

**KENT ASSOCIATION OF FE CORPORATIONS
QIA PROJECT – PEER REVIEW AND DEVELOPMENT**

**DRAFT TERMS OF REFERENCE FOR PROJECT MANAGER FOR QIA PEER REVIEW AND
DEVELOPMENT PROJECT**

- To ensure clear communications between all partners of the project
- To maintain accurate budget and process records for auditing purposes
- To report to the Steering Group on progress against action plan
- To work with the Steering Group to develop procedures for monitoring, evaluating and sharing best practice and for devising impact measures
- To manage the peer review process and ensure these are undertaken in line with the action plan
- To evaluate reviews undertaken and produce report for all partners and the QIA
- To manage development of the Peer Review Resource Pack
- To ensure the rollout of good practice across KAFEC