The SARH Systematic Review (SR) Programme for South Asia

Systematic review call: Request for Proposal (RfP)

Issue date: June 03, 2016

Last date of proposal submission: 18 July, 2016; Monday by 17:00 hrs UK time

Attachment- Systematic review methodology brochure

Supported by

The SARH Systematic Review (SR) Programme for South Asia

Systematic review call: Request for Proposals

1. Background

The UK Department for International Development (DFID) promotes collection and use of high quality evidence to inform its policies and programmes. DFID's Research and Evidence Division (RED) leads commissioning and synthesis of research evidence. The South Asia Research Hub (SARH) works as part of RED to improve the outreach of its global research into country and regional programmes, and supports DFID country offices and their partners to be better users and commissioners of research.

The SARH Systematic Review (SR) Programme for South Asia

The South Asia Research Hub (SARH), DFID has initiated a **Systematic Review (SR) Programme for South Asia**. The programme aims at providing DFID country offices, policy makers and practitioners in South Asia with a robust assessment of the evidence base for their policies and programmes. The programme involves **commissioning research products, comprising of Systematic Reviews and Evidence Summaries**, in areas relevant to development priorities of South Asia to assess "what works" and "what does not" in development programming and policy making in the region. Further, **the programme aims to build capacity**, preferably of the South Asian institutions, for producing more systematic reviews and other rigorous evidence products in the region.

A particular emphasis of SARH (DFID) and the programme is on the quality and accuracy of the evidence produced, and contextualisation of results to the South Asia[1] (India, Pakistan, Bangladesh, Nepal, Afghanistan and Myanmar in particular) to develop informed policy-making and programming in the region. This is an important step in strengthening the capacity for evidence-informed decision making.

The programme is established initially for two years.

Service provider to manage the programme

SARH (DFID) has selected a consortium of **PricewaterhouseCoopers Pvt. Ltd. (PwC), the Evidence for Policy and Practice Information and Coordinating Centre (EPPI-Centre) and LIRNEasia** to implement the SARH SR programme in South Asia. The consortium (to be called the SR consortium hereafter) is **led by PwC** as the Lead Management Team (LMT) with **the EPPI-Centre** as the Quality Assurance Team (QAT); and **LIRNEasia** as the lead Capacity Building Team (CBT).

2. Systematic Reviews

"A systematic review is a high-level overview of primary research on a particular research question that tries to identify, select, synthesise and appraise all high-quality research evidence relevant to that question in order to answer it."

A L Cochrane; Effectiveness and Efficiency: Random Reflections on Health Services. London: Nuffield Provincial Hospitals Trust, 1972.

Systematic review teams seek all the research addressing a question, critically appraise its quality and synthesise the results. Systematic reviews are different from traditional literature reviews or expert commentaries in that they are pieces of research–transparent, rigorous and, in theory, replicable. They involve developing and publishing the protocol and carefully documenting the progress of the review in order to allow easy scrutiny of the methods.

For an overview of systematic review methodology, you may refer to the Systematic review methodology brochure attached to this RfP.

[1] For the purpose of this programme, the South Asian region (or South Asia) is understood as comprising of India, Pakistan, Bangladesh, Nepal, Afghanistan and Myanmar.

Systematic reviews under the programme will be categorized into **"Competitive Systematic Reviews"** (those which will be undertaken by teams having prior experience in conducting SRs) and **"Training Systematic Reviews"** (those which will be conducted by providing capacity building support to teams having basic technical skills required to conduct SRs).

This RfP is for **inviting proposals for Competitive systematic reviews only**. Quality assurance support will be provided to teams conducting these SRs (referred to as review team in this RfP). However training support will not be provided to review teams as this is a part of the competitive call.

3. Systematic Review Questions

The SR consortium, together with the SARH (DFID), has identified research questions for systematic reviews under the programme. **Proposals are invited from interested organisations to undertake systematic reviews under the programme for the questions provided below**.

The systematic review questions are as follows:

Question 1 - Public works programmes: How effective are public works programmes in stimulating local economic transformation in low and middle income countries?

Question 2 - Effectiveness of police reforms: What is the impact of various police reform interventions on efficient delivery of policing services, public perception of policing services and public safety in low and middle income countries?

Please refer to **Appendix 4: Research briefing for evidence summary questions** for details on each question.

There will be one award for each of these questions, but the SR consortium and SARH (DFID) may choose to fund fewer reviews if proposals of adequate quality are not received. **Applicants interested to participate in more than one systematic review can do so by submitting separate proposals for each question. However, bidders from the same organisation should not submit more than one proposal for the same question.**

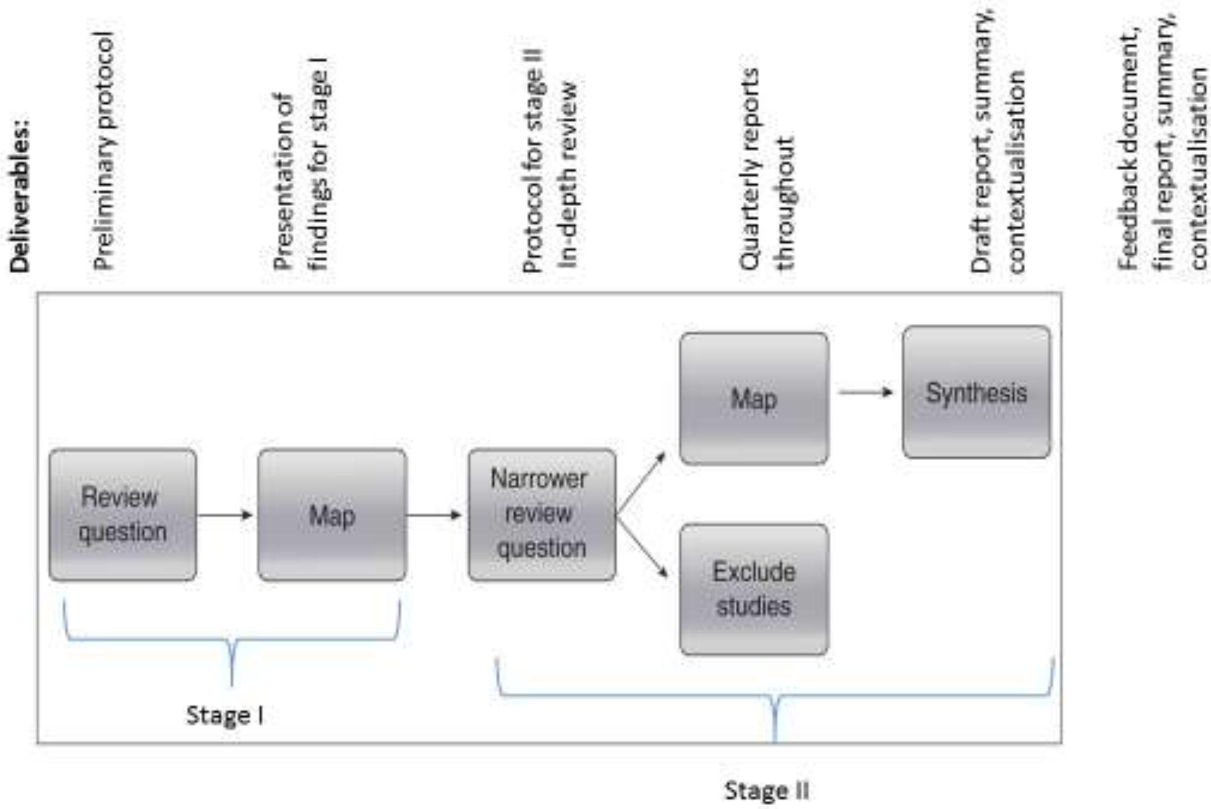
4. Methodology

Successful review teams are expected to conduct their review using approaches that will maximise both the rigour and relevance of their work to policy challenges in South Asia. They will be expected to choose their approach to suit the review question and the likely availability of primary studies[2]. They will discuss the options with the quality assurance team before making a decision.

All systematic reviews will be conducted in two stages. The first stage will identify and describe the research available in terms of the focus, design and context of studies (see Figure 1). The findings from this stage of the work will be presented to the review's Advisory Group, DFID and the SR consortium (in the form of a presentation and working papers) for a discussion about the most useful and productive focus for the second stage. The second stage will involve studying the selected evidence in detail to answer the research question.

[2] You may refer to these links for various systematic review approaches and study designs- http://www.systematicreviewsjournal.com/content/1/1/28;

Figure 1: Two stages of the systematic reviews with corresponding activities and deliverables



(Note: the 'scope' of a review describes its boundaries, or its criteria for including or excluding studies. A map describes the focus and type of studies within that scope. A map of stage I offers the details required to make a decision about the scope of stage II.)

Review teams are expected to conduct their work in line with internationally recognised standards and procedures such as those advocated by:

- The PRISMA statement (http://www.prisma-statement.org/statement.htm) - for transparent and complete reporting of systematic reviews and meta-analysis
- AMSTAR (http://amstar.ca/index.php) - **A Measurement Tool to Assess Systematic Reviews**

The review teams may choose to draw on resources and guidance elsewhere, such as:

- A checklist (http://www.3ieimpact.org/media/filer_public/2012/05/07/quality_appraisal_checklist_srdatabase.pdf) – used by DFID and 3ie for the quality appraisal of systematic reviews in the 3ie database.
- EPPI Centre (https://eppi.ioe.ac.uk) - part of the Social Science Research Unit at the UCL Institute of Education, focusing on systematic reviews in education, health and social policy;

- Campbell Collaboration (http://www.campbellcollaboration.org/) – Independent organisation producing systematic reviews on what works for education, health and social policy to build healthy and stable societies;
- Cochrane Collaboration (http://www.cochrane.org/) - Independent organisations producing systematic reviews for health interventions;
- International Initiative for Impact Evaluation (3ie) (http://www.3ieimpact.org/)

Registering with the EPPI-Centre: Successful review teams will register their reviews with the Evidence for Policy and Practice Information and Co-ordinating Centre (EPPI-Centre). The EPPI-Centre is part of the Social Science Research Unit at the UCL Institute of Education. (https://eppi.ioe.ac.uk/cms/). It undertakes and supports policy-relevant systematic reviews of the evidence in a range of key areas like education, social policy, health, social welfare, and international development.

Quality assurance support: The EPPI-Centre is providing quality assurance for the programme and will provide support to review teams including: advice from the EPPI-Centre information specialist in preparing the search strategy; online systematic review training; arranging peer review of draft protocols (stage II protocol) and draft reports; and methodological support throughout the review process.

Access to information management software for systematic reviews, "EPPI-reviewer[3]", will be provided to review teams without any charge under the programme (for the purpose of systematic reviews & evidence summaries under the programme only).

Please refer to **Appendix 1** for details on quality assurance support to be provided under the programme.

Formation of an advisory group: Review teams will be required to set up an advisory group for each systematic review. Each advisory group should consist of at least three members. Out of these, one or two members will be from SARH and / or DFID country offices. A minimum of two members will be suggested by the review teams, of which at least one member should be a sector / domain expert. Teams will be required to set-up the advisory group at the start of the review. Review teams will involve, discuss and take the feedback from the advisory group at key points of the systematic review process. **Bidders are required to provide CVs for proposed team members in their technical proposal.**

Protocol preparation: A protocol helps review teams describe and explain in advance their methods for answering the review question in an appropriate and explicit way. A protocol is an essential component of an open, consultative approach to undertaking reviews.

Review teams will be expected to develop the protocol with the involvement of the advisory group, the EPPI-Centre support group (EPPI-SG) and SARH (DFID). Please see the EPPI-Centre website (https://eppi.ioe.ac.uk/cms/Default.aspx?tabid=88) for guidance on preparing protocols and final reports (Gough et al. 2012).

The review teams will first prepare a **preliminary protocol** which will define the broad scope of the review along with a search strategy for stage I analysis. Based on the scope and search strategy agreed in

[3] EPPI-Reviewer (see http://eppi.ioe.ac.uk/cms/Default.aspx?alias=eppi.ioe.ac.uk/cms/er4) is a comprehensive online software tool, from the EPPI-Centre, that supports conducting all types of systematic reviews such as statistical meta-analysis, framework synthesis and thematic synthesis. This tool has the functionalities to manage a systematic review through every stage of operation from searching references, storing, coding, data extraction, study classification, review synthesis through review management etc. Being a web-based system, this tool also allows multiple users at a time from different locations.

preliminary protocol, teams will undertake searching, screening, coding and mapping of relevant studies in stage I of the review.

The review teams will make a **presentation** on the findings of searching and mapping activities of Stage I to the SR consortium, DFID and advisory group. Teams can also suggest revisions in scope of review based on the results of searching and mapping activity. Discussion and feedback on stage I findings will provide the basis for deciding the revised scope of review which must be approved by DFID SARH and the SR consortium.

Teams will update the preliminary protocol to include the findings of searching, screening and mapping, the revised scope and activities (if any) to produce the **"Stage II protocol"**.

The preliminary protocol should include the following sections: (1) Background, (2) Aims and rationale for review, (3) Definitional and conceptual issues, (4) Objectives of the SR; (5) Conceptual Framework; (6) Methods of the review (Review approach, identifying potential studies, inclusion-exclusion criteria, data collection and management, analysis, contextualisation, report writing etc.); (7) Timelines; (8) References

The review team should add following sections in preliminary protocol to prepare stage II protocol: (1) results of searching and mapping exercise; (2) proposed modifications in scope of research (research question, population, interventions, outcomes, types of studies, geographical coverage etc.) based on search and scoping; (3) if necessary, a search strategy for the in-depth, stage II review; (4) methods and tools for appraising and synthesising studies; and (3) methods for interpreting the findings for the South Asian context.

The review teams should consult advisory group members while preparing the protocols and / or will take their feedback on the draft protocols before submitting it for peer review.

Evidence search: There are several research databases which include primary research studies and systematic reviews on international development.

Teams will be expected to search SR databases to find existing reviews related to their respective research questions. Existing SRs on related topics can help review teams in finding suitable primary studies as well as in refining their methodology for conducting the reviews. Following are few of these databases:

- Research for Development (http://r4d.dfid.gov.uk/SystematicReviews.aspx)
- 3ie/DFID systematic review database (http://www.3ieimpact.org/en/evidence/systematic-reviews/)
- EPPI-Centre-Evidence Library (https://eppi.ioe.ac.uk/cms/Default.aspx?tabid=56)
- The Environmental Evidence Library (http://www.environmentalevidence.org/Library.html)
- Evidence Aid (www.evidenceaid.org)
- Health Systems Evidence (http://www.mcmasterhealthforum.org/healthsystemsevidence-en)
- WHO Reproductive Health Library (http://apps.who.int/rhl/en/)
- WHO electronic Library of Evidence for Nutrition Actions (eLENA) (http://www.who.int/elena/en/)
- Epistemonikos (http://www.epistemonikos.org/)

Teams will also be expected to search for primary studies on key on-line databases specific to international development. This is a very important step in conducting SRs and hence it is required that review teams comprehensively search for existing literature and primary studies in areas related to their research question.

Review teams may refer to the guide provided by Campbell Collaboration "Systematic Reviews in International Development: Key Online Databases", which provide information about key electronic databases to search when undertaking an international development related systematic review. (http://www.campbellcollaboration.org/artman2/uploads/1/Database_Guide_for_SRs_in_International_Development_.pdf)

For conducting Systematic reviews, **it is important that review teams have access to such databases and journals that publish and provide primary research and study papers in relevant sectors.** *Applicants are thus, required to provide information regarding relevant databases and journals that they have access to in their proposals.*

Contextualisation: The draft SR report will have to be supplemented with a contextualisation document (or contextualisation chapter / annexure) that analyses and presents the relevance of review findings for the South Asia and specific South Asian countries (mentioned in indicative research briefing in **Appendix 4**). The contextualisation document will be particularly important where the search for evidence finds only a few studies in the South Asian context and the systematic review includes evidence largely from other regions. The contextualisation document may also include issues for readers to consider when drawing on the findings for South Asian region.

Systematic review summary document: Along with the draft SR report, the teams will be expected to prepare a systematic review summary document (not more than 4-5 pages using a template provided by the consortium) and a power point presentation to present review findings to DFID advisors and other relevant stakeholders.

Peer Review: Review teams will be required to submit their draft protocols and draft review reports to academic and policy specialists, and experienced systematic reviewers who will assess the work in terms of its relevance for the review question, methods for addressing the review question, and their involvement of potential users in the work. Our Quality assurance team (The EPPI-Centre) will provide support to review teams in arranging for the peer review of a) draft Stage II protocols and b) draft/final reports. **Also, the cost of peer reviews will be borne by the SR consortium and there is no need for the review teams to include any cost for peer reviews in their proposed budgets.**

Dissemination: An important part of the review process is the dissemination of the final report and research findings. Review teams should identify who the report is intended for at an early stage of the review. Review teams may be expected to undertake dissemination of research findings by developing summaries and abstracts which will be published on various online and print media platforms and by participating in events involving sector discussions. The dissemination activities should be aimed at communicating the findings of the SR to relevant academic, research and public sector audience in South Asian region.

Review teams will also be required to **organise a dissemination workshop** towards the end of the review. The purpose of the workshop will be to disseminate findings of the review and to discuss the viewpoints and perspectives of policy-makers and stakeholders. Insights gained at the workshop can be used to refine the implications of the review and the contextualisation analysis.

In addition to above, review teams may be invited by DFID or the SR consortium for one-to-one discussion or meeting with relevant stakeholders or for making presentation to them. As the requirement for these meetings / presentations cannot be envisaged in advance, hence travel expenses relating to these for the review teams will be reimbursed separately, based on actual expenses.

Coordination: The review teams will be expected to liaise efficiently with the SR consortium (specifically with LMT and QAT) and SARH (DFID) during the review process to ensure that timelines are kept and reviews are progressing in a desirable manner. Further, review teams will coordinate with the advisory group and peer reviewers during appropriate stages of the review.

5. Deliverables

1. **A Preliminary protocol** should be submitted for review within 45 days of commencing the contract. The preliminary protocol will include- (1) Background, (2) Aims and rationale for review, (3) Definitional and conceptual issues, (4) Objectives of the SR; (5) Conceptual Framework; (6) Methods of the review (Review approach, inclusion-exclusion criteria, identifying potential studies, data collection and management, analysis, contextualisation, report writing etc.); (7) Timelines; (8) References.

   Preliminary protocol will particularly focus on (1) the scope of the review as defined by the inclusion and exclusion criteria and (2) a search strategy which includes list of databases and other sources to search, which search terms to use and how they will be combined; date(s) for including studies etc.

2. **A Stage II Protocol** should be submitted for review within 5 months of commencing the contract. Teams will add following sections in preliminary protocol to prepare stage II protocol:

   - results of searching and mapping exercise;
   - proposed modifications in scope of research (research question, population, interventions, outcomes, types of studies, geographical coverage etc.) for stage II based on search and mapping and;
   - methods for interpreting the findings for the South Asian context.

   The draft protocol will be peer reviewed, and teams will respond to the comments.

3. **A draft SR report**, including all elements of the final systematic review, should be submitted for review within 10.5 months from date of commencing the contract. It will be reviewed by the EPPI-Centre, peer reviewers (as arranged by QAT) and approved by SARH (DFID).

   The report will include (1) Structured abstract (background, methods, results, conclusions). (2) Executive summary; (3) Background; (4) Objectives; (5) Methods; (6) Search results; (7) Details of included studies; (8) Synthesis results; (9) Limitations; (10) Conclusions and recommendations; (11) References (included studies and studies excluded when inspecting full reports).

   The systematic review report will also include a section on **contextualisation of findings** (analysing findings in the context of South Asian region and specific country mentioned in indicative PICOS analysis (**Appendix 4**)) and **policy relevant implications** of findings.

4. Teams are also required to submit a **Feedback document** along with each deliverable (preliminary protocol, stage II protocol and SR report). This document will present the feedback provided by the Advisory Group, QAT and DFID members along with how the team has addressed / incorporated their inputs in the deliverables. This document will be important as it will present

sectoral inputs received by the team from advisory group. It will accompany the protocol/ report with changes tracked in WORD.

5. The draft SR report should be revised for QAT and DFID's comments and also for feedback received during dissemination workshop. **The final SR report** should be submitted within 14 months of commencing the contract.

6. **Systematic review summary document** (not more than 4-5 pages, using the template provided), to be submitted along with the draft report, in a language accessible to non-specialists, and including:

    - Key messages for policy-makers, practitioners and/or researchers which provide the headline findings of the review;
    - The purpose of the systematic review and the question(s) it seeks to answer;
    - Summary of main findings of the paper(s);
    - Broad findings relating to the body of evidence as a whole;
    - Reflections on the assumptions and quality of the evidence;
    - Specific gaps in the evidence relating to important policy concerns;
    - Visual representation of key evidence to attract readers' attention help their understanding;
    - An overview of the evidence more detailed than is given in the short summary above, relevant for policy-makers and development practitioners, and referring to policy implications wherever appropriate.
    - Relevance of the review findings for the South Asian region and specific South Asian countries (if required); this section will also present issues for readers to consider when drawing on the findings for the South Asian region.

7. **Quarterly status reports,** to be submitted to PwC describing progress till the relevant date.

8. A **presentation** on key findings from the final report to SARH (DFID) at the end of the study. This will include presentation at an external meeting/seminar or any other event/conference that will be decided and agreed with SARH (DFID) in due course.

9. The systematic review teams will be encouraged to produce various types of **dissemination** products, which may include, but not limited to popular columns, blog postings, leaflets, newsletters, etc. for different types of audiences to encourage debate and uptake in the region to a larger extent. Review teams will also organise a dissemination workshop towards the end of the study. The purpose of the dissemination activities should be to circulate findings of the SR among relevant academic, research and public sector audience in South Asian region.

10. All deliverables must include SARH (DFID) and the SR Consortium branding, acknowledgement of funding and a disclaimer declaring that the deliverables are independent research products. The deliverables must be provided in an editable format; Word documents or equivalent using templates to be provided by the SR consortium.

6. Team Composition and Desired Expertise

The review team composition should meet the following criteria:

- Members with sector experience and good familiarity with specific issues covered by the research question;
- Members with experience in conducting systematic reviews (including systematic searching, quality appraisal, data extraction and data analysis);
- An information specialist or experienced librarian to undertake and supervise the searching;
- Members with statistical expertise for quantitative analysis / statistical meta-analysis;
- Members with expertise in qualitative synthesis methods and theory of change analysis.

Note: Depending on the requirement of the review, it may be possible that only quantitative or qualitative expert will be required in the team. Thus, review teams should propose methods experts depending on scope of review questions, nature of evidence and proposed methodology.

It is desired that the applicants should have experience in conducting systematic reviews relevant to South Asian countries and some members of the proposed team should be from South Asia[4] or should have significant experience in the region (India, Pakistan, Bangladesh, Nepal, Afghanistan and Myanmar). Applicants are encouraged to collaborate with other competent organisations including Academic Institutes, Research Organisations, NGOs and Research Groups as well with individual researchers, systematic reviewers and sector experts to achieve a high quality team. It is strongly desired that at least one of the participating institutes / some members of the proposed team is/ are from South Asia.

Also, it should be noted that in case of a consortium, contracting will be done with the lead organisation of the consortium, while the lead organisation may have sub-contracting arrangement with collaborating institutes or researchers.

It is important that members of the systematic review team have substantial dedicated time to complete the work. This requirement includes sufficient staff time to ensure systematic searching of the existing literature, the independent double reading of full text articles, data extraction and quality appraisal of included studies, with third party referral in case of disagreement.

Teams should describe their relevant links with policy-makers, practitioners and development community in South Asia in their proposal.

7. Cost for the Review

Applicants are required to quote a price for each intended review separately in the format provided in **Appendix 3** as Financial Bid. The price as quoted shall include professional fees and other project expenses (including accommodation, travel, subsistence, subscription, cost of dissemination workshop or any other cost in relation to the review), that shall be incurred by the review team to carry out the specific systematic review. The quote should be exclusive of service tax and withholding tax.

The price should be quoted in pound sterling (GBP). The proposed budget for each systematic review **should not normally exceed GBP 55,000, excluding service tax and withholding tax**. We encourage bidders to suggest a reasonable budget depending on the scope of the review, methods of synthesis to be used and realistic time and costs for the tasks to be done. Value for money should be taken into account while proposing various cost components.

[4] For the purpose of this programme, the South Asian region is understood as comprising of India, Pakistan, Bangladesh, Nepal, Afghanistan and Myanmar.

Review teams should earmark sufficient funds from their proposed budget to cover expenses of conducting a **dissemination workshop**.

The price quoted by the applicant in the Financial Bid should **not include** costs for the following activities:

1. **Travel expenses where team members are invited by DFID or SR consortium:** Travel expenses for when review team members are invited by DFID or the SR consortium for one-to-one discussion or meeting with relevant stakeholders or for making presentation to them will be reimbursed on actuals (based on DFID norms) and hence, should not be included in the proposed budget.
2. **Peer review:** As stated before, the cost of peer reviews will be borne by the SR consortium and there will be no need for the review teams to include any cost for peer reviews in their proposed budgets.

Further, as the programme provides free of charge access to information management software for systematic reviews, “EPPI-reviewer”, to the selected review teams, applicants are required to provide details regarding any other software that may be required for conducting the research along with the cost, if any, in the financial proposal under "Other Project Expenses”.

Note: If selected entity is an Indian organisation, then payments will be made in INR. The exchange rate prevailing at the time of processing the invoice will be used for estimating the INR equivalent of invoice amount. Current exchange rates published on RBI’s website will be used as reference.

If selected entity is not an Indian registered organisation, then payments will be made in GBP. Further, if the entity is located outside India, then there will be incidence of withholding taxes (WHT), which will be paid separately from the programme. However the selected entity will provide all the documents required for availing beneficial clause of tax treaty between India and country of the selected entity.

8. Timeframe and Payment Terms

The systematic review is expected to be completed **within 14 months** from contract signing to submission of final reports.

Payment for the reviews will be tied to the deliverables that meet agreed timelines and will be given in three tranches, as following:

Milestones/Deliverables	Payment Terms
Acceptance of preliminary protocol	15% of total payment
Acceptance of Stage II protocol along with scoping report	15% of total payment
Acceptance of draft SR report, drafts of systematic review summary and contextualisation documents	40% of total payment
Approval of the final SR report, SR summary document, and accompanying contextualisation document for publication; satisfactory completion of dissemination activities including organisation of dissemination workshop	15% of total payment
SR report and accompanying documents published on the EPPI-Centre website	15% of total payment

The review teams are expected to follow the timeline and ensure timely delivery of their responsibilities.

There will be an element of penalty of 5% of the payment for late completion of the draft and final review reports. However, the penalty clause will be imposed on the review team only when the review team is solely responsible for the failure to submit these reports within the agreed timelines. The SR Consortium and SARH (DFID) will jointly decide upon the responsibility of review team and their decision will be considered as final in this regard.

9. Criteria for Evaluation and Award of Contract

The proposals will be evaluated by following **Quality and Cost Based Selection (QCBS) methodology**. The weight for quality and cost will be in the ratio of 80:20. The applicant obtaining the highest total score will be invited for negotiations and award of contract. The evaluation method to be used for assessing proposals under the programme is described below.

Evaluation of Technical Proposal: In the first stage, the Technical Proposals will be evaluated on the basis of criteria given in Table 1. Technical Proposals obtaining a score of less than 50 (out of 80) will be rejected.

Table 1: Criteria for Evaluation of Technical Proposal

Criteria	Definition	Sub-components	Score
Quality of review team	The skills of the proposed team in the relevant research and policy area and in conducting systematic reviews	Experience and skills of Principal investigator / team leader in systematic reviewing, and in project management for research (preferably systematic reviewing). It is preferable that the individual has experience in academic disciplines and policy sectors to be studied under the review.	15
		Experience and skills of team members in searching systematically for studies, systematically reviewing quantitative and/or qualitative studies (as appropriate); and knowledge of the topic to be reviewed, particularly in relation to South Asia; (It is desired that some members of the proposed team should be from South Asia or should have significant experience in the region)	20
		Criteria Sub-Total	***35***
Capacity to undertake the work	The experience and ability of the bidding organisation / consortium in hosting systematic review teams	Track record of bidding organisation/ consortium in hosting systematic review teams, particularly for the academic disciplines and policy sectors to be studied;	5
		Access to knowledge sources (databases and journals) relevant to the SR question for identifying relevant primary studies and retrieving information;	10
		Contacts and networks with policy makers, practitioners and development community in South Asia.	5
		Criteria Sub-Total	***20***
Quality of technical proposal	Use of appropriate evidence to answer the research question(s), and	Clear understanding of the key principles and objectives of systematic review;	5
		Use of appropriate methods and evidence to answer the research question; rationale based linking of review	10

Criteria	Definition	Sub-components	Score
	appropriate methods of search, critical appraisal, data collection and synthesis of evidence along the causal chain.	approach to the desired results;	
		Use of appropriate methodology for contextualising the findings to South Asia	5
		Effective strategy for uptake/ dissemination of research findings and evidence	5
		Criteria Sub-Total	***25***
		Total	**80**

Evaluation of Financial Proposal: Financial proposals of only those applicants who obtain the minimum score of 50 (out of 80) in the technical evaluation will be considered for financial evaluation. The applicant quoting the lowest cost (pre-tax) will get the highest score of 20 in the financial evaluation. The financial proposal would carry a maximum score of 20.

The financial score of applicants will be calculated using the following formula:

Sf = 20 x L1/ Ln

Where, Sf I the financial score; Ln is the financial proposal / pre-tax fee as quoted by the bidder for the project and L1 is the lowest financial proposal / pre-tax fee quoted by any bidder.

The total score of the bidders will be estimated by combining their technical (St) and financial (Sf) scores as indicated below:

Total score (S) = St + Sf,

Bidder with the highest overall score (Technical + Financial) would be selected and invited for further negotiation and award of contract.

10. Submission of Proposal

Proposals are invited separately for each of the review questions (mentioned in Section 3), as the systematic review for each question shall be separate. Applicants interested to participate in more than one systematic review can do so by submitting separate proposals for each question.

All applicants are expected to submit the proposal in two parts, as following:

1. Part A: Technical Proposal in the format provided in **Appendix 2**
2. Part B: Financial Proposal in the format provided in **Appendix 3**

The acceptable page limit for each section is mentioned with the format.

Both the proposals should be submitted through email to the email id - sr.southasia@in.pwc.com, by **18 July, 2016; Monday by 17:00 hrs UK time,** as two separate documents.

In the subject line of the email, the applicant must mention "The SARH Systematic Review in South Asia- <*question title*>" when submitting the application.

Before submitting the proposal the applicant shall ensure that both the proposals (Technical & Financial) are in "pdf" format and **financial proposal is password protected**. The applicants who score a minimum of 50 marks in the technical evaluation will be shortlisted for financial bid opening and will be requested to submit the password to open the financial bid.

The financial bid submitted by the shortlisted applicant shall be opened using their respective passwords sent to the e-mail id- sr.southasia@in.pwc.com for financial evaluation.

The applicants can send their queries on the RFP to the SR Consortium by **June 16, 2016** through mail to the email ID – sr.southasia@in.pwc.com. Please mention, "The SARH Systematic Review in South Asia – RFP - <*Question title*>" in the subject line when asking questions. The responses to the queries will be posted on EPPI-Centre's website by June 23, 2016**.**

The SR Consortium team and SARH (DFID) may choose to ask further clarifying queries to the applicant review teams, if necessary, either by email or telephone.

Please note that the final decision making power regarding the selection and procurement rests with the evaluation panel comprised of members of SR Consortium and the SARH (DFID).

Following will be the schedule of procurement for this tender:

#	Details	Date
1.	Issue of RfP document	**June 03, 2016 (Friday)**
2.	Last date for receiving pre-bid queries	June 16, 2016
3.	Date for posting replies to pre-bid queries	June 23, 2016
4.	Last date for submission of bid	**18 July, 2016; Monday by 17:00 hrs UK time**
5.	Opening of technical bid	July 19, 2016
6.	Communication to shortlisted bidders for sharing password for financial proposal	August 16, 2016
7.	Opening of financial proposal	August 17, 2016
8.	Communication to successful bidder(s)	August 18, 2016
9.	Negotiation and Signing of Contract	Approximately 3 weeks from communication to successful bidders
10.	Commencement of Work	Within one week from signing of contract or as may be agreed in contract

Note: If above mentioned schedule undergoes any change due to unforeseen reasons, we will inform applicants about the corresponding changes either through mail or notice on EPPI-Centre's website.

Appendix 1. Quality assurance support to be provided under the programme

The EPPI-Centre support group (EPPI-SG) will provide on-going support and quality assurance to review teams throughout the review process. The key quality assurance support to be provided under the programme include following:

- **Welcome / introductory emails:** Welcome letter will be sent via emails at the beginning of the projects to review teams. It aims to give information about what the teams can expect and where to get advice in terms of support from the EPPI-SG team.
- Support to teams in registering their reviews with EPPI-Centre;
- **On-going methodological advice for review teams**: This will be done through training as well as through offering the use of standardised tools and systematic review software. In particular, the EPPI-SG team will provide support and quality assurance through:
    - Two interactive, long distance training sessions using Skype or Blackboard *Elluminate!* covering topics where teams need further guidance and methodological support.
    - **Supporting evidence search:** The EPPI-Centre will support review teams in developing search strategies and identifying studies conducted in South Asia, as well as relevant international literature. Their information scientist will provide support to review teams to identify regional databases/websites that are relevant to the topics and South Asian context.
    - Detailed feedback to review teams on protocols and final reports.
    - **On-going guidance and support** to review teams via emails, phone, and Skype at key stages of preparing the systematic reviews including during development of research question, search strategy, inclusion/exclusion criteria, mapping tool, quality assessment framework, critical appraisal, synthesis, etc.;
    - **Web-based resource interface** where training materials and sources of information and supplementary materials can be freely available to review teams.
    - Information management support through EPPI-reviewer, including free of charge access to EPPI-reviewer for the purpose of SRs under the programme. Support will be provided in using EPPI-reviewer (information management software of the EPPI-Centre) to manage review information from the start of the review: e.g. handling citations from initial searches through the screening for relevant studies, data extraction, and data analysis.
- **Standardised research tools** (e.g. systematic review protocol and report templates, study mapping tool) will be provided to trainee teams; support will be provided in understanding and using these tools;
- **Contextualisation support**: Support will be provided in developing methodology for contextualising review findings for relevance of South Asia and for applying these in the review;
- **Supporting peer review:** The EPPI-Centre will support the peer review processes for draft of a) stage II protocols and b) final reports. Review teams will be supported in inviting peer

reviewers to assess the protocols/reports in terms of their merit in defining the review question, their methods for addressing the review question, and their involvement of potential users in the work.

- Support in **formatting, copyediting and publishing the systematic review**.

Appendix 2. Format for Technical Proposal

Section A: Introduction

Section B: Proposed team

Section C: Description of Approach and Methodology to Conduct the Review

Section D: Project Management and Timeline

Section A: Introduction

(Write-up for this section should not exceed 4 pages)

I. **Title of Proposed Review:** *(Please mention the Systematic Review question, as given in the RfP, for which the study will be conducted)*

II. **Propose Start and End date:** Teams should aim to start work shortly after signing the contract; please mention proposed timelines for the review:

Proposed start date: (MM/YYYY) Proposed end date: (MM/YYYY)

Contract duration will be ___ months.

III. **About Your Organisation/ consortium:** *(Please provide following information about your organisation / consortium)*

A. Name of the organisation / lead member (in case of consortium):

B. Type of organisation *(Academic institute, NGO, research organisation etc.)*:

C. Constitution / Legal Status: (Company/Society/Firm /any other form of entity whether incorporated in India or outside to be mentioned in details):

D. Registered office address of the organisation:

E. Name & contact details of the key contact person/ authorised representative: *(Please note that all key correspondence related to this application will only be sent to this person)*

F. Type of applicant (Single organisation / Consortium / Lead organisation with individual sub-contractors):

G. Name & location of other consortium members (if any):

IV. **Experience of your organisation / consortium:** (Please provide a brief summary of experience of your organisation / consortium in conducting (1) systematic review in general and for sectors to be studied; and (2) in conducting systematic reviews or studies in South Asia)

V. **Policy engagement:** (Briefly describe your contacts and network with policy makers, practitioners and development community in South Asia and past experience of disseminating research findings & results to them)

VI. **Access to databases:** Please confirm whether your organisation / consortium has access to following databases. Also mention additional databases that your organisation / consortium has access to.

#	Databases (not providing open access)	Whether your organisation / consortium has access (Y/ N)
1.	JSTOR- www.jstor.org/	
2.	SSRN- www.ssrn.com	
3.	SAGE www.sagepub.in	
4.	ASSIA: Applied Social Sciences Index and Abstracts http://www.proquest.com/products-services/ASSIA-Applied-Social-Sciences-Index-and-Abstracts.html	
5.	Researchgate- www.researchgate.net/	
6.	Emerald Insight- http://www.emeraldinsight.com/	
7.	NBER-www.nber.org/	
8.	Policy Press www.policypress.co.uk/	
9.	Sociological Abstracts: http://www.proquest.com/products-services/socioabs-set-c.html	
10.	EconLit- https://www.ebscohost.com/academic/econlit	
11.	American Economic Association: https://www.aeaweb.org/econlit/	
12.	Scopus http://www.scopus.com/	
13.	PubMed- www.ncbi.nlm.nih.gov/pubmed	
14.	Embase/Elsevier- www.embase.com	
15.	Web of Science- webofknowledge.com/	
16.	PsycINFO- www.apa.org/pubs/databases/psycinfo/	
17.	POPLINE- www.popline.org/	
18.	LILACS- lilacs.bvsalud.org/en/	
19.	BIOSIS Previews	
20.	Indian Economic Journal: http://www.indianeconomicjournal.org/	
21.	ScienceDirect- www.sciencedirect.com/	
22.	Wiley Online library - http://onlinelibrary.wiley.com/	
23.	International Bibliography of the Social Sciences (IBSS) http://www.proquest.com/libraries/academic/databases/ibss-set-c.html	
24.	Other databases that your organisation / consortium has access to: • • • • •	

Section B: Proposed team

I. **Review Team members**
Please indicate names of all team members, their role and proposed tasks in the review, current job tile and name of the employer organisation or specify independent researcher as appropriate and their input days. Please use the table given below to provide this information:

Title	Name	Role in the review	Tasks assigned for the review	Current job title & employer organisation	No. of Days
Dr. / Prof./ Ms. / Mr.	Xxx	*E.g. Principal Investigator; Information scientist; research assistant etc.*	*E.g. leading the review; guiding team on research methodology; coordinating with team members & with client; etc.*	*E.g. Lecturer of development studies with abc university*	*e.g. 90 days*

II. **Declaration of competing interests:**
Are you aware of any interests arising from research, financial or personal reasons which might reasonably lead to biases in your work? **Yes/No**
If **yes**, list these here alongside any primary studies of relevance for the review to which you have contributed.

III. Please provide here, **CVs of all the proposed team members and advisory group members in the following format**. *(a CV should not exceed 4 pages)*

1. **Personal details:**

   Name:

   Date of Birth:

   Nationality:

   Country of residence:

2. **Education and relevant trainings:**

3. **Employment record/ Posts held:**

#	Name of the employing organisation	Position held	From (MM/YY)	To (MM/YY)

4. **Do you have any systematic review experience or have attended any systematic review trainings? (Yes / No).** *If yes, please provide brief summary about each review including its start and end date / training content and training providers.*

5. **Experience in primary and secondary research in sectors to be studied:** *(Please provide a brief summary about each completed or ongoing study / project including its start date and end date) (Project experience in South Asia will be preferred):*

6. **Experience in use of qualitative and quantitative methods** *(Please provide a brief summary of each completed or ongoing project / study including its start date and end date) (You may include projects already mentioned under 5, indicating the methods used. Add projects in other sectors where relevant, indicating the methods used)*

7. **Projects and Publications related to the research theme:**

8. **Experience in managing research projects** *(applicable only for the CV of team leader/ principal investigator)*

9. **Experience of conducting systematic searches of existing studies and literature for primary and / or secondary researches:** *(applicable only for the information scientist / librarian) (Please provide a brief summary of each project / study including its start date and end date):*

Section C: Description of approach and methodology to conduct the review

(Write-up for this section should not exceed 4 pages)

I. Background to the Project – *(Please provide write-up on below mentioned sub-sections)*

A. **Policy Issue(s)** – Provide a brief outline of the policy or implementation issue(s) that this systematic review will address

B. **Existing Evidence –** Indicate the state of existing evidence on this topic including any existing systematic reviews and some relevant primary studies. (Bidders are encouraged to mention 3-5 empirical studies that they could include in the review)

II. Understanding of the research theme - *(Please provide write-up on following sub-sections)*

A. **Research question & PICOs analysis (Population, Interventions, Comparison, Outcomes and Study design) provided in the research briefing:** Based on your understanding and experience in the research theme, provide your comments on the research question and indicative PICOs analysis included in the RfP.

B. **Possible limitations and generalisability -** Please describe the limitations of the systematic review, including issues of evidence type, issues resulting from different methodological approaches to studies and issues arising from contextual challenges.

III. Review Methods- *(Indicate how the review will be undertaken, using the following headings)*

A. Search methodology - Describe your proposed search strategy for identifying published and unpublished studies, which are likely to include, but are not limited to, the following sources:

- Electronic sources (e.g., database, e-library, internet)
- Print sources (e.g., journals, library shelves, hand search)
- Grey literature (e.g., databases, conference proceedings, research funders)
- Reference snowballing from published and unpublished literature

B. Determining the quality of studies: Describe how the quality of the quantitative and qualitative studies to be included in the review will be assessed

C. Data extraction and critical appraisal - Describe how the data from primary studies will be coded, extracted and reconciled.

D. Analysis- Describe how quantitative and qualitative data (if applicable) will be analysed and synthesised

E. Report Writing - Describe a report-writing plan, including contributions of participating team members, the section(s) of the report in which they will be involved, and the approach for communicating findings in a user-friendly manner (e.g. summary of findings, shorter version of the report).

IV. **Contextualisation:** Describe the methods that will be employed to analyse (and preferably maximise) the relevance of systematic review findings to the South Asian region as well as specific South Asian countries.

V. **Dissemination plan and user engagement –** Provide a brief dissemination plan, explaining (1) potential end users of the review findings; (2) how to involve and inform potential end users of the review questions, progress and findings (through publications, participating in seminars, conference etc.); (3) identifying online and print media platforms for publishing research summary and abstracts; and (4) plan for organising dissemination workshop.

Section D: Project Management and Timeline

I. **Accountability arrangement -** Indicate the following:

- The accountability arrangements for the team (who is coordinating the work and who will report to whom)
- The arrangements for team meetings

II. **Timetable –** Below is the indicative timetable & schedule of deliverables for the review. If required, bidding teams can change schedule of activities leading to deliverables. However the schedule of deliverables should not be changed.

Table 2: Format for timetable of the review

Tasks	Description	Start date	End date
Title Registration	Selected teams will register their reviews with the EPPI-Centre. The team is allowed around 2 weeks to complete the process after contract signing.	15-Sep-16	29-Sep-16
Preparation of Preliminary Protocol	Preliminary Protocol preparation will start simultaneously with title registration. Preliminary protocol will include- (1) Background, (2) Objectives and rationale for review, (3) Definitional and conceptual issues, (4) Conceptual Framework; (5) Methods of the review (Review approach, identifying potential studies, inclusion-exclusion criteria, data collection and management, analysis, contextualisation, report writing etc.); (6) References Key inputs in preliminary protocol will be (1) determining the scope of the review and defining the inclusion - exclusion criteria and (2) developing a search strategy which includes determining which databases and other sources to search, which search terms to use; date(s) for including studies etc. Teams will consult advisory group members while preparing the preliminary protocol and / or will take their feedback on the draft preliminary protocol before submitting it for review.	15-Sep-16	30-Oct-16
Protocol review and revision	Protocol review will involve 2 stages - first stage review by QAT (3 weeks) and second stage review by DFID (2 weeks); Teams will revise protocol for QAT's comments in 2 weeks and for DFID's	30-Oct-16	25-Dec-16

Tasks	Description	Start date	End date
	comments in 1 week.		
Stage I: Mapping the existing evidence	This stage will include: (1) Search - Based on inclusion-exclusion criteria and key search terms agreed during preliminary protocol stage, relevant databases, websites and journals will be searched to identify and retrieve relevant primary studies. (2) Screening - Studies identified by the search are then checked (screened) to exclude those that do not meet the inclusion criteria. Screening will be carried out for titles, abstracts and full text. (3) Coding - Details of the selected studies are coded to understand characteristics of existing evidence. (4) Mapping: Based on coding of studies, existing evidence will be mapped by various domains-type of intervention, type of studies, geographical coverage etc. to understand coverage of existing research for the theme.	20-Nov-16	3-Feb-17
Preparation of stage II protocol	Teams will add following sections in preliminary protocol to prepare stage II protocol: (1) Results of searching and scoping exercise; (2) Proposed modifications in scope of research (research question, population, interventions, outcomes, types of studies, geographical coverage etc.) based on search and mapping activities and; (3) Approach for contextualisation. Teams will consult advisory group members while preparing stage II protocol and / or will take feedback from advisory group on draft stage II protocol before submitting it for review.	19-Jan-17	18-Feb-17
Stage II Protocol Review & revision	Stage II protocol will be reviewed by QAT (2 weeks) and DFID (1 week); Teams will revise protocol for QAT's comments in 2 weeks and for DFID's comments in 1 week.	18-Feb-17	1-Apr-17
Presentation of stage II protocol	Teams will make a presentation on the finding of searching and scoping exercise as well refined scope of research to SR consortium, DFID and advisory group. PPT should be organised after 1	25-Feb-17	25-Feb-17

Tasks	Description	Start date	End date
	week of submitting stage II protocol.		
Stage II start: Data extraction	Relevant data and information will be extracted from selected studies using data extraction sheets;	5-Mar-17	4-Apr-17
Appraisal	Appraisal determines how much weight is placed on the evidence of each study included in the final synthesis. The three key components to critical appraisal are (1) the study's relevance to the review question, (2) the appropriateness of its methods in the context of the review, and (3) the quality of the execution of these methods.	30-Mar-17	11-May-17
Synthesise	It is the process of integrating the findings from the included studies to answer the review question. It involves examining the available data, looking for patterns and interpreting them. Synthesis may involve qualitative or quantitative analysis or both. At this stage, team will draw key findings and conclusions.	6-May-17	17-Jun-17
Contextualisati on	The team will contextualise the findings to South Asia and specific countries mentioned in the RfP.	12-Jun-17	12-Jul-17
Preparation of draft report and summary	The report will include (1) Structured abstract (background, methods, results, conclusions); (2) Executive summary; (3) Background; (4) Objectives; (5) Methods; (6) Search results; (7) Details of included studies; (8) Synthesis results; (9) Limitations; (10) Conclusions and recommendations; (11) References (included studies and studies excluded when inspecting full reports). The systematic review report will also include a section on contextualisation and policy relevant implications of findings. Teams will consult advisory group members while preparing the SR report and / or will take feedback from advisory group on draft report and summary before submitting it for review.	7-Jul-17	6-Aug-17
Review and revision of draft SR report with contextualisati on	Draft report will be reviewed by first by QAT (4 weeks) and then by DFID (2 weeks); Teams will revise report for QAT's comments in 3 weeks and for DFID's comments in 1 week	6-Aug-17	15-Oct-17

Tasks	Description	Start date	End date
and SR summary			
Dissemination	Organising dissemination workshop, stakeholder engagement	15-Oct-17	5-Nov-17
Finalising SR report	Incorporating feedback received during dissemination in the final report.	5-Nov-17	15-Nov-17

Note: Tasks in the timelines may overlap.

Table 3: Format for schedule of deliverables

Deliverable	Due date *(dd/mm/yyyy)*
Title registered	29-Sep-16
Draft Preliminary protocol	30-Oct-16
Final preliminary protocol and Feedback document (recording feedback received and changes made to draft protocol	25-Dec-16
Draft stage II protocol (with scoping report)	18-Feb-17
Final stage II protocol (with scoping report) and Feedback document	1-Apr-17
Draft SR report with contextualisation document and SR summary	6-Aug-17
Final report with systematic review summary, contextualisation document and Feedback document; completion of dissemination activities including dissemination workshop	15-Nov-17

Appendix 3. Format for Financial Proposal

(On letterhead of the applicant / Lead Organisation (in case of Consortium)

Date:

Dr. Manoranjan Pattanayak,
Programme Manager and Team Leader
The SARH Systematic Review Programme for South Asia
PricewaterhouseCoopers Private Limited
Building 10, Tower C, 17th Floor, DLF Cyber City
Gurgaon – 122002, Haryana| India

Subject: Financial bid for Systematic review titled "……."

Dear Sir,

In response to your Request for Proposal, we offer to conduct the systematic review on the above-mentioned topic. Our financial proposal for the project is given as below;

Components	Amount (GBP)
*Total Professional Fees (Refer **Table-F1**)*	
*Total Project Expenses (Refer **Table-F2**)*	
Total Fees (excluding service tax / withholding tax)	

This quoted price covers personnel cost (professional fees, honorarium, etc.) and project expenses including accommodation, airfare, subsistence, equipment, subscription, cost of dissemination workshop or any other cost in relation to the project as defined in Para-7 of RFP (*Cost for the Review*). The above quote is excluding service tax or withholding tax, if applicable.

This financial proposal shall be binding upon us subject to any modifications resulting from negotiations.

Signature of authorised signatory of lead organisation
Name and designation of authorised signatory

Table-F1: Personnel Input and Fees:
Applicants are required to present breakdown of personnel fees using the following format.

Sl. No.	Name	Proposed position	Input Days	Daily Fee Rate (GBP)	Amount (GBP)
1					
2					
3					
4					
5					
Total Professional Fees (Personnel Cost): (A)					

Table-F2: Project Expenses (Consolidated)

Applicants are required to present breakdown of project expenses using the following format

*(Note: Travel and accommodation expenses relating to dissemination workshop should be presented in **Table F2.a**)*

Particulars	No	Unit Rate	Cost (GBP)
TRAVEL			
Air Fare			
Person A (travelling from x to y location, economy airfare)			
-			
-			
Other travel costs (specify)			
Vehicle Rental for Local Travel			
		Sub Total	
SUBSISTENCE person/days			
Person A (stay in y location)			
-			
		Sub Total	
ACCOMMODATION person/days			
Person A (stay in y location)			
-			

Particulars	No	Unit Rate	Cost (GBP)
		Sub Total	
OTHER Expenses			
Workshop expenses (details in **table F2.a**)			
Any other project expenses (specify below)			
-			
-			
		Sub Total	
		Total Project Expenses (B):	

Table-F2.a: Workshop Expenses
Applicants are required to present breakdown of workshop expenses using the following format.

Particulars	No	Unit Rate	Cost (GBP)
TRAVEL			
Air Fare			
Person A (travelling from x to y location, economy airfare)			
-			
-			
Other travel costs, if any (specify)			
Vehicle Rental for Local Travel			
		Sub Total	
ACCOMMODATION person/days			
Person A (stay in y location)			
-			
		Sub Total	
Venue			
Food and beverage during workshop			
Stationary			
Other expenses (please specify)			
-			
		Total Expenses:	

Notes

1. Travel, subsistence and accommodation cost relating to project activities (other than dissemination workshop) should be included in table-F2. Travel and accommodation cost relating to dissemination workshop should be included in table-F2.a.
2. Travel and accommodation expenses for those dissemination activities, where review team members are invited by DFID or the SR consortium for one-to-one discussion or meeting with relevant stakeholders or for making presentation to them will be need based and reimbursed on actuals (based on DFID norms) and need not be included in the financial proposal.
3. Unit prices should be quoted for such items as airfares (stating the class of fare envisaged), subsistence, accommodation and local transport.

Appendix 4. Research briefing for evidence summary questions

Question 1 - Public works programmes: Systematic review

Research Question: - How effective are public works programmes in stimulating local economic transformation in low and middle income countries?

Background

Public Works Programmes (PWPs) are being increasingly implemented by the governments of developing countries as part of their social protection instruments. The most important reason for the growing popularity of these programmes is their potential to address both consumption challenges of immediate beneficiaries as well as the wider issues of employment, productivity, growth and stability. Typically, a public works programme combines mechanisms for creating infrastructure with the self-targeted provision of a minimal wage to people living in poverty. The most important motivation behind public works programmes is to provide poor households with a source of income by creating temporary jobs and other employment opportunities. In addition to raising their incomes, these programmes also seek to achieve complementary objectives of generating infrastructure for the community, which may in turn lead to secondary employment/income benefits or raising welfare[5]. Thus, public works programmes adopt a 'pro-poor growth' approach, wherein both poverty reduction and the need for the provision of assets and productive infrastructure are addressed simultaneously.

There can be several approaches of implementing public works programmes which differ in terms of design and impact. Some of the public works programmes designs include Employment Guarantee Schemes, Government Employment Programmes, Short Term Work Programmes responding to temporary labour market disruptions, and Labour Intensive Infrastructure provision programmes.[6] An appropriate approach for the public works programme depends on the nature of the labour market and poverty context, and the primary objectives of the intervention. One of the largest Public Works Programmes implemented in the developing world is the Mahatma National Rural Employment Guarantee Act.

Mahatma National Rural Employment Guarantee Act (MNREGA)
MNREGA is India's flagship programme for rural development. Initially named National Rural Employment Guarantee Act, the act was passed in the Indian parliament in 2005 and then introduced in February 2006.The scheme was implemented to achieve inclusive growth in rural India and aimed to ensure livelihood security to rural population by providing 100 days job security in a financial year to one member of every household to do unskilled manual work. It was initially implemented in 200 districts and later by 1st April, 2008 it had covered all districts of the country. The scheme seeks to provide employment within 5km of radius of an applicant's residence. If work is not provided to the applicants within 15 days of application, they are entitled to get unemployment allowance. Government has made it a legal right to get job under MNREGA. The permissible works under the programme include water conservation, water harvesting, drought proofing, irrigation works, renovation of traditional water bodies

[5] How to make Public Works work: A review of experiences https://openknowledge.worldbank.org/bitstream/handle/10986/11718/567510BRI0B0x31LIC10SSNPrimerNote31.pdf?sequence=1
[6] Public Works Programmes and Social Protection http://www.oecd.org/dac/povertyreduction/47466739.pdf

including distilling of tanks, land development, flood control and protection works, rural connectivity and other work notified by government.

MNREGA claims to having benefitted almost 182 million rural households accounting for 15 percent of India's total population and has been honoured as world's largest public works programme across the globe by World Bank.

There has also been shift away from purely 'top-down' approaches towards 'community-based' approaches under public works programmes. This entails that the targeted community (who are also the programme beneficiaries) are further involved and integrated into the decision-making and implementation mechanisms of such programmes.

For instance, social funds are often used to provide institutional mechanisms for financing, designing and implementing of public work programmes. Social funds can be defined as agencies or programs that channel grants to communities for small-scale development projects. These funds share a key characteristic of involving active participation from local actors such as community groups and NGO's, to help build capacity at the local level. Many social funds undertake community-based targeting of beneficiaries in a way that empowers the community to identify those who are most in need. Madagascar Fonds d'Intervention pour le Development (FID) is a successful example of involving communities in decision making and implementation of public works programmes[7].

Madagascar Fonds d'Intervention pour le Development (FID)

Social funds programmes often use community-driven development approach and have found it to be successful in empowering communities, especially in the context of low institutional capacity context. For example, the Madagascar Fonds d'Intervention pour le Developpement (FID) piloted a workfare component where communities selected the sub-projects and submitted proposals to FID for appraisal, subject to the approval of various levels of local government. Communities implemented the sub-project and hired contractors to execute the works with community labour. According to project documents,

"The impact on capacities, both in the private sector and at the local level, was substantial" (World Bank, ICR 2003).

This experience contributed to the emergence of a large number of contractors specialized in delivering services in rural areas as well as to increasing the organizational capacities of communities. Based on the project success, FID started involving community-based organizations and local governments in procurement and supervision of investments on a larger scale. The pilot also introduced municipal-level planning, which is today a standard practice for all donor investments.

With the above background, this systematic review will seek to investigate available evidence to determine effectiveness of various public works programmes especially in terms of impact on local economic transformation. A particular focus of the review will be on evaluating impact of community involvement in such programmes.

Research Questions

This systematic review will answer the following research questions:

[7] Design and implementation of public works programs through social funds, cecilia v. Costella and ida manjolo http://siteresources.worldbank.org/INTSF/Resources/395669-1124228277650/SFInnnotesV6No1.pdf

Primary question:

How effective are public works programmes in stimulating local economic transformation in low and middle income countries?

Secondary question:

- What lessons can be learnt for designing effective public works programmes?
- What is the impact of involving communities in such programmes?

This systematic review will be conducted in 2 stages. Stage I will involve identifying and describing the available research in terms of their focus, design and context of studies. The findings from this stage of the work will be presented to the review's Advisory Group (in the form of a presentation and working papers) for a discussion about the most useful and productive focus for the second stage.

Population

The population of interest under this review are those population sections of low and middle income countries which are targeted by public works programmes. These may include poor, vulnerable and disadvantaged groups like children, women, unemployed, aged, displaced, sick, or differently abled.

Intervention

The interventions of interest under this review are various public works programmes or interventions which are implemented in low and middle income countries to reduce poverty, improve welfare, induce economic growth, and create infrastructure by creating temporary jobs and employment opportunities for targeted population.

Public works programmes can vary greatly in their objectives, design and implementation. Following is the description of common forms of public works programmes[8]:

Type of public works programmes	Description
Employment Guarantee Schemes	These programmes offer participants a certain number of days of employment, on demand, each year in response to cyclical fluctuations in the labour market or other similar fluctuations and shocks. The primary objective is the provision of social protection to help the chronically poor at times of vulnerability by providing a form of income insurance. Examples: Maharashtra Employment Guarantee Scheme in Maharashtra, India and the Productive Safety Nets Programme (PSNP) in Ethiopia.
Government Employment Programmes	Under such programmes, ongoing employment is offered on a large-scale during a period of extreme labour market disruption. Thus, employment is not limited to a particular number of days each year, but provided on an ongoing basis as required. Such programmes are mostly wound down once the economic situation improves, and may leave lasting outcomes which includes infrastructure or other assets. Examples include the Jefes de Hogar

[8] Source: Public Works Programmes and Social Protection
http://www.oecd.org/dac/povertyreduction/47466739.pdf

Type of public works programmes	Description
	Programme, which was instituted in Argentina in 2002 as a response to the economic and political crisis which began in 2001.
Short term work programmes responding to temporary labour market disruptions	These programmes offer temporary and one-off employment support to the poor to help them repair and reconstruct damaged infrastructure in the aftermath of a crisis. These programmes are typically implemented in South Asia and Africa in response to emergencies and natural disasters (Flooding, drought or earthquake), which disrupt normal livelihoods activities and also damages infrastructure. Examples include the donor funded special Public Works Programmes in Burundi.
Labour intensive infrastructure provision programmes	Under such programmes, labour intensive approaches are used in the construction of infrastructure, in order to share the benefits of government or donor expenditure on infrastructure with the poor, by using labour rather than capital-intensive approaches. The primary objectives are the provision of assets and increasing aggregate employment, rather than addressing poverty. This PWP option is also often adopted in post conflict situations, with the double objective of reconstructing infrastructure, while also offering temporary employment opportunities for ex-combatants. Examples include ILO's Employment Intensive Infrastructure Programme (EIIP), or the AGETIP (Agence d'Exécution des Travaux d'Intérêt Public) in Senegal.

Further, these programmes can be funded by national or sub-national governments, international donor agencies and / or social funds.

Comparison

An effects review will require studies covering region / context where public works programmes have been implemented compared to region / context where such interventions have not been implemented, implemented with different intensity or different policies altogether. The criteria for comparison can be determined after initial screening of available primary studies on the topic. If stage I identifies no such studies, the stage II will review other study designs to inform the development of interventions, without offering strong evidence of their effects.

Outcomes

Generally, the key objective of implementing public works programme is to support income generation and alleviate poverty by creating temporary jobs and other employment opportunities. In addition, these programmes provide support in contexts of both chronic as well as temporary distress, arising from seasonal food shortages, harvest failures or other natural disasters. Further, they help in creating useful physical infrastructure improves production and transaction efficiency.

The outcomes of interest for this review include measures of local economic transformation. These may include indicators of income and poverty alleviation, employment creation and shift in employment pattern, asset creation and macro-economic indicators of concerned region. These impacts can be both direct and indirect and can be observed either short-term or in a more sustainable time frame, depending on programme objective and design.

Some indicators which are used to study the impact of PWPs are;

1. Income & poverty outcomes:
    a. Per capita income / household income
    b. Sustainable income enhancement
    c. Household expenditure & savings
    d. Poverty indicators
    e. Inequality indicators

2. Employment indicators
    a. Employment creation (No. of jobs created etc.)
    b. Wage rates / pattern
    c. Seasonal unemployment
    d. Migration pattern
    e. Shift in employment pattern (shift from higher productivity jobs)
    f. Skill level

3. Macro - economic impact
    a. Asset-creation (Physical and social infrastructure, public goods & facilities)
    b. Commodity prices
    c. Cost of production and transaction
    d. Access to credit
    e. Income of the region
    f. Recovery from temporary distress (food shortages, harvest failures, disasters etc.)

Study design:
As mentioned earlier, this systematic review will be conducted in two stages. Stage I will involve identifying and describing the available research in terms of their focus, design and context of studies. Stage II will involve studying the selected evidence in detail to answer the research question.

For Stage I, the review should include all study designs outlined below as well as any existing systematic reviews relevant for the research questions set out above.

Study designs for investigating acceptability and feasibility of interventions include:

- Qualitative or mixed methods research studies (i.e. interviews/surveys, case studies, oral histories)

Study designs for assessing harm or causation:

- Cohort studies
- Case control studies
- Cross-sectional surveys

Study designs for assessing impact include:

- Randomised controlled trials

- Quasi-experimental studies with a known allocation rule (e.g. regression discontinuity design and natural experiments)
- Quasi-experimental studies with a comparison group using some methods to control for confounding (such as difference-in-differences estimation, instrumental variables estimation, statistical matching etc.)
- Interrupted time series designs.

Study designs for investigating implementation include:

- Qualitative research studies (i.e. interviews/surveys, case studies, oral histories)
- Process evaluations of feasibility and acceptability
- Case studies

Contextualisation of findings: The review can draw evidence from low and middle income countries that have implement public works programmes. However, the findings of the review should be analysed in the context of South Asian region and particularly with reference to Nepal.

Question 2 - Effectiveness of police reforms: A systematic review

Research Question: What is the impact of various police reform interventions on efficient delivery of policing services, public perception of policing services and public safety in low and middle income countries?

Background

"In an hour of need, danger, crisis and difficulty, when a citizen does not know, what to do and whom to approach, the police station and a policeman happen to be the most appropriate and approachable unit and person for him. The police are expected to be the most accessible, interactive and dynamic organisation of any society."

Draft Police Manual, Puducherry Police (India)

The police force is a body of trained personnel that is empowered by the state to enforce law and order, protect property, and limit civil disorder in their country or designated region. The police are mandated to ensure that the rule of law is implemented fairly, and is responsible for the safety and security of citizens. Maintenance of law and order is crucial for economic development and overall human welfare, thus efficient policing services are important in every nation.

However, many countries are often unable to enforce good governance and are faced with an inefficient, corrupt or and unskilled police force. These factors contribute to negative public perceptions, public distrust in police legitimacy and deteriorating police-community relations that directly impact public safety.

Institutional deficiencies, lack of clear and defined roles and responsibilities, insufficient capacity, a stressful work environment, political interference, weak and cumbersome procedures, poor selection and training processes, inadequate monitoring, lack of proper accountability, inadequate investigative capabilities and infrastructure are some of the reasons often cited for inefficient police services.

In order to ensure that the police effectively perform their tasks, and to strengthen the community-police relations based on mutual trust and confidence, various policing reforms are being undertaken in developing countries. These reforms include improvement in police infrastructural and facilities, skill development and capacity building of police personnel, strengthening monitoring and evaluation mechanisms and human resource reforms to improve working conditions and motivation levels of police officers.

Training of police officers in personality development skills and scientific techniques of investigation, Rajasthan (India)

Rajasthan Police undertook a three year reform project targeted at various aspects of policing in the state. As part of the project, around 350 investigation officers were given a week-long training session on scientific techniques of investigation at the Rajasthan Police Academy in Jaipur. Also, 2000 police personnel of all ranks were trained on "soft skills" such as communication, mediation, leadership, stress management, attitude change and other personality development skills that facilitated community interaction.

It was observed that these training had significant positive effects on both the quality of police work and public satisfaction. In the police stations where the staff were trained, victim satisfaction increased by 30 percent, while fear of the police was reduced by 17 percent. Investigations by trained police officers also improved in quality.

Encouraged by the results of these initiatives, training in communication, mediation, stress management, team building and leadership has been incorporated in the syllabi of the basic trainings of constabulary, Sub-Inspectors and Deputy Superintendent of Police, as well as in the Promotional Cadre Courses (PCC) of police personnel in Rajasthan. At the national level too there is an increased awareness regarding the significance of training for better policing standards.

Link: http://www.povertyactionlab.org/scale-ups/police-skills-training

Based on the above, this review will focus on evaluating the effectiveness of various police reform interventions undertaken in low and middle income countries and their impact in improving efficiency of policing services and public perception about the same.

Research Questions:

- What is the impact of various police reform interventions on efficient delivery of policing services, public perception of policing services and public safety in low and middle income countries?

This systematic review will be conducted in 2 stages. Stage I will involve identifying and describing the available research in terms of its focus, design and context of studies. The findings from this stage of the work will be presented to the review's Advisory Group (in the form of a presentation and working papers) for a discussion about the most useful and productive focus for the second stage.

Based on results of stage I, the scope of the review may be further revised and refined. Stage II will involve reviewing the selected evidence and synthesizing findings.

Population: The population of interest under this review will be police officers and staff as well as the general public of low and middle income countries.

Interventions: The interventions of interest under this review will be police reform initiatives that seek to enhance public safety by making the police more effective, accountable and skilled. These initiatives can include institutional and structural changes, skill development and capacity building, community monitoring and evaluation, infrastructure development, research and innovation.

Some of these interventions have been listed below:

Types of police reform interventions:	Description and Examples
Institutional and policy changes	Interventions relating to institutional and policy changes including those relating to salaries, duties, assignments, investigation or reporting roles. For example, establishing a framework for regulation of transfers and prevention of delay in discharge of official duties; setting up inspection bodies to reduce political influence on police and laying down broad guidelines for various functions of police; separation of investigative police from law and order police.
Training interventions	Interventions aimed at improving competence, technical and scientific training as well as soft-skills training in communication, management, motivation and team building For example: Establishing police training schools which run courses in scientific investigation and relevant technological advancements; organising soft skills training programmes for police officers, short courses on rape investigation, human trafficking and court instructions on treatment of complainants.
Infrastructure support	Improving infrastructure and facilities at police stations and equipment and resources provided to police staff. Infrastructure and facilities at police stations may include counselling rooms, waiting rooms, rooms for the women and children, separate toilets, computer rooms, modern communication systems, record rooms, inventory management system, women's cells, facilities for disabled and senior citizens. Equipment for police staff can include provision of adequate vehicles, cameras and forensic equipment, telephones, computers, cyber-crime software, investigation equipment and protective gear.
Accountability and Anti-corruption reforms	Interventions aimed at improving accountability and reducing corruption among police personnel. These may include reducing political interference, merit based appointments, transfers and promotions, and community monitoring initiatives. For example: Setting up of the 'Police accountability and performance commission' which provides functional autonomy to the police; establishing independent institutions that periodically assess police performance and suggest improvements.

The review team will be required to identify and suggest police reform interventions that have been implemented in low and middle income countries, in addition to those mentioned above.

Comparison: An effects review will require studies where people offered or exposed to the intervention are compared with other people offered or exposed to a different intervention, no intervention, or an intervention with a different intensity. The criteria for comparison can be determined after initial screening of available primary studies on the topic. If stage I identifies no such studies, the stage II will review other study designs to inform the development of interventions, without offering strong evidence of their effects.

Outcomes: The outcomes of interest under this review will be service delivery, police performance (both in terms of public perception and actual improvement), and public safety.

Most of the time, police performance is evaluated using crime statistics. However, it is increasingly being recognized that crime statistics provide an incomplete measure of police performance as they do not take into account the views held by the general public about policing services. Hence, crime statistics needs to be supplemented with indicators of policing resources, public perception about policing services, job satisfaction among police personnel and indicators reflecting various initiatives taken by police.

The following indicators can be used to measure police performance and efficiency:

Outcome category	Relevant indicators
Policing resources	Police to population ratio, number of police stations per fixed area, number of model police stations, adequacy of investigative tools and equipment etc.
Public safety and criminal statistics	Number of recorded crimes, detection rate, time taken in registering offence, recovery of property, women's safety indicators, rate of violent incidents, etc.
Police legitimacy and public perceptions about policing services	Corruption Perception Index, Police Perception Surveys, number of complaints against police officers and staff, police behaviour with complainant, witnesses, women, senior citizens etc.
Others	Community awareness and participation, job satisfaction among police personnel etc.

In addition to the above, there are some composite indices which are used to evaluate police performance. For example, PRIME (Police Reform Indicators and Measurement Evaluation) is a diagnostic tool that helps in evaluating police reforms in post-conflict regions. It includes 16 core indicators across four main dimensions of *Performance and Effectiveness*, *Management and* Oversight, *Community Relations*, and *Sustainability*.

***Study design*:** As mentioned earlier, this systematic review will be conducted in two stages. Stage I will involve identifying and describing the available research in terms of their focus, design and context of studies. Stage II will involve studying the selected evidence in detail to answer the research question.

For Stage I, the review should include all study designs outlined below as well as any existing systematic reviews relevant for the research questions set out above.

Study designs for investigating acceptability and feasibility of interventions include:

- Qualitative or mixed methods research studies (i.e. interviews/surveys, case studies, oral histories)

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Study designs for assessing impact include:

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- Interrupted time series designs.

Study designs for investigating implementation include:

- Qualitative research studies (i.e. interviews/surveys, case studies, oral histories)
- Process evaluations of feasibility and acceptability
- Case studies

***Contextualisation of findings*:** The review can draw evidence from low and middle income countries. However, the review team should then consider the relevance of the review findings for South Asia (India, Pakistan, Nepal, Bangladesh, Afghanistan, and Myanmar) and particularly for Pakistan.