



International
Labour
Organization

► E-learning Programme on Child Labour Pack

Module 8. Monitoring and evaluation interventions

This module will give you insights into the Monitoring and Evaluation (M&E) Framework of the National Action Plan (NAP) and other initiatives to eliminate child labour in Myanmar.

Happy learning!





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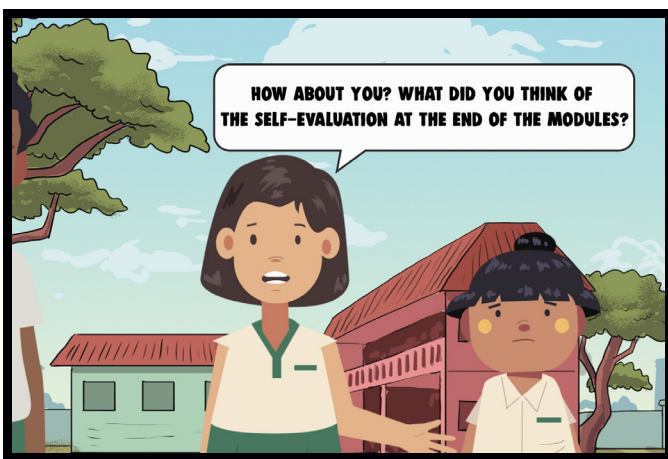
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▶ Do evaluations help?

Read Mohammed, Noe Noe and Phoe Wah's discussion below on their exam results.





**How can monitoring and evaluation
help address child labour?**

Lesson 2 of 6

▶ Learning objectives



Monitoring and evaluation of interventions to prevent child labour is not about finding faults. Its aim is to offer a positive learning experience that will help you improve service delivery and make sure the intervention activities being undertaken in communities are meeting their aims. This module will help you to:

- ▶ Understand the benefits of monitoring and evaluation (M&E) of child labour elimination interventions.
- ▶ Identify the purpose of typical M&E framework elements.
- ▶ Recognize the importance of having a baseline and an endline.
- ▶ Understand the need for periodic reporting.
- ▶ Identify the benefits of data.

Ready to begin learning?

Lesson 3 of 6

► Why monitor and evaluate?

Think about it!

What do you think is the ultimate reason behind eliminating child labour?

How would you know if this goal has been achieved?



Group of school children smiling, Myanmar. © Shutterstock

What are monitoring and evaluation?

Before understanding the benefits of monitoring and evaluation (M&E), you must understand what they mean first.



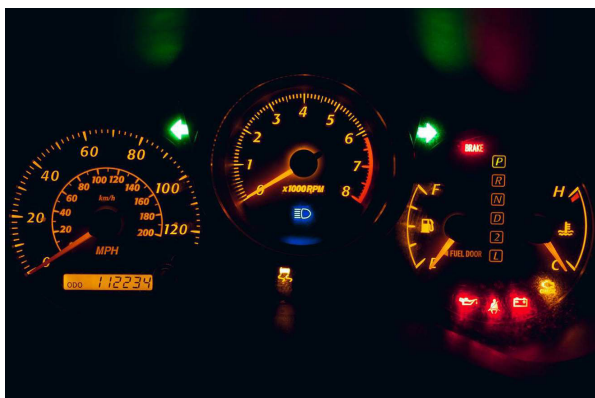
Monitoring is the systematic tracking of progress over a period of time.



Evaluation is the assessment of the results achieved through the implementation of defined activities.

How do monitoring and evaluation help?

You must have seen a car dashboard. It shows the car is working fine by running at the correct speed, whether it has sufficient fuel or not, and so on. This information display helps the driver to stay on track and plan for any required servicing or refueling.



Car dashboard. © Shutterstock

Similarly, M&E involves tools and systems that assess the intended and unintended impacts of your actions to eliminate child labour. M&E ensures that the results of the NAP make a difference in the lives of children in, or at risk of, child labour.'

For M&E systems to effectively track progress and assess the impact of a programme, the M&E framework must include targets and indicators. For example, as part of NAP development, one must create targets/indicators alongside the development of the actual intervention activities that are going to take place.

Need for data

While using the existing systems, data gaps may occur. Therefore, specific data collection is necessary. Integrating the collection of specific data within planned activities can ease the workload. For example, when training is conducted, you can ask people to register for it. The registration forms will provide you with all the information on participants – such their organization, gender, and so on – that you might need later for reporting.



Stack of books with stick figures on top. © Shutterstock

Child labour data in Myanmar

Verification of all the indicators in a major intervention, like the NAP on child labour, is a significant responsibility. If this is integrated with existing M&E systems, such as the Sustainable Development Goals (SDG) reporting systems, it can reduce the workload.

Case Management System (CMS) data

Designing indicators to draw data from existing systems, such as the Case Management System (CMS), also helps. It is more efficient than collecting specific data against all the NAP indicators.



Stack of documents in a filing shelf. © Shutterstock



A magnifying glass held over a map. © Shutterstock

ASEAN Roadmap on child labour data

Selecting priority indicators in large indicator sets also helps. This ensures that reporting focuses on the need to know. Priority indicators may need to be reported more frequently. While the non-priority indicators can be left blank if no data is available. Priority indicators must always be reported, even if it requires specific data collection. This is the method applied to the ASEAN Roadmap on Child Labour.

Learning milestone

For the past six months, there has been a local campaign to eliminate child labour in a village.

The campaign owners maintain a CMS on the statistics of children and families participating and benefitting from the campaign. Every week, the campaign owners update the numbers. They then meet to make changes or identify a new action plan and set goals.

Which of the following activities are related to evaluation?

Select the appropriate option(s) below. You can view the correct answers at the back of this booklet, in the Answers Annex.

☐**A**

Running the campaign.

☐**B**

Maintaining the statistics.

☐**C**

Updating the data.

☐**D**

Meeting to change or identify a new action plan and set goals.



Expert expertise

If you are interested in attending a more extensive online M&E training, you could look into the M&E Course at the International Training Centre of the ILO in Turin.

What are the different elements of an M&E framework?

Lesson 4 of 6

► Elements of an M&E framework



Gears with the words 'Monitor', 'Identify', 'Evaluate', and 'Treat'. © Shutterstock



Person writing on a sheet of paper. © Shutterstock

What is the M&E framework?

Just like a car dashboard has different indicators for speed, distance covered, fuel, seat belt, and so on., the M&E Framework also includes indicators for measuring progress and the achievement of results.

The framework may include indicators at different levels to measure both progress on the production of outputs and on the achievement of objectives. The framework typically defines:

- the means of verification for the indicators;
- the frequency of reporting against an indicator; and
- who is responsible for gathering data and reporting.

Additionally, the framework may also include milestones or targets for producing outputs/achieving objectives.

The log frame/results framework

The log frame, or the logical framework/results framework, is a systematic approach for planning, monitoring and evaluating an initiative that is designed to change a situation. A log frame typically includes the:

- definitions of the objectives (or results) of an initiative;
- desired outputs that are needed to achieve the objectives;
- activities that produce the desired outputs; and
- indicators that are used to monitor the progress towards and achievement of the objectives

Read each of the following notes to learn the important terms related to log frames/results frameworks.



Group of people have a discussion. © Shutterstock

1. **Intended impact** – The effect or result that you want to create by implementing an initiative or a set of activities.
2. **Development objectives and immediate objectives** – Development objectives are the intended impact in the long-term. For example, to effectively prevent and protect children in Myanmar from child labour, especially in its worst forms, as part of the global effort to reduce and eliminate child labour.

Immediate objectives, on the other hand, are short-term impacts. For example, raising awareness and enhancing capacity at the end of the first phase of the Myanmar Child Labour NAP in 2023.

3. **Outcome** – The result, or impact, of an event or actions. Sometimes used interchangeably with the term “result”.
4. **Results** – Partial and often intangible changes that come from the activities or the production of outputs. This term is not included in the Myanmar Child Labour NAP.
5. **Output** – The tangible effect of implementing different activities. Producing outputs is expected to lead to less tangible outcomes or results.

For example, the production of this training course is an output. It has resulted from activities carried out by the design team. The output – that is, the tangible training course – is expected to lead to less tangible outcomes, such as increased capacity to address child labour in Myanmar. This in turn will contribute to achieving the objective of eliminating child labour in Myanmar.

6. **Target** – The desired situation at a given point in time. Targets predict the outcomes, results or outputs so as to measure achievements within a specific timeframe. You can set targets to guide actions, and then measure the actual production and achievements against these targets. For example, was an output significantly smaller or larger than what was predicted by the target date, or was the output achieved on time? This term is not a part of the Myanmar Child Labour NAP.

Tracking progress and impact

The log frame/results framework also includes a framework that details how to track progress and measure the impact or the achievement of objectives. This is done using different indicators. Indicators make up the backbone of the M&E framework. Another aspect that is essential to making the M&E framework effective is the means of verification (MOV).

1. **Indicators** – The units, or proxies, used to measure progress and impact.
 - **Progress indicators** help track how the implementation is going. These are required only when your outputs or targets are complex and intangible, and cannot be counted directly.
 - **Impact indicators** are designed to measure whether the objectives of the NAP have been reached or not. For example, are you creating the intended impact? Have there been any unforeseen effects of the NAP?
2. **Means of verification (MOV)** – The sources of data and information that are used to verify the status of a specific objective against the indicators. This data may be collected specifically for this purpose, but doing so typically requires the use of more resources. Therefore, indicators can also be designed in such a way that achievements can be verified through the use of existing datasets.
3. **Frequency** – The rate at which the indicators are verified. It may be yearly, quarterly, baseline or endline.
4. **Responsible agency** – The organization or unit responsible for collecting data and reporting the progress and impact of the NAP.

Learning milestone

Match each of the elements of a logframe with its correct definition.

You can view the correct answers at the back of this booklet, in the Answers Annex.

1 Impact indicator	A Intangible changes resulting from the implementation of activities
2 Outputs	B Tangible situation or product resulting from the implementation of activities
3 Progress indicator	C Used to track production
4 Results	D Used to measure whether objectives are reached or not

M&E framework example

Here is an example of how an M&E framework can be organized and presented. The table below shows a part of the Myanmar NAP on Child Labour. Different plans have different M&E frameworks, but they typically include:

- ▶ the objectives whose achievement you are trying to measure;
- ▶ indicators for each objective;
- ▶ indication of who is responsible for the verification of indicators; and
- ▶ the means of verification.

See below the table for more details about each of the headings in the sample M&E framework.

Objective 1: Collecting reliable and accurate baseline data								
Sr.	Activity Arrangement	Detailed Activities	Indicators	Verification	Prescribed		Responsible Organization	Partner Organization
					Duration	Frequency		
1.	Establishing regional data collection committees, their functions and developing a work plan	Establishing Data Collection Teams (5 States/Regions) Establishing their functions Developing Work Plan	Number of Data Collection Teams (118 groups) (5 States/ Regions) Functions and Tasks Completion of work plan	List of group members List by township for each state and region Assignment of Individual tasks Work Plan	1 Year	1	Working Committee on Data Collection	Naypyitaw Council, Region/ State/Self-Administered Area Governments, INGOs, NGOs, CSOs, UN Agencies, Youth Networks, Community Elders

Objective – The objective is the same as that included in the results framework of the NAP.

Detailed activities – These are the actions that you need to carry out to produce the desired outcome.

Indicators – The indicators tell you whether the objectives have been achieved or not.

Verification – This column lists the means that are available for the verification of the indicators.

Prescribed – This indicates:

- a. The frequency at which the information is collected for verifying the indicators; and
- b. The time period that will be covered by the information collected.

For example, here, the information will cover one year of data and will be collected once a year.

Responsible organization – This column lists the organization/entities responsible for collecting information and reporting the progress against the indicators. This could be done by different organizations for each indicator, or by one centrally located organization for all indicators across all objectives in the NAP.

Partner organizations – This column consists of the lists of organizations that help the responsible organization in collecting information.

Baseline and endline

The baseline is the first round of verification of the indicators, which is done at the beginning of the intervention/NAP. The endline is the final verification that is done when the NAP or project expires.

Read below to know more about baseline and endline.

Baseline

The baseline is the base that you can make comparisons to throughout the implementation of the NAP (or intervention). The baseline helps you to check whether you are making progress, and whether you have achieved the objectives you wanted to achieve.

Without a baseline, M&E becomes very challenging later on in the lifespan of the NAP/intervention. It is like trying to see how far you have walked, but you don't know where you started from.

The more indicators that you have designed to use existing datasets as MOVs, the fewer resources it takes to put together the baseline and to verify the indicators at regular intervals thereafter.

Endline

The endline is the final reporting against the indicators that were put in place while developing the baseline. The endline allows you to compare the indicators to the baseline, which tells you whether the required outputs were produced and the desired objectives were achieved.

Some objectives are fully realized only when the long-term impact becomes visible, and this usually happens after the end of the NAP. Therefore, there may be some gaps in an endline, but these gaps are the pointers towards the long-term impacts.

The endline forms the base for planning the next NAP (or project) phase – even if it has gaps. When the endline shows no more gaps/full achievement of all objectives and the desired change/impact has been reached, the activities can end. This, however, is time consuming to determine, and continuous monitoring of the situation is needed. Prevention measures are also necessary at this stage to ensure that child labour does not re-emerge.

Both the baseline and endline are crucial aspects of an M&E framework.

Match each description below with the correct term.

You can view the correct answers at the back of this booklet, in the Answers Annex.

**Periodic reporting**

Periodic monitoring and reporting are done to keep track of progress.

Read the following Q&A.

1. What is periodic reporting?

Periodic reporting is a reflection and learning exercise to make sure you are on the right track to achieve your objectives.

It is also a reporting and accountability exercise. The following people or entities must be informed about the progress made and the challenges encountered:

- ▶ the public;
- ▶ policymakers;
- ▶ key stakeholders (including children and parents);
- ▶ international partners; and
- ▶ markets.

Targeted reporting communication – for example, child-friendly versions of periodic reports – can also be used.

The frequency of reporting will vary among different indicators, and is defined in the NAP document.

2. What is the purpose of periodic reporting?

Periodic monitoring tells you if you are on track to produce the outputs that you intend to produce. It helps you to evaluate whether something unforeseen has happened and whether you need to change the course of action to produce the desired outputs.

Period reporting also tells you whether the outputs are still relevant over time and whether they are enough/necessary to achieve objectives, or whether you need to add or skip some outputs to create the impact you aimed for.

3. Who is responsible for periodic reporting?

Periodic reports are based on the reports from all the implementing partners of the NAP (organized in Myanmar into Subcommittees on Child Labour).

Collating the report does not mean that all the data will be displayed and all the evidence will be used as MOVs. Many different organizations need to work together to report. The organizations responsible for collating the information against indicators for periodic reporting are listed in the NAP document.

Learning milestone

Periodic reporting is crucial for an M&E framework, and without it, the project may not achieve its intended objectives.

Which of the following are correct reasons for undertaking periodic reporting?

You can view the correct answers at the back of this booklet, in the Answers Annex.

☐**A**

Periodic reporting tells if you are on track to achieve your objectives.

☐**B**

Periodic reporting helps you evaluate unforeseen circumstances.

☐**C**

Periodic reporting tells you which outputs can be skipped.

☐**D**

Periodic reporting helps to change the plan.

Lesson 5 of 6

► Self-evaluation

Well done!

You've almost completed **Module 8. Monitoring and evaluation interventions.**

Here is a self-evaluation with questions specially designed to help you identify any learning gaps. This is not a test, because while you will receive a score, there is no passing score. Use your score to identify what you may need to go back and review.

You can attempt this self-evaluation as many times as you like!

All the best.

You can view the correct answers to the following questions at the back of this booklet, in the Answers Annex.

Question 1 of 3

Having an M&E framework ensures that the results of the NAP make a difference in the lives of children in, or at risk of, child labour.

Which of the following are the benefits of an M&E framework?

Select the appropriate options below.

☐
A

M&E allows you to assess the intended and unintended impacts of your actions to eliminate child labour.

☐
B

M&E ensures that the results of an NAP are meaningful.

☐
C

M&E helps you to understand child labour dynamics.

☐
D

M&E helps you to design progress indicators.

Question 2 of 3

Match the M&E framework elements with their correct purpose.

1

Responsible agency

A

Tells the rate at which indicators are verified

2

Indicator

B

Tracks the progress or measures the impact

3

MOV

C

Verifies the indicators

4

Frequency

D

Collects data and reports on progress

Question 3 of 3

Naing works for an NGO. Last month they conducted an awareness-raising campaign on child labour in his village, but they didn't see any significant change in the attitudes of people. Now, Naing is planning a bigger campaign next month.

Which of the following points must Naing consider before/during the new campaign?

Select the appropriate options below.

☐**A**

Naing must analyse the endline of the previous campaign to understand the gaps.

☐**B**

Naing must ensure periodic monitoring and evaluation of data during the campaign.

☐**C**

Naing should not focus on data collection and focus more on the campaign.

☐**D**

Naing should do a baseline verification at the beginning of the campaign.

Summary

Before you close this module, here is a recap of the key learnings.

Read below for the important takeaways.

The M&E framework and log frame/results framework

The M&E framework allows you to track your progress concerning the objectives, outcomes and outputs. It also helps in evaluating the impact of a child labour NAP. The log frame/results framework is a systematic approach to plan, monitor and evaluate an initiative that is designed to change a situation.

Indicators

Indicators are the backbone of the M&E framework, but verifying them using MOVs is equally important. Designing indicators that can be verified using existing data is a practical and important decision.

Baseline, endline and periodic reporting

Baseline and endline verifications are crucial for every project. They form the basis of the current project/phase and of the next project/phase, respectively. Periodic reporting helps to keep the project directed towards the objectives.

References and resources

- ▶ ILO. 2017. “Tool Kit for Development and Implementation of National Action Plans (NAPs) on Child Labour”.
- ▶ World Bank. 2013. “Monitoring and Evaluation for Better Development Results”, World Bank Blog, 21 February.
- ▶ OECD (Organisation for Economic Co-operation and Development). n.d. “Monitoring, Reporting, and Evaluation”, available at: <https://www.oecd.org/governance/pcsd/toolkit/guidance/monitoringreportingandevaluation/>.
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**Thank you! We hope you found this
learning module useful.**

**This module can also be accessed online at
<https://ecampus.ilo yangon.org/>**

Answers annex

Lesson 3, Page 6

Learning milestone

Which of the following activities are related to evaluation?

If you selected (D), your answer was correct. Well done!

Meeting every week to make changes or to identify a new action plan and set goals is a part of the evaluation. While maintaining and updating the data come under the heading of “monitoring”.

Lesson 4, Page 9

Match each of the elements of a logframe with its correct definition.

If you matched (1) and (D); (2) and (B); (3) and (C); and (4) and (A), your answer was correct. Well done!

Results are the intangible changes; while outputs are the tangible situations or products coming from the implementation of activities. Progress indicators are used to track the production, and impact indicators measure if the objectives are met or not.

Lesson 4, Page 11

Match each description below with the correct term.

If you matched (1) and (A) and (2) and (B), your answer was correct. Well done!

The baseline forms the base of the project or phase that is starting; while the endline forms the base of the next project or phase.

Lesson 4, Page 12

Learning milestone

Which of the following are correct reasons for undertaking periodic reporting?

If you selected all four options – (A), (B), (C) and (D) – your answer was correct. Well done!

Periodic reporting tells if you are on track to achieve your objectives; helps you evaluate unforeseen circumstances; and tells you which outputs can be skipped and how to change the plan according to the situation.

Question 1 of 3

Which of the following are the benefits of an M&E framework?

If you selected options (A), (B) and (C), your answer was correct. Well done!

M&E allows you to assess the intended and unintended impacts of your actions to eliminate child labour; helps you to understand child labour dynamics; and ensures that the results of an NAP are meaningful.

Question 2 of 3

Match the M&E framework elements with their correct purpose.

If you matched (1) and (D); (2) and (B); (3) and (C); and (4) and (A), your answer was correct. Well done!

Frequency tells the rate at which indicators are verified; an indicator tracks the progress or measures the impact; an MOV verifies the indicators; and the responsible agency collects data and reports on the progress.

Question 3 of 3

Which of the following points must Naing consider before/during the new campaign?

If you selected options (A), (B) and (D), your answer was correct. Well done!

Naing must analyse the endline of the previous campaign to understand the gaps. This will help him plan better and close the gaps in the next campaign. He should also do a baseline verification and ensure periodic monitoring and evaluation of data during the campaign, as it will help to identify whether they are on the right track and whether they need to change anything to achieve their objectives.

E-learning Programme on Child Labour Pack Booklet

Empowering Stakeholders and Community for Understanding and Combating Child Labour

In a world where millions of children are still deprived of their basic rights, education, and childhood, it's imperative to take a stand against child labour. The "Myanmar E-Learning Programme on Child Labour" offers a comprehensive e-learning course designed to shed light on the pervasive issue of child labour and equip learners with the knowledge and tools to combat it effectively.

Through engaging multimedia content, interactive modules, and real-life case studies, participants will explore the various forms of child labour, its root causes, and the profound impacts on children's lives, families, and societies. Delve into the complexities of supply chains, legislation, conflict and global initiatives aimed at eradicating child labour, and discover practical strategies for prevention and intervention.

Whether you're a concerned citizen, educator, inspector, teacher, policymaker, or industry professional, this course empowers you to make a difference. Join us in our mission to empower all stakeholders and community members to stop child labour, abuse, exploitation and ensure every child enjoys their fundamental right to a safe, nurturing childhood.

Together with us, become a champion for change in the fight against child labour.

In the current state of affairs in Myanmar, you are the most important individual fighting child labour.

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