



Tool kit for development and implementation of **National Action Plans (NAPs)** on Child Labour



Monitoring and Evaluation Framework

Tool A.4

Template for adaptation
at national level

What is a Monitoring and Evaluation Framework?

A Monitoring and Evaluation (M&E) framework – or an M&E plan – is an essential component in any NAP on child labour.

How to use this tool

This template provides suggestions for how a NAP may be monitored and evaluated. It is not a blue print, however, and as NAPs are different in different countries this template must be adjusted to the country where it is used. It is very important, that partners adjust the format to the realities of their own country, rather than trying to fit realities into this format! This also means that cells and entire columns in the template in this document may need to change or can be deleted altogether. Moreover, the language may need to change to reflect the terminology most commonly used in the country to ensure that partners are familiar with the concepts and can focus on the contents of the M&E Framework, rather than on understanding terminology and concepts. The matrix below is just one way to present the M&E framework and more or less information can be included. It is recommended though, that **SMART indicators** and **Means of Verification** should always be part of the M&E framework

A SMART INDICATOR

A Smart indicator is an indicator that is specific, measurable, available/achievable (in a cost effective way), relevant to the NAP and available at the right time.

MEANS OF VERIFICATION

Means of Verification (MOVs) is the way in which one collects the right information to measure progress or impact according to an indicator. That is, from where will we get information to verify an indicator? How will we get it? How often? And, how will we store this information? Readily available information (such as data from Labour Management Information Systems or school records) is cheaper and easier to work with than information that must be collected specifically for the purpose of the NAP. If information cannot be collected for an indicator at all, the indicator is of no use and must be replaced by another indicator.

The M&E framework should be seen and developed in connection with the NAP itself and with other key documents, not least NAP budgets and NAP Implementation Frameworks. The M&E Framework tool was developed based on experiences with NAPs on child labour from around the world, but it is important to stress that the format may just as well be used for NAPs on forced labour and NAPs that combine action against forced labour and child labour.

Please, note that using this tool assumes that the user has prior understanding of key M&E concepts and processes. It is not an M&E training and if you have limited experience working with Results Based Management and M&E we recommend that you explore some of the publications and websites in the further reading list below. Then use this tool as a “check list” with your partners.

Questions on this tool may be directed to ILO Country Office. You may also ask your Regional Child Labour Specialist or ILO FUNDAMENTALS for further advice and ideas.

Further reading

IPEC (2014): *Evaluation and Impact Assessment of National Action Plans on Child Labour*, ILO, Geneva.

IPEC (2010): *Roadmap to make Central America, Panama and the Dominican Republic a Child Labour Free Zone. Programming, Implementation, Monitoring and Evaluation Guide*, ILO, San Jose.

IPEC (2013): *Guide for Preparing National Child Labour Policies and Action Plans*, ILO, Geneva.

IPEC (2013): *Mainstreaming Child Labour Concerns Into Policy Frameworks: Issues and Guidelines*, ILO, Geneva.

ILO (2013): *Implementing the Roadmap for Achieving the Elimination of Child Labour by 2016. A Training Guide for Policy Makers*, ILO, Geneva.

World Bank Group, Independent Evaluation Group website:

<https://ieg.worldbankgroup.org/topic/evaluation-capacity-development>

UNDOC website, online *Toolkit to Combat Trafficking in Persons*:

<https://www.unodc.org/unodc/en/human-trafficking/2008/electronic-toolkit/electronic-toolkit-to-combat-trafficking-in-persons---index.html>,

Chapter 10 “Monitoring and evaluation”

OECD, Development Assistance Committee (DAC) website, Criteria for Evaluating Development Assistance:

www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm

Other related tools from the tool kit

Tool A.2 – Costing and Resource Mobilisation

Tool A.3 – Implementation Framework/Operational Plan

Tool C.1 – National Ownership Brief

NAP overall/development objective (to be copied from NAP)				NAP timeframe (to be copied from NAP document)		
Strategic Objective/Immediate objective 1	Indicators	Expected results/outcomes under objective 1	Targets/benchmarks	Means of Verification (MOVs)	Frequency	Responsible agency
Strategic Objective/Immediate objective 2	Indicators	Expected results/outcomes under objective 2	Targets/benchmarks	Means of Verification (MOVs)	Frequency	Responsible agency
Strategic Objective/Immediate objective 3	Indicators	Expected results/outcomes under objective 3	Targets/benchmarks	Means of Verification (MOVs)	Frequency	Responsible agency
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All strategic/immediate objectives from the NAP should be transcribed to ensure consistency.	SMART indicators for each objective should be included to measure impact. Indicators are used as a proxy to measure things that cannot be counted directly. They may be both quantitative and qualitative	The expected results/outcomes must also be transcribed from the NAP to ensure consistency	Targets or benchmarks on the way to achieving results can be important tools, both for steering implementation and for measuring progress. If targets are not achieved on time, this may be a sign that a result cannot be achieved as expected through the planned activities and the course of action may need to be revised.	For each indicator and target, list the MOVs (see also text box above)	Indicate how often data is collected to measure impact/progress for each indicator	Designate the agency(s) responsible for a) coordinating the M&E exercise and b) providing data used for M&E (preferably for each indicator)
Example:	Example:	Example:	Example:	Example:	Example:	Example:
Objective 1: By 2030, all boys and girls of compulsory school age (5 to 15 years) attend education	% of girls 5-15 years attending compulsory education % of boys 5-15 years attending compulsory education	Result 1.1.: By 2030 99% of all children in the country enrol in primary 1 at the age of 5 years	Target 1.1.1.: 95% of all boys and girls enrolled at the age of 5 years by 2020	Education Management Information System (EMIS) records	Yearly	MOE