



Call for Expressions of Interest
Independent Mid-term Evaluation of
Ship to Shore Rights South East Asia:
Regional programme on labour migration in the fishing sector

The ILO Evaluation Office is seeking expression of interest from an individual consultant to conduct an independent mid-term evaluation of the programme titled 'Ship to Shore Rights South East Asia: Regional programme on labour migration in the fishing sector'.

Type of contract: External Collaboration Contract

For further details about the evaluation, please refer to the Terms of Reference (TOR) below.

Required Information for Submission an Expression of Interest (EOI)

- (i) A description of how the candidate's skills, qualifications and experience are relevant to the required qualifications of this assignment;
- (ii) A brief approach/methodology the candidate will likely use for this evaluation
- (iii) A list of previous evaluations that are relevant to the context and subject matter of this assignment;
- (iv) A statement confirming their availability to conduct this assignment and the daily professional fee expressed in US dollars;
- (v) A copy of the candidate's curriculum vitae (which must include information about the qualifications held by the candidate);
- (vi) A statement confirming that the candidate has no previous involvement in the delivery of the S2SR programme in any of the programme targeted countries, and/or a personal relationship with any ILO officials who are engaged in the programme;
- (vii) Names of two referees who can be contacted for reference.

The deadline for EOI submission is by 6 PM (Bangkok time) on **14 August 2022**. Please send an e-mail with subject title "Mid-term evaluation of S2SR Programme" to the Evaluation Manager, Mr. Narendra Bollepalli (bollepalli@ilo.org) with a copy to Ms Pamornrat Pringsulaka (pamornrat@ilo.org).

**TERMS OF REFERENCE
INDEPENDENT MID-TERM EVALUATION**

**Ship to Shore Rights South East Asia:
Regional programme on labour migration in the fishing sector**

KEY FACTS	
TC Symbol:	RAS/20/01/EUR
Regions and countries covered:	Cambodia, Indonesia, Lao People's Democratic Republic, Myanmar, Philippines, Thailand, Viet Nam (and other countries and sub-regional organizations, e.g., Malaysia and ASEAN bodies)
Duration:	48 months
Start Date:	1 August 2020
End Date:	31 July 2024
Implementing Partners:	ILO, IOM and UNDP
Donor:	European Union
Budget:	EUR 10 million
Administrative unit:	ILO Regional Office for Asia and the Pacific (ROAP)
Technical backstopping unit:	ILO Regional Office for Asia and the Pacific (ROAP)
Collaborating ILO units:	MIGRANT, FUNDAMENTALS and SECTOR
ILO programme and budget P&B Outcome(s)	Outcome 7: Adequate and effective protection at work for all
SDG(s) under evaluation	Main SDGs: 8 and 10 Other SDGs: 3,5,12,14,16 and 17
Evaluation requirements:	Mid-term Independent Evaluation
Timing of evaluation:	August - November 2022

More information on Ship to Shore Rights South East Asia can be found at www.shiptoshorerights.org

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List of Abbreviations

CPO - Country Programme Outcome
CSOs – Civil Society Organizations
DWCP - Decent Work Country Programme
DWT - Decent Work Team
EM - Evaluation Manager
EQs – Evaluation Questions
EVAL - ILO Evaluation Unit
EU - European Union
IEC – Information, Education and Communication
ILO – International Labour Organization



IOM - International Organization for Migration

IPs – Implementing Partners

LGBTQI- Lesbian, gay, bisexual, transgender, queer and intersex persons

MRC – Migrant Resource Centres

MTE - Mid Term Evaluation

M&E - Monitoring and Evaluation

P&B - Programme & Budget

ROAP – ILO Regional Office for Asia and the Pacific

SDGs – Sustainable Development Goals

S2SR - Ship to Shore Rights South East Asia

TPR - Technical Progress Report

UN - United Nations

UNDP – United Nations Development Programme

UNDAF - United Nations Development Assistance Framework

UNSDCF – United Nations Sustainable Development Cooperation Framework

VFM - Value for Money

I. INTRODUCTION AND RATIONALE

Ship to Shore Rights South East Asia (S2SR) is a multi-country, multi-year programme on labour migration focused on the fishing and seafood processing sectors in the South East Asia region. It is an initiative of the European Union (EU) and the United Nations (UN) and is implemented by the ILO in collaboration with IOM and UNDP.

The programme delivers technical assistance and support, with the overall objective of promoting regular and safe labour migration among South-East Asian countries. The programme will address the specific characteristics of work in the fishing and seafood processing sectors as well as the barriers and risks present in the labour mobility system, which can lead to unsafe migration, decent work deficits, labour rights abuses and forced labour.

In accordance with the ILO policy and the contribution agreement signed with the European Union (EU), an independent mid-term evaluation is required for the S2SR programme. The evaluation will be carried out from August to November 2022, applying the criteria agreed upon with the EU in the S2SR Monitoring and Evaluation (M&E) plan.¹

The evaluation will provide an impartial assessment of the performance of the S2SR programme during its first two years of implementation. The main objectives of this assessment are to determine the progress towards outcomes achieved by the programme, provide recommendations for adjustments to improve results and identify lessons learned and good practices to support organizational learning.

The ILO *Policy guidelines for results-based evaluation* will provide the framework for carrying out the evaluation. The guidelines adhere to the evaluation norms and standards of the United Nations system.

II. PROGRAMME BACKGROUND

Fishing is recognized as one of the most hazardous occupations globally. Workers in commercial fishing operations face long working hours, dangerous weather conditions and hazardous marine environments. The fishers live and work onboard vessels, often for extended periods in relatively confined spaces and in isolation from sources of assistance. They are under the direct control of the skipper during their time at sea and often even while in port. The working and living conditions on vessels are difficult for government authorities to regulate.

Migrant fishers have often been recruited and placed outside of the labour migration regulatory framework. National legislation in a number of countries in South East Asia remain inconsistent with international labour standards and allows for recruitment and related fees to be charged to migrant workers, and in some cases permits employers to request money or other assets from the workers as reimbursements for expenses. Some migrant workers are also required to pay a deposit before their employment, which they forfeit if they attempt to terminate the contract early. Moreover, migrant fishers are often charged excessive fees² well above even the allowable national limits.

¹ The criteria are in line with OECD/DAC Evaluation Quality Standards and ILO Evaluation Policy guidelines.

² For example, intermediary/agent fee, recruitment agency fee, documentation costs, medical examination charges etc.,



Work in seafood processing has more in common with other land-based work such as manufacturing. However, recent ILO research in Thailand shows that there are areas of informality in the seafood processing sector that remain largely unexplored. Home-based workers, who are predominantly women and pier-based workers (both men and women) are engaged in loading/unloading vessels and vehicles as well as primary processing of seafood. Women are more likely to be engaged in such precarious work where the wages are often below the legal minimum and gender inequalities persist, including unequal pay.

Many migrant workers in the fishing and seafood processing sectors continue to experience significant decent work deficits. Work onboard fishing vessels, for example, are often not adequately covered by labour protections, and in many countries, not subject to effective labour inspections. Migrant workers commonly experience poor working conditions and labour rights violations, including excessive working hours, limited freedom of movement and wage theft. Fishers are also subject to duress and coercion through a variety of other means, such as accumulation of excessive debt, retention of identification documents and ATM cards, withholding of wages, and violence and abuse. In the most severe cases, these labour rights violations can amount to forced labour.

There is also a lack of effective workers' organizations and robust representation for migrant workers' rights in fishing and seafood processing work. In Thailand, for example, migrant workers are not permitted to form their own unions or to assume leadership roles in existing unions, restricting their ability to bargain collectively for improved working conditions. There are also practical restrictions for migrant fishers who work onboard fishing vessels as they are isolated at sea for extended periods of time, as well as for women employed in pier and home-based work where few unions exist. To address these and other challenges to decent work, the Ship to Shore Rights South East Asia (S2SR) programme was initiated in August 2020.

Programme Framework

At global level, the S2SR programme contributes to the achievement of Programme and Budget Outcome 7 (Adequate and effective protection at work for all), including Outputs 7.5.1, 7.5.2 and 7.5.3 specifically. The interventions have been incorporated and/or influenced the development of outcomes for Decent Work Country Programmes and United Nations Development Assistance Frameworks/Sustainable Development Cooperation Frameworks in target countries where these were developed during the life of the programme.

The S2SR programme is informed by and advances the 2030 Agenda, which recognizes the importance of decent work and economic growth in Goal 8, as well as the need to reduced inequalities at Goal 10. The Sustainable Development Goals (SDGs) also specifically recognize some of the key challenges facing migrant workers, particularly those in precarious employment, the need for well-managed migration policies, and to promote safe and secure work environments. The programme's sectoral focus also supports SDG 14 and the need for sustainable fisheries management policies. Some of the key SDGs that the programme advances are Goal 8 (particularly target 8.7 and 8.8) and Goal 10 (particularly target 10.) The programme also contributes to the health and wellbeing of migrant workers at Goal 3, and to other SDGs including Goals 5,12, 14,16 and 17.

S2SR interventions benefit from the ILO General principles and operational guidelines for fair recruitment and definition of recruitment fees and related costs, which are used to guide project



stakeholders in assessing and developing effective labour recruitment policies in compliance with internationally recognized human rights and labour standards, eliminating fraudulent and abusive practices, improving protection and access to remedies for victims of abuses, and supporting human rights due diligence by both the public and private sectors, in line with programme objectives.

The programme activities are also underpinned by the ILO Declaration on Fundamental Principles and Rights at Work, which are used to guide stakeholders in recognizing the needs of migrant workers, and developing effective labour protections in the targeted sectors that are consistent with international labour standards. The 2008 ILO Declaration on Social Justice for a Fair Globalization also guides interventions. The Action is also informed by the 2019 ILO Centenary Declaration for the Future of Work by taking a human-centred approach in investing in social protection, skills, gender and promoting an enabling environment for sustainable enterprises, economic growth and decent work for all. Interventions for the benefit of fishers are guided by the Work in Fishing Convention, 2007 (No. 188), the Work in Fishing Recommendation, 2007 (No. 199), the outcomes of the ILO's Tripartite Meeting on Issues relating to Migrant Fishers (September 2017), as well as the relevant guidelines and tools developed by the ILO.

S2SR supports programming in Thailand, Cambodia, Myanmar, Lao People's Democratic Republic, Indonesia, Philippines and Viet Nam and will promote multi-country cooperation in the region. It engages with current, potential and returning migrant workers in fishing and seafood processing sectors, as well as their families and communities.

The programme works with government authorities, workers' organizations, employers and recruitment agencies, civil society organizations and community-based organizations to achieve three inter-linking specific objectives as described below:

1. **Policy:** Strengthened legal, policy and regulatory frameworks related to labour migration and employment for women and men in the fishing and seafood processing sectors.
2. **System:** Increased protection of labour rights and promotion of safe and secure working environments for women and men migrant workers from recruitment to return and reintegration.
3. **Household:** Women and men migrant workers, their families, organizations and communities are empowered to exercise their rights

The programme strategy also mainstreams the following **Cross-Cutting Strategies** within its interventions:

- **Worker's voice and agency:** To build an enabling environment for the amplification of workers' voice and support their agency. Support workers' advocacy and representation through labour organizations as well as networks of migrant workers.
- **Right-based approach:** To ensure a right-based approach to migration as enshrined by the ILO Multilateral Framework on Labour Migration (2005), which respects the dignity and agency of migrant workers throughout all stages of migration and protects their rights under international law.
- **Gender equality and women's empowerment:** To ensure that gender equality and women empowerment is mainstreamed into the Action. There will be a focus on gendered dynamics

of labour migration in the communities of origin and destination. In response to this, a gender analysis has been carried out during the first year of implementation.

- **Broad engagement of stakeholders:** To ensure that the Action maximises its impact and sustainability, the stakeholders are defined in a broad sense to include tripartite partners including relevant government agencies, workers and employers' organizations, recruitment agencies, vessels owners, international buyers as well as CSOs, academia, media representatives and others.
- **Trafficking in persons and other transnational crimes:** To strengthen national and transnational referral systems, particularly between labour inspectorates and law enforcement institutions. Also engage in research to better understand the correlation between trafficking for forced labour, IUU fishing and other transnational crimes.
- **Marine resources conservation and sustainability:** To improve stakeholder understanding of the labour impacts of fish stock depletion and distant water fishing practices. Raise awareness among employers' organizations and international buyers on the impact that high demand for inexpensive fish and seafood has on the environment, practice and labour conditions.

Management Arrangements

The overall management and implementation of the project is the responsibility of the Chief Technical Advisor (CTA), based in the ILO Regional Office for Asia and the Pacific (ROAP) in Bangkok.

The management structure and staffing arrangements are described in the Action Document. At the time of this review, the programme staff includes 17 team members from ILO (The CTA, Technical Officer, M&E and Knowledge Management Officer, 6 National Programme Coordinators, 1 Programme Assistant and 7 Administrative and Finance Assistants), as well as one core team member from IOM (Programme Officer for Migrant Assistance and Counter Trafficking Unit) and three UNDP part-time staff (Counter-Trafficking/Migration Protection Coordinator, Thailand National Programme Coordinator and Research Coordinator).

Backstopping support is provided by the International Labour Migration Branch (MIGRANT), the Fundamental Principles and Rights at Work Branch (FUNDAMENTALS) and SECTOR based in Geneva. The ILO Senior Regional Labour Migration Specialist, and ILO Senior Regional Fundamental Principles and Rights at Work Specialist are also assigned to provide technical backstopping to the programme.

Programme Governance

The project is overseen by the **Programme Steering Committee (PSC)** providing strategic leadership and oversight to the programme and ensuring that there is effective coordination between implementing agencies. The PSC is co-chaired by the EU and ILO representatives.

The project is furthermore guided by **National Programme Advisory Committees (NPAC)** in each of the seven countries, which allow tripartite plus representatives to identify priority interventions, provide guidance on the implementation of country-specific activities and endorse annual workplan.

III. PURPOSE AND OBJECTIVES OF THE EVALUATION

The mid-term evaluation will support accountability, adaptive management and learning and knowledge sharing for the ILO and key stakeholders of the Ship to Shore Rights South East Asia. The specific objectives of the evaluation are the following:

1. To determine the progress achieved to date in achieving in reaching the three programme outcomes.
2. To provide recommendations for adjustments to the programme strategy that will improve results moving forward.
3. To identify lessons learned and good practices that will support organizational learning and knowledge sharing for the ILO and other key stakeholders.

In addition, the mid-term evaluation aims to gather information needed to evaluate the programme as recommended in the evaluability assessment and designed in the M&E plan.

IV. EVALUATION SCOPE

The evaluation period will be from the beginning of Ship to Shore Rights South East Asia from August 2020 to November 2022. Geographically, the evaluation will cover both interventions at the regional level and country-level work in Cambodia, Lao PDR, Indonesia, Myanmar, Philippines, Thailand and Viet Nam. It is recommended that the evaluation field missions focus on the countries where activity has been most intensive to date: Thailand, Indonesia and Cambodia.

As cross-cutting themes, the evaluation will also take specific note of integration of gender mainstreaming³, disability inclusion, international labour standards, social dialogue⁴, environmental sustainability, as well as contribution to SDGs, COVID-19 response⁵, non-discrimination concerns, and medium and long-term effects of capacity development initiatives throughout the evaluation methodology and all deliverables, including the final report.

The mid-term evaluation will review the contribution of the programme to the ILO's programme and policy frameworks at the national and global levels, UNDAF/UNSDCF and national sustainable development strategy (or its equivalent) or other relevant national development frameworks, including any relevant sectoral policies and programmes.

Evaluation Clients

The primary end users of the evaluation's findings will be the management team of the Ship to Shore Rights South East Asia, the ILO administrative unit (ROAP) the ILO technical unit at headquarters (MIGRANT), IOM, UNDP and the donor (European Union Delegations). Secondary parties making use of the results will include tripartite constituents and civil society organizations who have partnered with the project, as well as other agencies working on labour migration and human trafficking at national and regional levels. Actors from other regions working on these issues may also take an interest in the evaluation's assessment.

³ https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_746716.pdf

⁴ https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_746717.pdf

⁵ https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_757541.pdf

V. EVALUATION CRITERIA AND QUESTIONS

The evaluation criteria have been adapted from the standard ILO criteria and will be as follows:

1. Relevance and strategic fit.
2. Validity of design.
3. Intervention progress and effectiveness.
4. Efficiency of resource use.
5. Effectiveness of management arrangements.
6. Impact orientation and sustainability.
7. Gender equality.

More detailed evaluation questions (EQs) will guide the evaluation process. The EQs will be answered by leveraging a wide range of data sources to ensure validity, including interviews with key stakeholders,

It is expected that the evaluation will address all of the questions detailed below. Adaptation is encouraged where necessary, but any fundamental changes should be agreed upon between the evaluation manager and the evaluator and reflected in the inception report.

1. Relevance and strategic fit

- a. Does the programme address the major causes of vulnerability and respond to the most urgent needs of migrant workers in the fishing and seafood processing sectors in South East Asia?
- b. Are the activities aligned with national, regional and global policy frameworks on labour migration/work in the fishing and seafood processing sectors?
- c. Are the governance structures participatory in approach, providing for the inclusion of the perspective of governments, social partners, civil society and women and men migrant workers?
- d. Does the programme make use of the ILO, IOM and UNDP comparative advantages in implementing its strategy? (e.g., tripartism, international labour standards, UN Migration Network, Business and Human Rights frameworks, etc.)
- e. Has the role of the EU as a major market for South East Asian seafood products been effectively leveraged to strengthen results?

2. Validity of intervention design

- a. Is the scope of the interventions realistic given the time and resources available?
- b. Have the design and strategic planning documents developed proven useful in implementing the programme? (Description of the Action, M&E Plan, Gender Equality and Women's Empowerment Strategy, etc.)
- c. Does the intervention's Theory of Change clearly articulate assumptions, provide logical pathways of change between different levels of results and align with the ILO's strategic objectives and outcomes at the regional and global levels, as well as with the relevant SDGs and related targets?
- d. Has the programme applied an evidence-based approach in formulating and implementing the activities?

3. Intervention progress and effectiveness

- a. What amount of progress has been made in achieving the programme's eight outputs? (Applying a scale of minor, moderate or major progress, with justification).
- b. To what extent are tripartite constituents and other key stakeholders satisfied with and/or benefitting from the outputs produced?
- c. Which individual partnerships/relationships with tripartite constituents, civil society and the private sector have led to the most effective cooperation in implementing the programme? Are there any other partnerships that should be considered?
- d. How effective has the collaboration and coordination been with other project's working on labour migration issues/fishing sector in maximizing synergies and eliminating duplication? (e.g., ASEAN-ACT, CREST, TRIANGLE in ASEAN, Safe and Fair, etc.)
- e. How effective was the programme in responding to the impact of COVID-19 on migrant workers?

4. Efficiency of resource use

- a. Has the allocation of resources been optimal for achieving the programme's outcomes? (financial, human, institutional and technical, etc.)
- b. Have the programme activities been completed on-time/according to work plans?
- c. Are there particular activities which have delivered high value for money?
- d. Has the programme been able to leverage cost-sharing or in-kind contributions to complement its resources? (e.g., from other ILO projects, slippage funds, inter-agency collaborations and private sector contributions)

5. Effectiveness of management arrangements

- a. How effective is the internal management of the programme? (including staffing arrangements and capacities, governance and oversight, work planning, etc.,)
- b. Has the communications and visibility strategy been effective in raising the profile of the programme within the target countries and at regional level?
- c. Has the monitoring and evaluation system supported results-based management of the programme?
- d. Have programmatic, contextual and institutional risks been managed effectively by the programme?
- e. What value added has the UN inter-agency model brought to the programme?

6. Impact orientation and sustainability

- a. What influence has the programme had on the development of policies and practices at national and regional levels?
- b. What strategies have been applied to ensure the achievement of lasting results after the completion of the programme?
- c. What are the programme's most significant contributions to an enhanced knowledge base on labour migration in the fishing and seafood processing sectors within the target countries and region likely to be? Assess to what extent the practical tools developed by

the programme (e.g., Policy briefs, training materials, Codes of conduct) are likely to produce a direct impact if their use is extensively promoted, or even better enforced?

- d. Have there been any unintended or negative impacts of the programme for women and men migrant workers in fishing and seafood processing sectors?
- e. What good practices and lessons learned can be drawn from the programme to inform the development of future interventions on labour migration, human trafficking and forced labour?

7. Gender equality

- a. What are the key results achieved by the programme on gender equality and women's empowerment?
- b. Has the use of resources on gender equality and women's empowerment activities been sufficient to achieve the expected results?
- c. Has M&E data been adequately disaggregated by sex to determine if there are differences in the programme results for women and men?
- d. Has the sectoral focus of the activities been effective in addressing the different vulnerabilities of women and men migrants in fishing and seafood processing sectors?

VI. METHODOLOGY

The evaluation will apply a qualitative and participatory approach, engaging with key stakeholders of the S2SR programme during the design, field work, validation and reporting stages. To collect the data for analysis, the evaluation will make use of the techniques listed below. The data from these sources will be triangulated to increase the validity and rigor of the evaluation findings.

- **Desk review** of project design and strategy documents, activity documents, communications and research and publications (see annex 4)
- **Key informant interviews** with programme staff, relevant ILO specialists, EU, tripartite constituents, civil society organizations and other stakeholders and partners (see annex 2).
- **Focus group discussions** with beneficiaries in fishing and seafood processing sectors (women and men potential migrants, migrant workers, return migrant workers and members of their families)
- **Observation of programme activities** at provincial, national and regional level (to be determined based upon scheduling of activities)
- **Validation workshop** debriefing the project team and key stakeholders on the initial evaluation findings.
- **Review of the draft evaluation report** by key stakeholders.

A more detailed methodology for the assignment will be elaborated by the evaluator on the basis of this TOR, in consultation with the ILO Evaluation Manager and key stakeholders. It should take into consideration the following:

- The data and information should be collected, presented and analysed with appropriate gender disaggregation even if project design did not take gender into account.
- To the extent possible, the data collection, analysis and presentation should be responsive to and include issues relating to ILO's normative work, social dialogue, diversity and non-discrimination, including disability issues.

- The methodology should clearly state the limitations of the chosen evaluation methods, including those related to representation of specific group of stakeholders.
- The detail approach and methodology, including the work plan should be part of the inception report. Criteria for selecting key informants for interviews, survey, or selected areas/units for in-depth assessment must be elaborated in the inception report.

Sampling

A purposive sampling approach will be used, collecting data from key programme stakeholders. To ensure a diverse set of voices are heard, data collection must obtain a balanced perspective from women and men beneficiaries and tripartite plus stakeholders, as well as of marginalized groups such as irregular migrants, informal sector workers, ethnic minorities and LGBTQI+ persons. The final list of respondents to be interviewed will be determined during inception.

VII. MAIN OUTPUTS

The evaluator will complete the following deliverables during the assignment:

Output 1. Inception report: (10 days) Based upon the desk review and initial discussions with programme staff and stakeholders, the evaluator will develop an inception report for the evaluation.

At a minimum, the inception report should include:

- Description of evaluation methodology: key evaluation questions, evaluation sample and data collection methods, data collection instruments, field mission schedule, analytical techniques to be applied and an outline of the evaluation report.
- The inception report should also respond to the requirements outlined in ILO Checklist 3: Writing the inception report (see annex 1).

Output 2. Presentation of preliminary findings: (25 days) The ILO, IOM and UNDP will organize a debriefing in Bangkok to validate the preliminary findings of the evaluation after data collection is completed. The evaluator will develop a PowerPoint presentation and work with the evaluation manager to set the agenda for the workshop. The presentation should provide a brief review of key results for each evaluation criteria.

Output 3. First draft of evaluation report: (10 days) The first draft of the evaluation report will be submitted to the evaluation manager for review by S2SR staff from ILO, IOM, UNDP, and the EU Delegation. The evaluation report should provide practical and specific recommendations designating the parties responsible. The draft evaluation report should be prepared as per the ILO Checklist 5: Preparing the Evaluation Report which will be provided to the evaluators.

Output 4. Final evaluation report: (5 days) The final output of the evaluation will be a report systematically assessing the results of the programme to date based upon the evaluation criteria. The report should be no longer than 40 pages (excluding appendices) and will include an evaluation summary of no more than five pages and appropriate for publication on the ILO website (including recommendations and a summary of lessons learned and good practices). The evaluator will incorporate comments received from the ILO and other key stakeholders into the final report and comply with the requirements outlined in ILO Checklist 6: Rating the quality of evaluation report.

Any data files associated with the assignment will also be provided to the ILO at its conclusion. Ownership of the data from the evaluation rests jointly with the ILO and the evaluator. The copyright

for the evaluation report is held exclusively by the ILO. However, key stakeholders may freely make use of the evaluation report, as long as appropriate acknowledgement of the source is made.

The expected structure of the final report as per the proposed structure in the ILO evaluation guidelines is outlined below:

- Cover page with key intervention and evaluation data
- Executive Summary
- Acronyms
- Description of the Project
- Purpose, scope and clients of evaluation
- Methodology
- Findings (organized by evaluation criteria)
- Conclusions
- Recommendations
- Lessons learned and good practices

The evaluator is required to append the following items:

- Terms of Reference
- Data collection instruments
- List of meetings / consultations attended
- List of persons or organizations interviewed
- List of documents / publications reviewed and cited
- Lessons learnt based on the ILO templates
- Good practices based on the ILO templates
- Any further information the evaluator deems appropriate can also be added.

VIII. MANAGEMENT ARRANGEMENTS AND WORK PLAN

Roles and responsibilities

Evaluation Manager: The evaluation will be managed by an ILO certified evaluation manager who has no prior involvement in the project. For this exercise, the evaluation manager is Narendra Nadh Choudary Bollepalli, Technical Officer for Monitoring and Evaluation, ILO Country Office Kathmandu (bollepalli@ilo.org). He is responsible for the overall management of the evaluation and in particular to:

- Develop the evaluation TOR with inputs from key stakeholders;
- Develop the expression of interest and select the independent evaluator;
- Brief the evaluator on ILO evaluation policies and procedures;
- Coordinate with the programme team on the development of the field mission schedule;
- Circulate the inception report for comments by key stakeholders;
- Coordinate with the programme team on organizing the debriefing meeting with the programme team;
- Conduct a quality standards review of the draft report before circulating the report to key stakeholders and the project staff for their review.
- Circulate the first draft of the evaluation report for comments by key stakeholders;
- Collect all comments and forward the consolidated comments to the evaluator;
- Ensure the final version of the evaluation report meets ILO requirements and the information needs of key stakeholders.

- Submit the report to the ILO Evaluation Office (EVAL) for final approval. Once approved, the evaluation report, good practices, and lessons learned will be uploaded and stored at ILO i-eval Discovery to provide easy access to all development partners and target audiences to maximize the benefits of the evaluation.

ILO Regional Office: Ms. Pamornrat Pringsulaka, Regional Evaluation Officer, ROAP (pamornrat@ilo.org) will also conduct quality assurance of the report.

Programme Staff: The S2SR programme team will manage the administrative and contractual arrangements for the assignment, provide logistical support for the field missions and cover all of the costs associated with the assignment. During the evaluation, the programme staff will provide full cooperation and answer all questions as candidly as possible. The staff of the S2SR programme are responsible for the following specific tasks:

- Provide inputs on the TOR for the evaluation;
- Provide project documentation to the evaluator;
- Prepare a list of recommended interviewees;
- Schedule meetings for field visits and coordinate in-country logistical arrangements (e.g. flight and hotel reservations, local transportation, interpretation, etc.).
- Participate in interviews and provide inputs as requested;
- Organize and participate in the debriefing meeting;
- Review and provide comments on the draft evaluation report;
- Provide a management response to the final recommendations of the evaluation.

Key Stakeholders: Stakeholders will be engaged throughout the evaluation process, including providing inputs to the terms of reference, participating in interviews during the field work, contributing to the validation of the preliminary findings and commenting on the draft evaluation report. This includes but is not limited to EU Delegations in Bangkok and the target countries, the ILO Evaluation Office, tripartite constituents and CSOs at national and regional levels and other programme partners. In addition, the EU will be provided with an opportunity to review the evaluator’s CV before final selection and participate in the field visits during the evaluation as appropriate.

Indicative work plan

The duration of the contract is expected to be for 50 working days between mid-August to mid-December 2022. The field missions to project countries will start in early September 2022.

Task	Completion date	Responsible
Preparation and sharing of the TOR	1 July 2022	Evaluation Manager
Approval of the TOR	15 July 2022	Regional Evaluation Officer/EU
Issuance of EOI and selection of consultant	22 July 2022	Evaluation Manager/Regional Evaluation Officer
Issuance of individual contract	8 August 2022	S2SR Team
Draft mission schedule and list of key stakeholders to be interviewed	15 August 2022	S2SR Team
Brief evaluator on ILO evaluation policy and the programme	22 August 2022	Evaluation Manager and S2SR Team
Document review and development of the inception report	24 August 2022	Evaluator

Task	Completion date	Responsible
Approval of the inception report	31 August 2022	Evaluation Manager/S2SR Team and EU
Field missions completed	7 October 2022	Evaluator
Debriefing meeting	9 October 2022	Evaluator
First draft of evaluation report submitted	24 October 2022	Evaluator
Consolidated stakeholder comments on the draft report returned to the evaluator	7 November 2022	Evaluation Manager
Final draft of the evaluation report submitted	14 November 2022	Evaluator
Approval of the evaluation report	21 November 2022	Evaluation Manager/ Evaluation Office/S2SR Team and EU
Management response to the evaluation recommendations	30 November 2022	S2SR Team
Presentation of the evaluation results to the Programme Steering Committee	December/January (meeting date TBD)	Evaluator

IX. REQUIRED QUALIFICATIONS FOR EVALUATOR

Selection of the consultant will be based on the strength of their expressions of interest in the assignment and interviews with a shortlist of candidates. The consultant will report to the evaluation manager for the period of the assignment. The selected evaluator will possess the following experience and qualifications:

- No prior involvement in project implementation.
- Graduate degree with a minimum of 7 years of relevant professional experience, including completion of independent evaluations for development projects of a similar size, scope and complexity.
- Extensive knowledge of evaluation methodologies, including qualitative and participatory data collection techniques;
- Strong thematic expertise in labour migration governance and gender equality. Knowledge related to private sector engagement and skills development will be considered assets.
- Substantial prior work experience in one or more ASEAN countries.
- Knowledge of the ILO's organizational mandate, tripartite structure, normative frameworks and core values.
- Excellent verbal and written communication skills in English;
- Ability to listen to and value the opinion of a diverse range of respondents;
- Awareness of the critical importance of ethics in evaluation practice.

X. LEGAL AND ETHICAL MATTERS

The evaluation will comply with the United Nations Evaluation Group (UNEG) Ethical Guidelines for Evaluation and the ILO Code of Conduct (see annex 1). Due to the highly sensitive nature of many of the programme's interventions and the vulnerable populations who will be interviewed during the



evaluation, particular attention should be paid to ensuring the confidentiality and anonymity of respondents.

An independent evaluator will be selected who has no prior relationship to the S2SR programme. The ILO will appoint an evaluation manager who is not affiliated with the programme to oversee and manage the evaluation process.

The EU have the right to join any of the field missions during the evaluation, as deemed appropriate by the evaluator and evaluation manager.

ANNEX 1: EVALUATION POLICIES AND GUIDELINES

ILO policy guidelines for results-based evaluation: Principles, rationale, planning and managing for evaluations, 4th ed. https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_721381.pdf

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

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_746820.pdf

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_746821.pdf

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 the monitoring and evaluation of projects

http://www.ilo.org/eval/Evaluationguidance/WCMS_165986/lang--en/index.htm

Guidance note 3.2: Adapting evaluation methods to the ILO's normative and tripartite mandate

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_721381.pdf

Template for evaluation title page

Word file will be provided to the Evaluator as an attachment

Template for evaluation summary

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_746822.pdf

UNEG Ethical Guidelines for Evaluation

<http://www.unevaluation.org/document/download/548>

ANNEX 2: LIST OF Migrant Resource centres (MRCs) AND IMPLEMENTING PARTNERS

#	Country	Partner Organization	Type
Delivering MRC services			
1	Cambodia	Cambodia Labour Confederation (CLC)	Trade Union
2	Cambodia	Center for Alliance of Labor and Human Rights (CENTRAL)	NGO
3	Cambodia	National Employment Agency	Government
4	Indonesia	Trade Union Federation of Food, Beverage, Tourism, Restaurant, Hotel and Tobacco (FSB KAMIPARHO)	Trade Union
5	Lao PDR	Bolikhamxay Provincial Department of Labour and Social Welfare	Government
6	Lao PDR	Village Focus International Salavanh	NGO
7	Lao PDR	Village Focus International Champassak	NGO
8	Myanmar	Foundation for Education and Development (FED)	NGO
9	Myanmar	Future Light Center (FLC)	NGO
10	Vietnam	Bac Ninh Department of Labour - Invalids and Social Affairs	Government
11	Vietnam	Quang Ngai Department of Labour - Invalids and Social Affairs	Government
12	Vietnam	Thanh Hoa Department of Labour - Invalids and Social Affairs	Government
13	Thailand	Fishers' Rights Network Songkhla (FRN)	Trade Union
14	Thailand	Fishers' Rights Network Ranong (FRN)	Trade Union
15	Thailand	Fishers' Rights Network Chumphon (FRN)	Trade Union
16	Thailand	Fishers' Rights Network Trat (FRN)	Trade Union
Implementing Partners			
17	Vietnam	Department of Overseas Labour , Ministry of Labour, Invalids and Social Affairs	Government
18	Vietnam	Legal Department, Ministry of Labour, Invalid and Social Affairs	Government
19	Vietnam	Vietnam General Confederation of Labour (VGCL)	Trade Union
20	Vietnam	Vietnam Chamber of Commerce and Industry (VCCI)	Employer
21	Vietnam	Association of Manpower Supply (VAMAS)	Recruitment Agency
22	Thailand	Department of Labour Protection and Welfare	Government
23	Thailand	Department of Fisheries	Government
24	Thailand	Thailand Development Research Institute	Government
25	Thailand	Migrant Working Group	NGO
26	Thailand	Foundation for Education and Development (FED)	NGO
27	Thailand	OceanMind	NGO
28	Indonesia	Marine Police Division	Government
29	Indonesia	Ministry of Social Affairs	Government

30	Indonesia	Ministry of Foreign Affairs	Government
31	Indonesia	Indonesian Seafarers Union	Trade Union
32	Indonesia	Environmental Justice Foundation (EJF)	NGO
33	Indonesia	Ministry of Marine Affairs and Fisheries	Government
34	Indonesia	Coordinating Ministry of Maritime Affairs and Investment	Government
35	Indonesia	Ministry of Manpower	Government
36	Cambodia	Division of Anti-Trafficking in Persons	Government
37	Cambodia	Ministry of Social Affairs, Veterans and Youth Rehabilitation	Government
38	Cambodia	Ministry of Labour and Vocational Training	Government
39	Cambodia	Cambodia Labour Confederation	Trade Union
40	Lao PDR	Ministry of Labour and Social Welfare	Government
41	Lao PDR	Lao Federation of Trade Unions	Trade Union
42	Lao PDR	Lao National Chamber of Commerce and Industry	Employer
43	Philippines	Asian Institute of Journalism and Communication (AIJC)	Academic
44	Regional	Rapid Asia	Private sector

ANNEX 3: POLICY AND LEGISLATION ADOPTED OR AMENDED

Location	Date	Policy and laws adopted or amended	Support
Thailand	2017	Master Plan on Labour 2017 -2021	Consultations
	2018	Bilateral agreement between Thailand and Myanmar on recruitment of fishers under the MOU	Consultations
	2018	Ministerial Regulation on Labour Protection in Sea Fisheries Work (Amendment 2)	Technical Comments
	2018	Ratification of the 2014 Protocol to the Forced Labour Convention, 1930 (No.29)	Research
	2019	Ratification of the Work in Fishing Convention 2007 (No.188)	Research
	2019	Amendment of the Anti-Human Trafficking Act	Technical Comments
	2021	Opportunity for CSOs to report on the implementation of the Work in Fishing Convention to the ILO supervisory mechanisms through cooperation with trade unions	Consultations
	2021	Thai Tuna Industry Association (TTIA) Ethical Recruitment Policy	Consultations
	2022	Ministerial Regulation on Labour Protection in Sea Fisheries Work (Amendment 3)	Technical Comments
Indonesia	2021	Adoption of Presidential Regulation No. 22 concerning Task Force for Prevention and Handling of Trafficking in Persons Crime in Indonesia	Consultations
Vietnam	2021	Decree on Administrative Sanctions for Labour, Social Insurance and Vietnamese Overseas Workers (Decree)	Consultations
	2021	Prime Minister's Decision on the Fund for Overseas Employment Assistance	Consultations
	2021	Decree Detailing and Guiding the Implementation of Articles in the Law on Contract-Based Overseas Vietnamese Workers (Law 69)	Consultation
	2021	Circular Detailing and Guiding the Implementation of Articles of the Law on Contract- Based Vietnamese overseas workers (Law 69)	Consultations
	2021	Circular Prescribing the Management Operation, Update and Sharing of the Database on Contract-Based Vietnamese Overseas Workers.	Consultations
Philippines	2022	Implementing Rules and Regulations for the Republic Act 11641	Consultations



ANNEX 4: PROGRAMME DOCUMENTATION TO BE REVIEWED

Document Name	Date	(URL/Location)
Design and strategy documents		
Description of the action	2020	To be provided
Budget of the action	2020	To be provided
Communications and visibility strategy	2020	To be provided
MOU between ILO, IOM and UNDP on Pass-through Management	2020	To be provided
Theory of change	2021	To be provided
Monitoring and evaluation plan	2021	To be provided
Evaluability assessment report	2021	To be provided
Team manual	2022	To be provided
Gender equality and women's empowerment strategy	2022	https://www.ilo.org/asia/publications/WCMS_847927/lang-en/index.htm
Programme Reports		
Annual report 2021	2021	To be provided
Annual report 2022	2022	To be provided
Financial statement 2021	2021	To be provided
Financial statement 2022	2022	To be provided
Consolidated workplan 2022	2021	To be provided
Consolidated workplan 2023	2022	To be provided
Year 2 budget forecast	2021	To be provided
Year 3 budget forecast	2022	To be provided
Monthly reports	2021-2022	To be provided
Quarterly reports	2021-2022	To be provided
Governance/management meetings		
PSC meeting minutes	2020-2022	To be provided
NPAC meeting minutes	2020-2022	To be provided
NPAC Progress updates	2020-2022	To be provided
Programme team meeting minutes	2020-2022	To be provided
Gender taskforce meeting minutes	2022	To be provided
Research Reports		
Report on the situation of migrant workers amidst the pandemic and Covid-19 restriction measures: Focusing on Samut Sakhon from 19 December 2020 – 31 March 2021	2021	https://mwgthailand.org/en/press/1619664349
Rough Sea: The Impact of COVID-19 on fishing workers in South-East Asia (ILO)	2022	https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/documents/briefingnote/wcms_842605.pdf
Turning principles into pathways: the future of the Seafood Good Labour Practices programme	2022	https://www.ilo.org/asia/publications/WCMS_848445/lang-en/index.htm
Assessing the Licensing, Reporting, Monitoring and Inspection Practices for Regulation of Recruitment Agencies (ILO)	2022	To be provided
Policy Economy Analysis of impediments to effective labour governance in the fishing and seafood processing sectors in South-East Asia (UNDP)	2022	To be provided
Impact of Climate Change, Labour Demand and Exploitation on the Fishing and Seafood Processing Industries (UNDP)	2022	To be provided
Transnational Referral Mechanism Pathways for the Greater Mekong Subregion (UNDP)	2022	To be provided
Labour Supply Chain Dynamics and Risks for Land-based Migrant Workers Employed in the Fishing and Seafood Processing Sectors in Indonesia and Thailand (IOM)	2022	To be provided
Scoping Study of Migration Patterns and Service Needs for Lao Migrant Workers Employed in the Fishing, Seafood Processing, Domestic Work, Care Work and Hospitality Sectors (ILO)	2022	To be provided

Document Name	Date	(URL/Location)
Riding out the storm: Organizational resilience of trade unions and civil society organizations following the military takeover in Myanmar (ILO)	2022	To be provided
Fishing observers and compliance with international standards: legal and policy backgrounds, context and challenges (ILO)	2022	To be provided
Gap analysis of Cambodia's Laws for migrant workers in the fishing and seafood processing sectors in relation to relevant International Labour Standards (ILO)	2022	To be provided
Legal analysis of existing policies and laws related to recruitment and employment of Lao migrant workers in the fishing and seafood processing sectors (ILO).	2022	To be provided
Policy Brief on the Philippine Overseas Employment Authority's regulations for recruitment of Filipino seafarers (ILO)	2022	To be provided
Baseline Research Study (ILO, IOM and UNDP)	2022	To be provided
Communications outputs		
Website	2020-2022	https://shiptoshorerights.org
Fact sheet	2021	https://shiptoshorerights.org/
Newsletters	2021-2022	https://shiptoshorerights.org/
MRC Map	2022	https://www.ilo.org/asia/areas/labour-migration/WCMS_847273/lang--en/index.htm
Op-Ed "At Land or at Sea, Decent Work is a Right"	2022	https://www.bangkokpost.com/opinion/opinion/2302794/at-land-or-sea-decent-work-is-a-right
Media tracking	2020-2022	To be provided.
Operational tools		
Standard Operating Procedures for the Management of Cases and the Repatriation and Reintegration of Victims of Trafficking in Thailand and Cambodia (IOM)	2021	To be provided
Standard Screening Form for Identification of Victims of Trafficking in the Indonesian Fishing Sector (IOM)	2021	To be provided
Know your wages as a migrant fisher flyer (IOM)	2021	To be provided
Migrant fisher employment contract explained flyer (IOM)	2021	To be provided
Monitoring and evaluation training manual (ILO)	2022	To be provided
Labour inspection training manual for Thailand (ILO)	2022	To be provided
Training package on fair and ethical recruitment and decent work for recruitment agencies and employers in the fishing and seafood processing sectors in Indonesia and Thailand (IOM)	2022	To be provided
Safe migration IEC materials for Lao migrants (ILO)	2022	To be provided
Safe migration IEC materials for Cambodian migrants (ILO)	2022	To be provided
Safe migration IEC materials for Myanmar migrants (ILO)	2022	To be provided