



# -Terms of Reference Consultancy -

## From knowledge to practice: how can research results be leveraged?

<b>Title of the study:</b>	From knowledge to practice: how can research results be leveraged?
<b>Mission objective:</b>	To plan, implement and report
<b>Duration of the mission:</b>	10-15 days
<b>Location of the mission :</b>	Remote (no mission required)
<b>Last update :</b>	17/07/2024

### Table of contents

1. Introduction & background .....	1
2. Presentation of the study .....	4
3. Presentation of the mission .....	5
4. Profile and expertise .....	6
5. Application .....	6

---

## 1. Introduction & background

---

### 1.1 Context

Research activities aim to produce reliable data and acquire new knowledge for a specific practical purpose. They are characterized by the rigor of the methodologies used, compliance with ethical standards, and the use of the knowledge produced (to guide interventions in a given socio-political context, feed advocacy activities, demonstrate the added value of new approaches, etc.).

The last decade has seen a change in the way we think about research activities. The planning and implementation of research is still characterized by the rigor of the methods used and compliance with international ethical standards, but the emphasis is now also on the application of the knowledge produced and its impact, i.e. the changes to which it contributes. Evidence-based data must therefore be 'translated' if it is to be applied and thus contribute to change (in attitudes, knowledge, practices, behavior, policies, etc.). Knowledge transfer is therefore an integral component of the research process.



Knowledge transfer has itself become a subject of research. Knowledge transfer is defined as "all the efforts made to contribute to making research activities and results known and recognized in order to ensure that they are used by practitioners, decision-makers and/or the general public"<sup>1</sup>. Knowledge transfer therefore goes beyond dissemination to actively support the uptake and use of knowledge. A number of steps have been identified, bringing together the producers and users of knowledge<sup>2</sup>: firstly, the dissemination strategy, which covers the steps of (1) production, (2) adaptation (or how to make the knowledge produced understandable to the targets), and (3) dissemination; followed by the appropriation strategy, which covers the last 4 stages, namely (4) reception; (5) adoption; (6) appropriation and (7) use. Studies identified some barriers and facilitators to the use of research findings: time constraints, limited funding or lack of relevance for the targets are all factors to be considered<sup>3</sup>. The first systematic reviews also identified the most effective knowledge transfer strategies<sup>4</sup>. Finally, training courses and guidelines on the subject have been developed, both by academics and by funding agencies keen to fund research that is useful and used<sup>5</sup>.

However, this leap from production to use is not so easy, and assessing the impact of knowledge itself remains an exercise that is still often difficult and all too often neglected.

## 1.2 Handicap International

[Humanity & Inclusion](#) (HI) - formerly Handicap International - is an independent and impartial NGO working in situations of poverty and exclusion, conflict and disaster. HI works alongside people with disabilities and vulnerable populations, taking action and bearing witness to meet their basic needs, improve their living conditions and promote respect for their dignity and fundamental rights. HI works in more than 60 countries around the world.

HI is a learning organization that supports all forms of learning in order to constantly improve its practices and interventions, in the interests of the affected populations for whom (and with whom) the organization works. With this in mind, the organization has published the "Knowledge overview"<sup>6</sup>, a compendium of knowledge produced in various sectors in 2021/ 2022. Learning has

---

<sup>1</sup> <https://www.equiperenard.org/>

<sup>2</sup> INSPQ (2009) [Facilitating a knowledge transfer process. assessment Knowledge and tool facilitation.](#)

<sup>3</sup> Carden, F., Hanley, T., Paterson, A. (2021) [From knowing to doing: evidence use in the humanitarian sector.](#) Elrha: London.

<sup>4</sup> Ziam, S.; Lanoue, S.; McSween-Cadieux, E.; Gervais, M.; Lane, J.; Gaid, D.; Chouinard, L. J.; Dagenais, C.; Ridde, V.; Jean, E.; Fleury, F. C.; Hong, Q. N.; and Prigent, O. (2024) [A scoping review of theories, models and frameworks used or proposed to evaluate knowledge mobilization strategies.](#) *Health Research Policy and Systems*, 22(1): 8

<sup>5</sup> Some examples: RENARD team, ELRHA, FIRAH

<sup>6</sup> Handicap International (2023) [Knowledge overview](#)



also been identified as one of the fundamental principles of the Project Quality Policy<sup>7</sup>, which emphasizes the need to create and share knowledge as well as to disseminate results and lessons learned from project experience. HI has also invested in recent years in the production of evidence through the implementation of research.

HI invests in applied research. The knowledge produced serves various purposes: improving operations in a given context, strengthening advocacy activities to change a policy, documenting to convince people of the added value of an intervention to be reproduced, validating new approaches, etc. Planning the knowledge transfer strategy upstream, multiplying the media according to the profile and needs of the targets, and involving the target audiences throughout the research process are all good practices that have already been identified. However, they are not always applied. A research report using technical language will generally be accompanied by a brief or snapshot, and sometimes by a computer graphic, but this is not done systematically. As for monitoring the use of knowledge and the changes brought about by research, this remains a rare initiative - there is little or no traceability of what happens to research findings, either internally or externally.

HI's objective today is to improve its practices in terms of knowledge transfer by identifying, from a pool of projects (3 maximum), the levers that have encouraged the successful production and dissemination of knowledge, and to identify the change(s) to which these projects have contributed.

The question of the effective use of new information goes far beyond research in organizations such as HI. Although the scope here focuses on knowledge generated by research, the recommendations can be transposed to knowledge generated by other channels (such as lessons learnt, evaluations and post-evaluation action plans, etc.) and feed into discussions on improving the quality of interventions more generally. Finally, this study responds to an ethical issue: the use and sharing of information generated as part of studies and research is a key recommendation for the ethical management of data<sup>8</sup>. The data collected must meet the objectives of the study and be analyzed - otherwise there is no point in collecting it, and the information generated must be useful and used to contribute to the targeted change. This study will therefore enable the organization to identify practical ways of translating this recommendation into practice.

---

<sup>7</sup> [https://www.hi.org/sn\\_uploads/document/Politique-Qualite-Projet-2022\\_PI06.pdf](https://www.hi.org/sn_uploads/document/Politique-Qualite-Projet-2022_PI06.pdf)

<sup>8</sup> Handicap International (2015) [Studies and research at Handicap International: Towards ethical data management.](#)



---

## 2. Presentation of the study

---

### 2.1. Aims of the study

The aim of this study is to carry out case studies based on a pool of research carried out by HI in recent years in order to identify ways of improving the use and impact of the knowledge generated.

More specifically, this study aims to :

- Analyze knowledge dissemination strategies (production, adaptation and dissemination). Examples: has a strategy been formalized? when in the research cycle? what types of deliverables have been produced? have they been designed and adapted to the needs of the target audiences? are the formats accessible to persons with disabilities? through what channels have they been disseminated and shared? does this strategy systematically incorporate an organizational dimension?
- Exploring the impact of the research: firstly, over the timeframe of the project (have the predefined objectives been met?), but also in the longer term, i.e. beyond the timeframe of the project.
- Suggest concrete recommendations to improve the use of the knowledge produced.

### 2.2. Methodology

The consultant will be responsible for designing the study methodology.

The study will be carried out on the basis of a pool of research (2/3 research maximum, selection of projects confirmed at the inception phase of the consultancy). This study will be based mainly on rapid literature review (in particular to propose a relevant analysis grid), desk review (in particular project documents) and interviews with the key stakeholders in the various projects that will be selected.

As with any study carried out by and for HI, the study must comply with the organization's ethical recommendations<sup>9</sup>.

### 2.3. Communication and monitoring mechanisms between the consultant and HI

The consultant will have to work in close collaboration with the HI focal point and organize regular updates, in addition to launch meetings and presentation of results.

---

<sup>9</sup> Handicap International (2015) [Studies and research at Handicap International: Towards ethical data management](#).



---

### 3. Presentation of the mission

---

#### 3.1. Objective of the mission

The consultant will be responsible for the planning (protocol design), execution (data collection, processing and analysis) and evaluation (report writing) of the study presented in these terms of reference.

#### 3.2. Deliverables

All deliverables must be produced in French or English.

	Deliverables	Targets	Broadcast	Dates
<b>Technical documents</b>				
1-	1 technical note describing how the study will be carried out	HI	Internal	Beginning of the mission
2-	The data collection tools used (interview guide, for example).	HI	Internal	Beginning of the mission
<b>Report</b>				
3-	1 report in HI format (Studies and Research series)	HI, Donors and other stakeholders	External	End of mission
<b>Presentation/ Workshop</b>				
4-	1 presentation of results and recommendations	HI	Internal	End of mission

#### 3.3. Duration and location

The mission can be carried out remotely - no mission will be required.

The mission must be completed in a maximum of 10-15 days - starting in October 2024.

#### 3.4. Budget

The financial proposal must include all costs: consultant(s) fees, travels (if necessary), operational costs for carrying out the study.



---

## 4. Profile and expertise

---

This call for tenders is open to individuals or teams of consultants.

The skills required are as follows:

- Excellent command of knowledge translation topic
- Proven experience in conducting and developing this type of study (collection and analysis of quantitative and/or qualitative data and/or secondary data)
- Proven experience in the sharing and use of research findings
- Excellent analysis and writing skills
- Good knowledge of ethics standards
- Experience of working with project teams in the humanitarian sector
- French and English

---

## 5. Application

---

Applications must include

- **For the consultant(s) :**
  - A curriculum vitae (background, experience in the above-mentioned fields, list of main publications relating to the topic of the consultancy).
- **For the technical proposal :**
  - A methodological proposal, including at least: understanding of the terms of reference; presentation of the objectives; proposed methodological framework (selection of participants, data collection, data processing, data analysis, quality control mechanisms); ethical considerations.
  - A timetable, including planning, implementation and report writing.
  - A financial proposal including details of the consultants' fees and the operational costs of the study

Please send all the required documents before 30/09/2024 to the following address:  
[consultances@hi.org](mailto:consultances@hi.org).