Terms of Reference -Final Evaluation

Title of Project	Social protection for families of children at risk of exploitative employment through strengthening of supplementary service provision in selected locations on the plantations – Ratnapura District
TC CODE	**SRL/14/50M/JPN**
Administrative Unit	**ILO Colombo**
Technical Backstopping Unit	**ILO DWT/New Delhi**
Type of Evaluation	**Final Evaluation**
Timing of Evaluation	**August 2016**
Project duration	**24 months (June 2014 – 30th June 2016)**

1.   Background and Justification

1.1. Introduction and Rational for evaluation

This terms of reference covers the final evaluation of the project on "*Social protection for families of children at risk of exploitative employment through strengthening of supplementary service provision in selected locations on the plantations*". The project is implemented by the ILO and funded by the Government of Japan. The project started in June 2014 and completed in June 2016. As part of the ILO Policy Guidelines for Results Based Evaluations, the project is subjected to final evaluation to notably assess project's effectiveness, impact and sustainability and identify lessons learned.

1.2. Project Context

Despite favourable macro level indicators, including health and education indicators that have been the best in the region for a long time, Sri Lanka faces the challenge of intra-regional disparities within 'lagging' regions of growth, often hidden in the statistical count in the plantation sector and surrounding rural villages.

Both educational attainment and health indicators of the plantation sector are lower than the national average. The Child Activity Survey 2008/9 also reports that primary reasons for non attendance of school in general have been 'weak in education', financial difficulties, disability and engagement in economic activities, in that order. Sector-wise, the highest number of children leaving school for financial reasons was found amongst the estate sector. Overall, school non-attendance was highest midst the estate children. Connectivity to schools is a challenge given the terrain of the plantations and the distances between residence and schools. The lack of quality education, including dearth of teachers and classes with modern facilities are unlikely to motivate retention of children in schools, and many children discouraged with what is offered in schools prefer to seek the city lights in search of greener pastures and end up in exploitative employment.

Poverty contributes much to the situation. Though plantation workers are well organized in the main, and have a reasonable and negotiated wage, their culture of intemperance contributes to mismanagement of income, leading to situations of indebtedness that traps them perpetually in a cycle of poverty. They are

invariably unable to provide their children with complementary support to continue them in schools despite basic free education being provided to them to reach their full potential in the classroom and thus show preference to stay at home with less likelihood of securing decent work on reaching the minimum age of employment, resulting in exploitative employment, or unemployment.

1.3. The Social protection for families of children at risk Project

The proposed project has been dealing with these challenges and thus improve the social protection coverage provided to estate families in particular, through education, health, better management of financial resources and benefits of enhanced skills for accessing improved livelihood opportunities that will particularly benefit their children. The project encouraged social partners on the estates, particularly through those who are responsible for operationalising the established mechanisms to provide supplementary social protection, such as strengthening services provided through the Estate Workers Housing Cooperative Societies (EWHCSs) and to mainstream child labour concerns into plantation programmes. In this way the programme ensured minimising of risks for families whose children are at risk of moving into hazardous forms of child labour as a coping mechanism. An inclusive approach of catering to surrounding vulnerable village communities to ensure that the project followed 'do no harm' approach. The project was given external publicity to project activities and achievement and ensure that the promoting ILO's work on reaching zero tolerance of child labour in Sri Lanka by 2016.

The social protection for families of children at risk of exploitative employment through strengthening of supplementary service provision in selected locations on the plantations was designed to achieve a number of outputs aligned with each objectives as outlined in the table below.

Development Objective :	Reduced vulnerability of children at risk through strengthened social protection for plantation communities
Immediate Objective 1:	To increase social protection quality and coverage for plantation communities vulnerable to child labour
Outputs:	Capacity of 10 EWHCS to deliver value added social protection to plantation communities strengthened.
	Vulnerable plantation girls and boys or their families develop skills and access as alternatives to HFCL
Immediate Objective 2:	To advocate the mainstreaming of value added social protection into all child labour prevention programmes.
Outputs:	Public-private- partnerships on 10 estates, primarily with regional plantation companies and subnational administration negotiated to support social protection for 1,000 plantation children and their families.
	Document and share project outcomes and lessons learnt with policy makers, stakeholders, UN joint team and ILO decent work teams.

The project also contributes to:

1. Sri Lanka Decent Work Country Programme (DWCP2013 – 2017) outcome 3,
2. ILO Country Programme Outcome LKA 109

3.   United Nations Development Assistant Framework (UNDAF) 2013-2017 Pillars 3

2.   Management Arrangements

At national level, The Director of the ILO Colombo office is responsible for the overall implementation of the project. The ILO serves as the lead agency assisting the Government of Sri Lanka, in particular the Ministry of Labour and Trade Union Relations.

The project is managed by a nationally recruited Programme Assistant (PA) under the guidance of Director of the ILO Country office. The PA is supported by a Finance & Administrative Assistant.

Technical backstopping for the project is provided by the Senior Child Labour Specialist based in the Decent Work Team- New Delhi. At the regional and international level, the project also draws upon the expertise on standards, employment, gender equality, skills, social protection and social dialogue based in ILOs headquarters in Geneva, Regional Office in Asia and the Pacific, and in the Sub-Regional Office for South Asia in New Delhi, India.

2.1. Partners

The project gives high priority to working with ILO's tripartite constituency: government institutions namely the Ministry of Labour and Trade Union Relations , employers including the Employers' Federation of Ceylon (EFC) and, trade unions. The main implementation partners were Ratnapura District Secretariat, Plantation Human Development Trust and Sabaragamuwa Chamber of Commerce.

3.   Purpose and Scope of the Evaluation

As per the ILO evaluation policy the project is subject to a final evaluation. The final evaluation is to be conducted in August 2016 and the final report is due at the end of August 2016.

3.1. Purpose:

The purposes of this final evaluation is to be accountable to the donor as well as to the ILO tripartite constituents, and to serve as internal organizational learning for improvement of similar projects in the future. The evaluation will assess the extent to which the project objectives have been achieved as per the project's logical framework, the project's alignment to national policies and strategies and the relevance of this project design towards this end; and the extent to which the project partners and beneficiaries have benefited from the project as well as the effectiveness and efficiency of the implementation and the impact and sustainability of the programme . The evaluation also aims to identify lessons learnt and replicable good practices. The evaluation should provide concrete recommendations that can be follow up by key constituents and the ILO and also serve as a basis for the planning and designing of the next phase (continuation) of the project while identifying and building on strengths and opportunities with consideration of the lessons learnt which will be guided the work with the ILO in near future.

3.2. Scope

The overall scope of this final evaluation is to ascertain what the project has achieved or has not achieved; how it has been implemented; how it is perceived and valued by target groups and stakeholders; whether expected results are achieved or are being achieved based on performance data; the appropriateness of the project design; and the effectiveness of the project's management structure. In addition, the evaluation aims to describe practices that can and should be replicated; and identify factors that enable the

sustainability of the interventions undertaken during the project. Finally, the evaluation will investigate how well the project team managed project activities and whether it had in place the tools necessary to ensure achievement of the outputs and objectives.

Intended Users:
The primary stakeholders of the evaluation are project management, ILO (ILO CO-Colombo, DWT India, ROAP and HQ, the Government of Sri Lanka and social partners. The National Steering Committee (NSC) and the District Child Development Committee (DCDC) and other parties involved in the execution of the project would use, as appropriate, the evaluation findings and lessons learned.

4. Evaluation criteria and questions
The evaluation should address the overall ILO evaluation concerns such as relevance, effectiveness, efficiency, sustainability and impact as defined in the ILO Policy Guidelines for results-based evaluation, 2012 (Annex 5) The planned evaluation will include similar questions.

The following OECD/DAC evaluation criteria will be applied.
- Relevance and strategic fit of the project ;
- Validity of the project design;
- Project effectiveness;
- Efficiency of resource use;
- Sustainability of project achievements/results;
- Impact orientation;
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Gender equality and non-discrimination has been identified by the ILO as a cross-cutting driver of its strategic objectives of its global agenda of Decent Work. To the extent possible, data collection and analysis should be disaggregated by sex as described in the ILO Evaluation Policy Guidelines and relevant Guidance Notes. (Annex 5)

4.1. Evaluation Question
The key evaluation questions synthesized on the basis of following two questions.

- What lessons learnt and good practices from the project can be applied to similar future projects in Sri Lanka?
- What should have been different, and could have been avoided?
- Was the project well aligned to the DWCP?
- What synergies existed with other ILO projects?

The evaluator may adapt the evaluation criteria and questions, but any fundamental changes should be agreed upon between the ILO team and the evaluator.

The main program components to be assessed, and the related assessment criteria, issues and evaluation questions are summarized below:

No.	Criteria	Specific Information
1	**Validity of the project design**	• Was the project design realistic and adequate to meet the project objectives? To what extent was the project design adequate and effective in addressing the needs of ultimate beneficiaries and the capacities of the project partners? • Were the planned project objectives, means of action and outcomes, relevant, coherent and realistic to the situation on the ground? Did it address gender needs and interests?
2	**Relevant and strategic fit of the intervention**	• To what extent have the Projects contributed to the Objectives and priorities of the relevant DWCP 2013-2017 , UNDAF 2013 -2017 • To what extent were the project objectives consistent with the needs of the key stakeholders including workers, employers and the Ministry of Labour and Trade Union Relations and the key implementation partners Ratnapura District Secretariat, Plantation Human Development Trust and Sabaragamuwa Chamber of Commerce. Were appropriate needs assessments or diagnostics conducted at the inception of the project? Have the needs of these stakeholders changed since the beginning of the project in ways that affect the relevance of the program? • What is the linkage and strategic fit of the project the Decent Work Country Programme for Sri Lanka.
3	**Effectiveness**	• What is the project progress in general comparing planned versus actual results (quantitative and qualitative)? • How effective are the implemented activities towards achieving the desired objectives? • Have project objectives been achieved and outputs produced according to plan? If not, what have been the obstacles to achievement? • What demonstrable success has the project achieved so far? • How effectively has the project engaged stakeholders in project implementation? How effective has the project been in establishing national ownership? What is the level of commitment of the government, the workers' and employers' organizations to, and support for, the project? • Are there external factors influencing the delivery of project services? • What are the challenges to workers' participation, and how might they be overcome as the project transitions into its sustainability and exit strategy phase? What was the nature of training received and what evidence is there that it has been effectively applied? Were the training services provided relevant? What are the areas for improvement? • Does the project have an effective internal and external monitoring plan/mechanism to track the progress of the project? • What are the direct and indirect contributions and first outcomes or unintended effects?

4	**Efficiency**	• Have resources (funds, human resources, time, expertise, etc.) been allocated strategically and efficiently to achieve outcomes? How might they have been allocated more effectively?
5	**Effectiveness of management arrangements**	• Did the project receive adequate and timely technical support from DWT and administrative/management support from the Country Office? If not, how that could be improved? • How well did the projects manage their finances? This should include budget forecasts, delivery monitoring, actions taken for improving the delivery, budget revision and financial reporting.
6	**Impact orientation and sustainability, including effectiveness of stakeholder engagement**	• What was the nature of the commitment from sub-national stakeholders, including the District Secretariat- Ratnapuraand the Plantation Human Development Trust and Sabaragamuwa Chamber of Commerce ? What are opportunities for greater engagement? • Has the project communicated effectively with sub- national stakeholders? Do the stakeholders feel that their concerns have been sufficiently addressed? • How the project ownership drives to the sustainability of project? and at what level stakeholders shows the ownership of the project • What are the unintended lessons learnt through the implementation of the project?
6	**Gender:**	• Has the project integrated gender equality as a cross-cutting concern throughout its methodology and all deliverables, including periodic reports?
7	**International Labour Standards**	• To what extend has the project promoted the ratification and implementation of ILO standards in Sri Lanka?

5. Evaluation Methodology

The evaluation will comply with evaluation norms, standards and follow ethical safeguards, as specified in ILO's evaluation procedures. The ILO adheres to the United Nations system of evaluation norms and standards as well as to the OECD/DAC Evaluation Quality Standards.

In order to enhance usefulness and impartiality of the evaluation, an evidence-based approach to evaluation will be adopted. A combination of tools and methods will be used to collect relevant evidence. The methodology for collection of evidences will include:
- Review of documents related to the project, including the initial project document, progress reports, technical assessments and reports, project monitoring plan.
- Review other relevant documents in Sri Lankan context related to social protection for families of children at risk of exploitative employment.
- Conduct an evaluation field mission which will be qualitative and participatory in nature. Qualitative information will be obtained through field visits, interviews and focus groups as appropriate.
- Gather relevant quantitative data which may be drawn from project documents and other relevant reports to the extent that it is available.

Time Frame

Task	Responsible person	Time frame
Calling for EOI	Monitoring and Evaluation Focal Point	13th July -24th July 2016
Selection of consultant and finalisation	Monitoring and Evaluation Focal Point	29th July 2016
Contract based on the TOR prepared/signed	ILO Director, Monitoring and Evaluation Focal Point, Evaluator	1st August 2016
Brief evaluator on ILO evaluation policy	Monitoring and Evaluation Focal Point	1st August 2016
Evaluation Mission	Evaluator	2nd August - 6th August
Evaluation debriefing – ILO Colombo Staff	Evaluator	10th August
Evaluation debriefing for all stakeholder	Evaluator	To be decided later
Sharing the draft evaluation report	Monitoring and Evaluation Focal Point	17th August 2016
Consolidated comments on the draft report, send to the evaluator	Monitoring and Evaluation Focal Point	24th August 2016
Final evaluation report and Evaluation Summary to Monitoring and Evaluation Focal Point	Evaluator	31st August 2016

6. Deliverables

The evaluator will provide:

1. A short **inception report**,
2. A **power-point presentation** on the preliminary findings of the evaluation mission at a stakeholders' meeting to be held at the end of the evaluation mission
3. A **draft evaluation report** not exceeding 30 pages, excluding annexes. The report should be set-up in line with the ILO's 'Quality Checklists 4 and 5' for Evaluation Reports which will be provided to the evaluator.
4. A **final evaluation report**, which integrates comments from ILO and project stakeholders and ILO regional office. The evaluation summary according to ILO template will also be drafted by the evaluator together with the finalised evaluation report.
5. **Evaluation summary (as per ILO standard format):** the evaluation summary according to ILO template will also be drafted by the evaluator after the evaluation report has been finalized. The Monitoring and Evaluation Focal Point will finalise the evaluation summary.

The evaluation report should include
- Title page (**standard ILO template)**
- Table of contents
- Executive summary (**standard ILO template**)
- Acronyms
- Background and project description
- Purpose of evaluation
- Evaluation methodology and evaluation questions
- Project status and findings by outcome and overall
- Conclusions and recommendations
- Lessons learnt and potential good practices (**please provide also template annex as per ILO guidelines on Evaluation lessons learnt and good practices**) and models of intervention
- Annexes (list of interviews, overview of meetings, proceedings stakeholder meetings, other relevant information)

The Monitoring and Evaluation Focal Pointwill circulate the deliverables to stakeholders and technical clearance for the deliverables will come from the Monitoring and Evaluation Focal Point. The evaluation report will be in English.

All draft and final outputs, including supporting documents, analytical reports and raw data should be provided in electronic version compatible with MS Word or MS Excel for Windows. Ownership of the data from the evaluation rests with the ILO. The copyright of the evaluation report will rest exclusively with the ILO. Use of the data for publication and other presentation can only be made with notification and agreement by the ILO. Key stakeholders can make appropriate use of the evaluation report in line with the original purpose with appropriate acknowledgement.

7. Management arrangement and work plan

The evaluation will be funded from the project budget. The evaluation is being coordinate & facilitate by Monitoring and Evaluation Focal Point, based at the ILO Colombo Office. He/She will be in charge of developing the evaluation ToR, the selection of the consultants in consultation with ILO ROAP Monitoring and Evaluation Officer and Evaluation Office (EVAL) who will provide quality assurance to the evaluation process.

The evaluator

The national evaluator will be recruited to conduct this final evaluation and to deliver the outputs required as per this TOR. The evaluator will report to the ILO Country Director for Sri Lanka and the Maldives. The evaluator will be responsible for the following:

- Review project and relevant background documents
- Conduct planning meetings/calls, as necessary, with ILO (Monitoring and Evaluation Focal Point and project staff)
- Prepare a field visit – which include a review of the evaluation questions and refine the questions, as necessary
- Develop and implement an evaluation methodology to collect information as per evaluation questions, including a detailed discussion of constraints generated by the retrospective nature of this evaluation methodology and data collection and how those constraints could be avoided in future projects
- Decide and select field visit and the interviews to ensure objectivity of the evaluation
- Present a preliminary findings to project field staff and other key stakeholders
- Prepare an initial drafts of the evaluation report and share with ILO
- Prepare and submit final report incorporating comments and inputs from key stakeholders

ILO Monitoring and Evaluation Focal Point- is responsible for:

- Draft and finalize the evaluation TOR upon receiving inputs from key stakeholders
- Reviewing CV of the proposed Evaluators
- Providing project background documents to the Evaluator
- Coordinate with the project team on the field visit agenda of the evaluator
- Briefing the evaluation consultant on ILO evaluation procedures
- Circulating the report to all concerned for their comments
- Reviewing and providing comments of the draft evaluation report

- Consolidate comments and send them back to the evaluator

Project management
- Provide project background materials to the evaluator
- Prepare a list of recommended interviewees
- Schedule meetings for field visit and coordinating in-country logistical arrangements
- Be interviewed and provided inputs as requested by the evaluator during the evaluation process
- Review and provide comments on the draft evaluation reports
- Organize and participate in the stakeholder workshop
- Provide logistical and administrative support to the evaluator, including travel arrangements (e.g. plane and hotel reservations, purchasing plane tickets, providing *per diem*) and all materials needed to provide all deliverables.

The evaluation is estimated to be undertaken during the month of August 2016.

8. Legal and ethical matters

The evaluation will comply with UN Norms and Standards. The TOR is accompanied by the code of conduct for carrying out the evaluations. UNEG ethical guidelines will be followed.   It is important that the evaluator has no links to project management or any other conflict of interest that would interfere with the independence of evaluation.

9. Annexes
Annex1: Project performance plan/log frame (to be provided by the project)
Annex2: Tentative mission schedule (to be provided by the project)
Annex3: List of documents to be reviewed (to be provided by the project)
Annex4: List of ILO staff and key stakeholders to be interviewed (to be provided by the project)
Annex5: All relevant ILO evaluation guidelines and standard templates

ILO Policy Guidelines for results-based evaluation, 2012
http://www.ilo.org/eval/Evaluationguidance/WCMS_176814/lang--en/index.htm

Code of conduct form (To be signed by the evaluators)
http://www.ilo.org/eval/Evaluationguidance/WCMS_206205/lang--en/index.htm

Checklist No. 3 Writing the inception report
http://www.ilo.org/eval/Evaluationguidance/WCMS_165972/lang--en/index.htm

Checklist 5 preparing the evaluation report
http://www.ilo.org/eval/Evaluationguidance/WCMS_165967/lang--en/index.htm

Checklist 6 rating the quality of evaluation report
http://www.ilo.org/eval/Evaluationguidance/WCMS_165968/lang--en/index.htm

Template for lessons learnt and Emerging Good Practices
http://www.ilo.org/eval/Evaluationguidance/WCMS_206158/lang--en/index.htm
http://www.ilo.org/eval/Evaluationguidance/WCMS_206159/lang--en/index.htm

Guidance note 7 Stakeholders participation in the ILO evaluation
http://www.ilo.org/eval/Evaluationguidance/WCMS_165986/lang--en/index.htm

Guidance note 4 Integrating gender equality in M&E of projects
http://www.ilo.org/eval/Evaluationguidance/WCMS_165986/lang--en/index.htm

 Template for evaluation title page
http://www.ilo.org/eval/Evaluationguidance/WCMS_166357/lang--en/index.htm

Template for evaluation summary:
http://www.ilo.org/legacy/english/edmas/eval/template-summary-en.doc