete?

WHAT is a ToR?

- Describes **the purpose and structure** of a project or committee, who are working towards a shared goal
- Shows how the shared goal will be **defined, developed, and verified**
- Defines the **responsibilities** of team members

WHY is it helpful for teams to have a ToR?

A ToR helps to:

- **Provide clarity** about the work of the team
- Help the team **stay 'on mission'**
- **Orientate** new members

Other important ToR Components

Background
What is the context leading to the development of this project?

Deliverables
What are the expected deliverables of the team and its members?

Scope and Boundaries
What are the expectations ofthe team's responsibilities?

Communication Protocols
How is communication facilitated and how often?

Resources available to the project
What resources are important to document in the ToR?

Common ToR Components

Vision
What's the overarching vision for your team?

Goals and Objectives
What are the main purposes of the team?

Roles and Responsibilites
Who participates and in what ways?

Authority
Over what decisions/processes does the team have authority?

Implementation Plans and Timeline
Any specific stage-based activities related to implementation components that should be included in the TOR? What are the key milestones and timeline?

References:

Carroll, C., Patterson, M., Wood, S., Booth, A., Rick, J., & Balain, S. (2007). A conceptual framework for implementation fidelity. Implementation Science, 2(1)

Kelly, B., & Perkins, D. (Eds.). (2012). Handbook of Implementation Science for Psychology in Education. Cambridge: Cambridge University Press.

Moir, T. (2018). Why Is Implementation Science Important for Intervention Design and Evaluation Within Educational Settings? Frontiers in Education, 3.