

Terms of Reference

Final independent evaluation

Project “Accelerating action for the elimination of child labour in supply chains in Africa (ACCEL) RAF/18/08/NLD”

RFP No. ILO/ROAF/RFP/2023/004 ACCEL_01

1. Key facts

Title of projects being evaluated and Project DC Code	Accelerating action for the elimination of child labour in supply chains in Africa (ACCEL) (RAF/18/08/NLD)
Type of evaluation	Independent Evaluation
Timing of evaluation	Final Evaluation
Duration of the project	1 November 2018 – 30 June 2023
Donor	The Ministry of Foreign Affairs of the Netherlands
Administrative Unit in the ILO	ILO Regional Office – Africa
Countries covered	Africa Region, with focus on Côte d’Ivoire, Egypt, Malawi, Mali, Nigeria, Uganda
Technical Unit(s) in the ILO responsible for backstopping the project	Fundamental Principles and Rights at Work Branch (Fundamentals), Labour Administration, LABADMIN/OSH, the Manufacturing, Mining and Energy Unit (E2M), Forestry, Agriculture, Construction and Tourism Unit (FACT) of the Sectoral Policies Department (SECTOR), SKILLS Branch of the Employment Policies Department, ENTERPRISES, and its Units such as the Cooperatives Unit (SOCPRO)
P&B outcome (s) under evaluation	Outcome 8 of the P&B 2018-2019, on protecting workers from unacceptable forms of work. Link to country specific outcomes is attached as Annex.
SDG(s) under evaluation	Goal 8, Goal 1, Goal 5 Contributes to the Alliance 8.7: a strategic partnership to achieving Sustainable Development Goal Target 8.7
Budget	USD 28,856,821.00
Dates for Evaluation	March-May 2023

2. Background information

The Accelerating action for the elimination of child labour in supply chains in Africa (ACCEL) is being implemented in Africa, in selected supply chains in Côte d'Ivoire, Egypt, Malawi, Mali, Nigeria and Uganda. Africa is the region with the highest prevalence of child labour (1 in 5 children are engaged in child labour) and as the only region in the world, where child labour has increased since 2012. The vast majority (85 per cent) of child labour in Africa is in agriculture and its various subsectors: crop production, animal husbandry, forestry, fishing, and aquaculture.

The project implementation began in November 2018 and is expected to conclude in June 2023, with a total budget of USD 28,856,821.00.

In line with the ILO's Policy Guidelines for Results-Based Evaluation, all projects with a duration of over 30 months and funding of over 5 million USD must undergo both a mid and final independent evaluation. A mid-term independent evaluation of ACCEL Africa was conducted in March 2022¹.

The Final Evaluation is expected to be carried out over a period of three months, from March to May 2023, the results of the evaluation will feed into a final workshop to present the evaluation results in May 2023.

The final evaluation will be managed by an independent ILO official (Evaluation Manager) not linked with the project and overseen by the Africa Regional Evaluation Officer and finally by ILO/EVAL (the ILO Evaluation Office). It will be conducted by an external evaluation company with no previous links to the project.

3. Description of the Project

ACCEL Africa is funded by the Government of the Netherlands with the aim to tackle child labour in the global supply chains.

The project aims to accelerate the elimination of child labour in Africa, through targeted actions in selected supply chains in Côte d'Ivoire, Egypt, Malawi, Mali, Nigeria, and Uganda. To achieve this goal, works on:

- ▶ public policy and good governance
- ▶ empowerment and representation
- ▶ partnership and knowledge sharing among global supply chain actors working in Africa

Target countries and GSCs were selected based on a set of criteria such as: countries Alliance 8.7 Pathfinder countries and IPEC+ countries; the prevalence of child labour in specific supply chains, possible synergies with actions by Alliance 8.7 and other ILO initiatives. As a result, the Netherlands and the ILO jointly selected: Côte d'Ivoire, Egypt, Malawi, Mali, Nigeria and Uganda, and to address child labour in the supply chains of cocoa, coffee, cotton, tea and gold.

¹ The report is available [here](#)

Project strategy:

The ACCEL project aimed to address child labour in these six countries and selected GSCs in a way that not only contributes to the sustained eradication and prevention of child labour but also produce knowledge and learning that can accelerate progress in other similar contexts. The project interventions are aimed to address child labour in a multi-country and multi-sectoral approach with specific attention to GSCs, enhancing synergies, and developing innovative solutions in contexts where more than one prominent driver of child labour coexist. The Project interventions also focus on accelerating action for the elimination of child labour in supply chains in agriculture, mining, and the rural economy.

Cross-cutting issues. In addition to the outcome areas, the Project addresses gender as a cross-cutting issue. **Research** has been an essential and integral component of the entire project, to inform all project interventions and to provide the information as a basis for advocacy. The project strategy promotes the use of **innovation** in terms of interventions, processes, and mechanisms. In particular, it promotes innovative mechanisms to fund child labour elimination, as well as interventions to address root causes of child labour (such as social finance). The project also ensures that lessons learned, state-of-the-art knowledge generated, and ILO's technical expertise are systematically used in the design and implementation of interventions, in particular regarding livelihoods / diversification strategy.

The ACCEL Africa takes

- A **normative approach** to eliminate child labour through the promotion of the ratification and/or effective implementation of ILO's fundamental conventions and recommendations in all target countries. It also promotes relevant ILO Conventions and Recommendations concerning agriculture and mining, notably the Safety and Health in Agriculture Convention (No. 184) and the Safety and Health in Mines Convention (No. 176).
- A **supply chain approach**, to analyse and effect change through the selected supply chains, considering the issues and interventions that are more appropriate at each of the tiers that compose the selected supply chain. In this manner, the project engaged with the private sector and with relevant industry bodies and fora as well as with global union federations to support the adoption and monitoring of responsible business conduct and transparency. The project also conducted assessments of selected value chains, using established ILO methodologies to identify opportunities for upgrading the skills of workers and management of those enterprises where child labour is a problem.

Stakeholders and target group:

The key stakeholders for the project include:

- ▶ Governments, and primarily labour, education, social welfare, agriculture, mining and trade ministries, and other relevant government bodies at the national and subnational levels;
- ▶ Employers' organizations, industry associations and their members;
- ▶ Workers' organizations and their members;
- ▶ Actors along the supply chains, including the financial sector), buyers, traders, cooperative organizations and SMEs;
- ▶ Community, traditional and religious leaders;
- ▶ Civil society organizations and research / academic institutions;
- ▶ Multi-stakeholder and sectoral initiatives;

- ▶ UN Organizations.
- ▶ Vulnerable families and children
- ▶ The development partner: Ministry of Foreign Affairs of the Netherlands

Project Outcomes

The project outcomes include the following:

- ▶ Outcome 1: Policy, legal and institutional frameworks are improved and enforced to address child labour in global supply chains
- ▶ Outcome 2: Innovative and evidence-based solutions that address the root causes of child labour in supply chains are institutionalized
- ▶ Outcome 3: Strengthening partnership and knowledge sharing among global supply chain actors working in Africa.

4. Purpose, objectives, and scope of the evaluation

Purpose of evaluation

The purpose of the evaluation is two-fold: for accountability, and for learning including to develop cross-learning, success stories to innovate and feed into regional learning on social dialogue-based interventions and strategies.

Primary user of the evaluation findings are the ILO constituents, the development partner/s, ILO implementing partners, ILO Country Offices, ILO Regional Office for Africa, ILO DWTs and HQ (technical departments, Evaluation Office, PARDEV and PROGRAM). Secondary user of the evaluation findings are other interest partners, stakeholders, academic, other ILO units and regions, and public in general.

Accordingly, the final independent evaluation has the following objectives:

1. Establish the relevance and coherence of the project design and implementation strategy in relation to the ILO, UN, AU and national development frameworks (i.e. SDGs, UNSDCF, etc.) and how the project is perceived and valued by project beneficiaries and partners.
2. Assess the extent to which the projects have achieved the stated objectives at country and regional levels and expected results, while identifying the supporting factors and constraints that have led to them; including identifying the unexpected positive and unexpected results of the project;
3. Assess the implementation efficiency of the project in terms of financial, human, etc. resources
4. Analyse the extent to which the projects outcomes will be sustainable;
5. Establish the project impacts at institutional and target groups levels
6. Identify lessons learned and potential good practices, especially regarding models of interventions that can potentially be replicated;
7. Assess the contribution of the project to generate knowledge in terms of knowledge gaps and expand reflection on child labour in Africa (e.g identification of lessons to be learned;

8. Provides strategic recommendations to the project stakeholders including ILO constituents, the development partners, and other key stakeholders to promote sustainability of the actions and results achieved.

Scope of evaluation

The scope of the evaluation covers the entire project period from the start of the implementation to its end and all project objectives and results focusing not only on what has been achieved but how and why. The evaluation should be carried out in adherence with the relevant parts of the ILO Evaluation Framework and Strategy; ILO Policy Guidelines for Evaluation: Principles, Rationale, Planning and Managing for Evaluations and UNEG Principles. For all practical purposes, this ToR and ILO Evaluation policies and guidelines define the overall scope of this evaluation. Recommendations, emerging from the evaluation, should be strongly linked to the findings of the evaluation and should provide clear guidance to stakeholders on how they can address them.

The geographic coverage of the evaluation will be ACCEL project countries (Cote d'Ivoire, Egypt, Mali, Malawi, Nigeria, and Uganda) and the continental project work. The evaluation will cover all components of the project and assess the coherence and linkages among these vis-à-vis the Project's development objective.

The evaluation will integrate gender equality and non-discrimination as a crosscutting concern throughout its deliverables and process. Evaluation should be addressed in line with EVAL guidance note n° 4 and Guidance Note n° 7 to ensure stakeholder participation. Furthermore, it should pay attention to issues related to social dialogue, international labour standards and fair environmental transition. The impact of the COVID19 in the completion of the project results also need to be taken into account.

5. Evaluation criteria and questions (including Cross-cutting issues/ issues of special interest to the ILO)

The evaluation should address relevance to beneficiary needs, validity of the design, coherence, effectiveness, efficiency, potential for sustainability and impact as defined in the [ILO Policy Guidelines for results-based evaluation, Nov-2020](#). The evaluator may adapt the evaluation criteria and questions, but any fundamental changes should be agreed between the evaluation manager and the evaluator and reflected in the inception report.

The evaluation will follow the UN Evaluation Standards and Norms, the Glossary of key terms in evaluation and Results-Based Management and utilise the Organisation for Economic Co-operation and Development Assistance Committee (OECD DAC) evaluation criteria as outlined below:

- ▶ **Relevance and strategic fit** – the extent to which the objectives are in keeping with Sub-Regional, national and local priorities and needs, constituents' priorities and needs, and the donor's priorities for the project countries;
- ▶ **Coherence** - The compatibility of the intervention with other interventions in a country, sector or institution;
- ▶ **Validity of design** – the extent to which the project design, logic, strategy and elements are/

remain valid vis-à-vis problems and needs;

- ▶ **Effectiveness** - the extent to which the project can be said to have contributed to the development objective and the immediate objectives through the project outputs; in addition to building synergies with national initiatives and with other projects;
- ▶ **Efficiency** – the extent to which the outputs achieved are derived from an efficient use of financial, material and human resources;
- ▶ **Effectiveness of management arrangements** – how the management arrangements have impacted the implementation and especially the results of the project
- ▶ **Impact** - positive and negative changes and effects caused by the Project at the Sub-Regional and National levels, i.e. the impact with social partners (governments, employers' and workers' organizations) and various implementing partner organisations;
- ▶ **Sustainability** – the extent to which adequate capacity building of Project stakeholders has taken place to ensure mechanisms are in place to sustain results and whether these are likely to be maintained beyond project completion.

The evaluation will consider gender and non-discrimination (including people with disabilities, youth, migrants, etc.) as a cross cutting issue, as follows:

- ▶ **Relevance:** How the intervention's design and implementation contributed (or not) toward the ILO goal of gender equality and non-discrimination, international and regional gender equality conventions, and national gender policies and strategies.
- ▶ **Effectiveness:** Extent to which intervention results were defined, monitored, and achieved (or not), and their contribution (or not) toward gender equality and non-discrimination.
- ▶ **Efficiency:** Analysis of the intervention's benefits and related costs of integrating gender equality and non-discrimination (or not).
- ▶ **Sustainability:** Extent to which intervention has advanced strategic gender-related needs and of other vulnerable groups.
- ▶ **Impact:** Intervention's long-term effects on more equitable gender relations or reinforcement/exacerbation of existing inequalities as of other vulnerable groups.

The objectives of the evaluation will be operationalized through the following evaluation questions clustered around the criteria mentioned above.

Relevance:

- The extent to which the intervention objectives, and design respond to beneficiaries, global (e.g., SDGs, ILO P&B and Decent work agenda, fair transition to environment), country (e.g. national development plans, UNDAFs, DWCPs), and partners/Institution needs, policies, and priorities, and continue to do so if circumstances have changed.
- To what extent has ACCEL Africa been aligned to national and local priorities and needs and specific constituents' priorities and needs?
- Does the design of the ACCEL Africa reflect adequate knowledge on the issue and background knowledge on the specificities (challenges and opportunities) of each country's context?
- To what extent is ACCEL Africa aligned with the donor's priorities for the Project countries?
- How did the intervention's design and implementation support the implementation of national and international gender policies and strategies?
- How ready was ACCEL Africa to adapt and taken an increased challenge after the COVID-

19 pandemic negatively affected the efforts referent to the fight against child labour in Africa.

Coherence:

- To what extent has ACCEL been compatible with other interventions at country, sector, or institutional levels (e.g. ILO projects, UN agencies and development partners)?
- Has there been *internal coherence* addressing the synergies and interlinkages between the project components as well as *external coherence regarding* the consistency, complementarity, harmonization and coordination of the Project intervention with constituents' and other partners' interventions in the same context?

Validity of design:

- To what extent are the project design (objectives, outcomes, outputs and activities and assumptions and risks) and its underlining theory of change logical and coherent and addressing ILO crosscutting themes such as social dialogue and tripartism, international labour standards and fair environmental transition?
- To which extent did risk assumptions and mitigation measures matched, and how realistically were risks and assumptions conceived?
- To what extent an M&E system was designed to measure the project's performance, including outcome indicators and contribute to learning?
- How has the COVID-19 pandemic affected the project implementation, and what project design elements were established for mitigation purposes?
- To what extent has gender and non-discrimination of vulnerable groups mainstreaming been addressed in the design and implementation of the project?

Effectiveness:

- The extent to which the interventions achieved, their objectives and its results, including any differential results across groups?
- What were the major factors influencing the success (or not) of achieving the Project objectives?
- To what extent has the ACCEL Africa project's strategy been effective in the development and use of evidence-based research items? And to what extent has ACCEL Africa been effective in knowledge generation and sharing and capacity building?
- Are the conceptual and methodological tools developed and the country-level activities perceived as useful in achieving the ACCEL Africa project's specific objectives by (i) ILO constituents (Government and social partners)?
- How stakeholders' participation in the implementation has contributed to the effectivity of the project?
- To what extent did the external factors such as COVID19 lockdown and/or internal crisis (in some countries) have affected the achievements of the project?
- How suitable are training, capacity building and other material developed under the project for the target groups? Has the capacity development been well targeted? Were the right people trained?

Efficiency:

- Have resources (funds, human resources, time, expertise, etc.) been allocated strategically and efficiently to achieve expected results?

- To what extent were the Project management arrangements and Project governance effective to the achievement of the Project objectives, taking into account the COVID19 lockdown and/or crisis in the countries covered and globally?
- Was the budget spent according to the proposed budget lines? Was the rate of spending acceptable and according to plan?
- The monitoring and oversight of the project – how efficient were these and whether these have affected the delivery of the projects. How effective was the role of country offices, DWTs, Regional Office, and HQ in technical supporting and monitoring of the project? To what extent have management capacities and arrangements supported the achievements of results? What have been the lessons learnt?

Orientation to impact and sustainability:

- What is the expected sustainability of the project results on elimination of child labour in global supply chains and have these been mainstreamed in countries?
- Have the tri-partite partners contributed towards developing or strengthening systems and structures to promote social dialogue in the countries. What is the overall perspective of country stakeholders on the Project results sustainability?
- What is the preliminary impact of the Project and which target groups were more benefited? Can a long-term impact be envisaged for the project high level results and potential for scalability and replicability?
- To what extent the project has identified child labour knowledge gaps and questioned existing knowledge in the targeted countries and the continent, towards advancing an improved knowledge base on the subject.
- To what extent can good practices of the Project be replicated in the respective beneficiary countries independently by country stakeholders, considering the increased challenges brought about by the COVID-19 pandemic?

6. Methodology

The evaluation will use a mixed methods approach of qualitative and quantitative research methods.

Envisaged steps include:

- ▶ Inception phase: desk review: review of Project documentation (quantitative and qualitative) as provided by the Project team, preliminary interviews with the project and the development partner (donor) and development of the inception report (that have to be approved by the evaluation manager prior to move to the next step)
- ▶ Data collection from stakeholders and field visits: surveys, meetings, focus group discussions, interviews, field observations, or other methods that involve direct contact with the respondents at all levels (including final target group and from field to national and regional levels)
- ▶ Presentation of preliminary findings to the stakeholders' workshop(s) at the national as well as at the regional level.
- ▶ Report writing: a draft version and final version integrating the comments by the project stakeholders, ILO evaluation team, project team.

Since this project covers interventions in several countries, there is a project-level 'Theory of Change' (ToC) and country specific ToCs that need to be looked into. The evaluation company is expected to develop an analytical framework to help analyse this evaluation the continental/regional and country levels.

Accordingly, the evaluation should apply a mixed methods approach including triangulation of data sources and data collection techniques. The advantage of this approach is that it permits findings derived from one method to be verified using a different method. The evaluation will apply participatory approach and will engage all key stakeholders both internal to ILO and external (institutions, communities, and individuals).

The evaluation will comply with evaluation norms, standards and follow ethical safeguards, as specified in the ILO's evaluation procedures and at UNEG documentation.

Sources of information:

The selected consultant company will be provided necessary support to enable access to the stakeholders and relevant documentation needed to conduct the evaluation, and will include:

- Project document
- Evaluability assessment and mid-term evaluation reports
- Project related documentation (progress reports, publications, workshop reports etc.)
- Project outputs
- Regional and Country level key regional and national documents
- Access to key stakeholders
- Etc.

Stakeholders to be consulted

Proposed stakeholders to be consulted include:

- Project CTA, M&E Officer, Project team members, including country specific project team
- Development Partner
- Decent Work Team related to the covered countries
- ILO Africa Regional Office (that holds the managerial responsible entity for the project)
- ILO Country Offices Directors
- Relevant HQ backstopping teams from different collaborating technical departments
- Tripartite constituents at regional (where applicable) and national level – Government at national, state and local level, trade unions and employers' organizations
- Implementing partners at regional and national level
- Research institutions collaborating with the project
- External collaborators
- Project beneficiaries

The evaluation will be managed Evaluation Manager, in coordination with the Evaluation Regional Officer (Senior Monitoring and Evaluation Officer).

7. Main deliverables

The evaluation consultant company will provide the following deliverables and tasks:

Deliverable 1: Inception report. The inception report will include among other elements, a *brief key stakeholders' analysis* (importance of each stakeholder) and proposed list of key stakeholders to be interviewed, the evaluation questions and data collection methodologies and techniques, the *analytical framework*, the evaluation tools (interview, guides, questionnaires, etc.), project countries to be visited with clear justification of the selection, work plan and dates for deliverables based on the objectives of this evaluation. The inception report should have a specific sub-set of questions for countries. The selection of country visits will be done in consultation with the Evaluation Manager and Project CTA, and proposed schedule of field visits or remote interviews will be prepared. The mixed method research plan will be proposed along with provision for the triangulation of data where possible. The evaluation company will prepare an inception report as per the ILO Checklist 3: Writing the inception report.

Deliverable 2: Presenting preliminary findings at the Stakeholder Workshops organized in 6 project countries and a final workshop at regional level, which will be technically managed by the evaluators with logistic support by the project after the data collection phase with participation of the key stakeholders from the project countries and presentation of the preliminary findings. The evaluators will use the outcomes of the meeting to finalize the draft evaluation report.

Deliverable 3 and 4: Draft Report (English) and Final Evaluation report in English and French with ILO/EVAL evaluation executive summary (English and French): The consultant company will prepare a draft report and submit to the evaluation manager for methodological review. Once approved as such, the evaluation manger will circulate to the key stakeholders for comments and review of factual errors. Then, the evaluators will finalize the report addressing these comments and the report will be submitted for final review and approval to EVAL/ILO. The details of the process are as under:

- ▶ The Evaluation Report should include action-oriented, practical, and specific recommendations assigning or designating audiences/implementers/users. The Evaluation Report should be prepared as per the ILO Checklist 4.2: Preparing the Evaluation Report which is annexed in this ToR cover a maximum of 12 recommendations.
- ▶ The evaluation questions should be presented in an integrated manner under each evaluation criteria (and not answered individually)
- ▶ **The evaluation report should follow this outline:**
 - Cover page with key project and evaluation data ([using ILO EVAL template](#))
 - Executive Summary
 - Acronyms
 - Description of the project
 - Purpose, scope and clients of the evaluation
 - Methodology and limitations
 - Clearly identified findings for each criterion
 - Conclusions
 - Lessons learned and good practices (briefly in the main report and using ILO EVAL template [4.1](#) and [4.2](#) , annexed to the report)
 - Recommendations

Annexes:

- ToR
 - Evaluation questions matrix
 - Data Table on Project Progress in achieving its targets (outputs and outcomes) by indicators with comments
 - Evaluation schedule
 - Documents reviewed
 - List of people interviewed
 - Data collection tools
 - Lessons learned and good practices (using ILO-EVAL template 4.1 and 4.2)
 - Any other relevant documents
- ▶ The report should be finalised as per the ILO Checklist 4.2: Preparing the Evaluation Report, link is provided in this TOR. The quality of the report and evaluation summary will be assessed against the ILO Checklists 4.2, 4.4 and 4.9 provided in link in the annexure.
 - ▶ All drafts and the final report including other supporting documents, analytical reports and raw data should be provided in electronic version compatible with MS WORD for windows.
 - ▶ The evaluation report should not be more than 30-40 pages excluding the annexes.

Deliverable 5: EVAL template Executive summary: Based on the Evaluation findings, the Evaluator will also prepare a 4-page summary which will be designed as a quick fact information brief for circulation to the key stakeholders.

8. Management arrangements

Evaluation Management – Role and responsibilities

An ILO official will be the Evaluation Manager and will manage the evaluation with oversight of the Regional Evaluation Officer.

The Evaluation Manager (EM) responsibilities include managing the respective contract with the evaluation consultant company, consulting on methodological issues and facilitating access to primary and secondary data. The EM will be also responsible for the following tasks:

- Prepare the TOR and ensure consultation with all key stakeholders before TOR is finalized
- Facilitate and recruit independent evaluation company
- Ensure proper stakeholders involvement;
- Approve the inception report;
- Review, approve and circulate draft and consolidate comments from key stakeholders
- Review and submit the final report to ILO Evaluation Office for approval;

ILO Evaluation Office, ILO HQ:

The ILO Evaluation Office, at ILO HQ will approve the final report. The evaluation report will be considered final only when it is approved by ILO Evaluation Office.

Role and responsibility of Project and Country Office teams:

The overall responsibility to support the EM and the consultant company for evaluation will be with the CTA of the project. In consultation with the CTA and M&E officer, the responsible staff of ILO Country Offices, as well as the Africa Regional Office (ROAF) regarding the regional component, will handle all arrangements with the chosen evaluators and provide any logistical and other assistance as required. The management team will be responsible for the following tasks:

- Provide country specific interventions' background materials,
- Prepare a list of recommended interviewees,
- Obtain relevant approvals and consent from key stakeholders to undertake evaluations and interviews,
- Help in schedule meetings for field visits 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,
- Provide logistical and administrative support to the evaluator, including travel arrangements (if applicable) and all materials needed to provide all deliverables.

Evaluation team

The **external independent evaluation company** will be responsible for all deliverables mentioned above. The responsibilities include the following:

- Providing guidance and definition of roles and tasks in this evaluation throughout the evaluation phases and ensuring quality control and adherence to ethical guidelines,
- Defining the methodological approach and drafting the inception report (including all data collection tools), producing the preliminary findings presentation, draft reports and drafting and presenting a final report,
- Providing any technical and methodological advice necessary for this evaluation,
- Ensuring the quality of data (validity, reliability, consistency, and accuracy) throughout the analytical and reporting phases. This includes consultation with all key stakeholders,
- Ensuring the evaluation is conducted per TORs and timeline, including following ILO and UNEG guidelines, methodology and formatting requirements and adheres to evaluation report quality standards: as referred to above,
- Liaising with the evaluation manager,
- Facilitating meetings with stakeholders (scheduling, debriefing and/or stakeholders' workshop),
- Be flexible on the evaluation timeline if it takes longer time and effort to complete the interviews/data collection through remote methods,
- Contributing to the report dissemination and communication (if any) by participating in webinars, and
- Supporting or providing inputs to evaluation communication products.

9. Technical qualification of the company/evaluators

- Due to the scale and complexity of ACCEL Africa, the realisation of this evaluation requires the expertise of an evaluation team, **composed of an international evaluator as a team leader, supported by national level evaluators for each project country.**

- The evaluation is expected to take place face-to-face. Therefore, the team of evaluators shall ensure their availability to travel before applying for this assignment (team leader not to visit all countries necessary).
- **Qualifications of the evaluation lead:** At least 7-10 years of experience evaluations of the UN and multi-lateral agencies with experience as evaluation team leader; with proved participation in at least 3 evaluations in the Africa region in related areas of work. The Lead Evaluator should be fluent in French and English. Working knowledge of Arabic would be an advantage. The Lead Evaluator shall be the focal point for the ILO and guide the work of the national level evaluators and submit a comprehensive deliverable to the ILO.
- **The Evaluators team** should have at least 5 years of experience in evaluation of UN and multi-lateral organizations led projects and interventions in the related areas in the specific country for which they are being selected.
- **The evaluators responsible for national level** should be fluent in English or French and, for Egypt in addition must have excellent knowledge of speaking and written Arabic. Moreover, relevant local languages of the country for which they are responsible will be also relevant.
- **All evaluators** selected should have:
 - Contextual knowledge of the UN and ILO. An understanding of ILO social dialogue, International Labour Standards, and tripartism will be an advantage
 - Experience in qualitative and quantitative evaluation methods and an understanding of issue related to validity and reliability;
 - Knowledge in gender and non-discrimination; (i.e. people with disabilities) and child labour will be an asset.
 - Previous work experience in Africa region (national evaluators in the country covered).

10. Workplan and Time Frame:

Estimated level of efforts – The evaluation needs to be carried out as per the tentative timeline given below and will be spread over February - May 2023. The company shall provide detailed timeline of the evaluation based on the methodology proposed, within the overall timeline given below.

Tasks/ Responsibilities	Responsible person	Time frame
Finalization of ToR	Evaluation Manager/ Regional Eval Focal Point	15 December 2022
Preparation of list of stakeholders with E-mail addresses and contact numbers	CTA, M&E officer, Project teams in ILO CO Offices	10 November 2022
Translation of finalized ToR into French	Project Team	15 December 2022
Circulation of the final TOR to stakeholders	Evaluation Manager	16 December 2022
Incorporation of comments	Evaluation Manager/ Regional Eval Focal Point	10 January 2023

RFP disseminated for applications	Evaluation Manager/ Regional Eval Focal Point	23 January- 23 February 2023
Selection of the company by ILO and contracting process	Evaluation Manager CTA, Project team	24 February-15 March 2023
Start of Evaluation Methodical briefing by the evaluation manager	CTA, Evaluation Manager, Evaluation Company	After 15 March 2023
Development and Submission of Inception Report to Evaluation Manager	Evaluation Company	28 March 2023
Review of Inception Report by the Evaluation Manager and integration of feedback	Evaluation Company	3 April 2023
Data collection and travel to project sites	Evaluation Company	15 March – 15 April 2023
Stakeholder workshops at National and Regional Level	Project Evaluation Company	Between 20 March- 10 April 2023
Draft report submitted for methodological review to the Evaluation Manager in English.		15 April 2023
Review by Evaluation Manager	Evaluation Manager	20 April 2023
Draft after the review submitted in English and French		Latest by 25 April 2023
Sharing the draft report with all concerned stakeholders for comments and receipt of comments	Evaluation Manager	26 April 2023 – 10 May
Consolidated comments on the draft report, send to the evaluator	Evaluation Manager	12 May 2023
Finalization of Evaluation Report	Evaluation Company	20 May 2023
Submission of the Communication material – Brief: Evaluation Outcomes	Evaluation Company	20 May 2023
Submission of the final report to ILO Evaluation Office	Evaluation Manager	25 May 2023
Approval of the final evaluation report	ILO Evaluation Office	30 May 2023

Resources:

The company giving expression of interest, should submit the detailed budget with breakdown of all work items as RFP requests, References should consider:

- Submit CVs of the proposed team and the team leader. The languages the evaluators should be clearly mentioned. The team member covering specific project country should be fluent in the country specific language.
- Professional fee/day for the team leader and team members/national evaluators
- Number of days need for evaluation by category of team members.
- Proposed travel costs

The project will provide logistical support as possible in the different countries and to organize the stakeholders' workshops.

11. Legal and ethical matters

The evaluation will comply with UN Norms and Standards. The evaluator will abide by the [EVAL's Code of Conduct](#) for carrying out the evaluations. UN Evaluation Group (UNEG) ethical guidelines will be followed. The evaluator should not have any links to project management, or any other conflict of interest that would interfere with the independence of the evaluation.

Evaluators should have personal and professional integrity and abide by the [UNEG Ethical Guidelines](#) for evaluation and the Code of Conduct for Evaluation in the UN system to ensure that the rights of individuals involved in an evaluation are respected. Evaluators must act with cultural sensitivity and pay particular attention to protocols, codes and recommendations that may be relevant to their interactions with women. Evaluators will be expected to sign the respective ILO Code of Conduct to show that they have read and understood the UNEG Code of Conduct for Evaluation in the UN System process. ILO policy guidelines for evaluations are in line with the UNEG Norms and Standards (<http://www.unevaluation.org/document/detail/1914>)

Ownership of data from the evaluation rests jointly with the ILO and the consultant. The copyright of the evaluation report will rest exclusively with the ILO. The use of data for publication and other presentations can only be made with written agreement of the ILO. Key stakeholders can make appropriate use of the evaluation report in line with the original purpose and with appropriate acknowledgement.

The selected consultant company will report directly to the Evaluator Manager.

12. Application process

The companies should apply as per instructions in the RFP document.

The criteria to assess the received proposals are the following:

Technical Evaluation on weighted score

The technical evaluation will be made on a score of 0-100 using the following criteria and maximum points.

N°	Criteria	Breakup	Max. Points
1.	Technical and methodological approach and understanding of the terms of reference		15
1.1.	Demonstration of understanding of the purpose of the assignment.	5	
1.2.	Demonstrated experience with logframe approaches, theory of change, M&E methods and approaches, and information analysis.	5	
1.3.	Extensive knowledge and experience in applying qualitative and quantitative research methodologies.	5	
2.	Specific experience and relevant expertise of the firm in connection with the mission		10
2.1.	Description of skills, qualifications and experience of the company showing suitability for the assignment.	5	
2.2.	Demonstrate the expertise and capacity of the company to conduct the project evaluation, particularly within the United Nations system and/or with international development organizations.	5	
3.	3. Specific experience of the evaluation team and relevant expertise related to the mission		30
3.1.	Evidence of qualification/certification of proposed team leader and country level evaluators/team.	6	
3.2.	Are the specific technical requirements related to language and qualifications of the evaluation team fits into the criteria specified.	6	
3.3.	Evidence of previous work experience and good performance in similar assignments for the ILO or UN	6	

	agencies or multilateral and bilateral organizations.		
3.4.	Evidence of previous experience of the proposed team in evaluating similar project preferably in Africa and the countries covered under the assignment.	6	
3.5.	Solid experience on issues related to child labour in Africa, as well as in global and domestic supply chains, and human rights-based instruments and results-based management will be an asset.	6	
4.	Relevance of the engagement implementation and management plan		15
4.1.	Does the implementation plan include all deliverables with a tentative timeline?	5	
4.2.	Are the number and responsibility of key personnel involved in the mission defined?	5	
4.3.	Does the proposed number of people and the implementation plan allow the consultant to complete the work within the timeframe?	5	
5.	Total (maximum)		70
	Only bids which achieve a minimum score of 70 % will be considered for evaluation of their Financial Proposals. The technical offer will be weighted 70%		

Evaluation of the Financial Proposal

The financial offer will be weighted 30%

The maximum number of points assigned to the financial proposal is allocated to the lowest priced proposal. All other price proposals receive pro-rated points according to the following formula: $p = y(x/z)$ where: p = points for the financial proposal being evaluated y = maximum number of points for the financial proposal x = price of the lowest priced proposal z = price of the proposal being evaluated The proposal obtaining the overall highest score, after adding the score of the technical and the financial proposals, is the one that offers best value for money

Technical Score Total: 70 points

Financial score: 30 points

Annexure 1: Link to National Development Frameworks

At country level, the alignment of the Project with existing development frameworks is summarised here thereafter:

Country	Relevant country-level frameworks (DWCP, CPO, UNDAF, etc.) and national policies
Côte d'Ivoire	<ul style="list-style-type: none"> ○ DWCP 2017-2020: Priority 2 « reinforcement of protection of working men and women »; result 2.4: Girls and boys are better protected against worst forms of child labour and the risks linked to hazardous work.² ○ CPO: CIV901 on Fundamental principles and rights at work devotes specific attention to the elimination of child labour, under outcome 8 on unacceptable forms of work. ○ UNDAF 2017-2020: Priority 2 on Human development (health services, education, nutrition, social protection, drinking water and sanitation) ○ National Development Policy 2016-2020: Strategic Outcome 2 on Human Capital Development and Social Wellbeing
Egypt	<ul style="list-style-type: none"> ○ CPO: EGY828 - Capacity of Egyptian government, workers and employers' organizations strengthened to combat Child Labour ○ United Nations Partnership Development Framework (UNPDF) 2018-2022 ○ Sustainable Development Strategy: Egypt Vision 2030
Malawi	<ul style="list-style-type: none"> ○ Malawi Growth and Development Strategy (MGDS III) (2017-2022) Key priority area 2 agriculture and climate change management. Priority 3: Education and Skills Development, ○ DWCP 2018- 2022, Priority 2, Ratification and application of standards and fundamental principles and rights at work. ○ CPOs: MWI178 on Improved and conducive environment for decent work in the rural economy and MWI103 on Protection of workers from unacceptable forms of work through the promotion of fundamental principles and rights at work ○ UNDAF 2019-2013: Pillar 2 Population Management and Inclusive Human Development and Pillar 3. Inclusive and Resilient Growth ○ Nation Export Strategy 2013-2018
Mali	<ul style="list-style-type: none"> ○ CPO MLI828 : The fight against child labour and forced labour is strengthened in the supply chains of cotton, textiles and garments in Mali ○ DWCP (2016-2018): Priority 1: Promote decent work for youth (girls and boys) in line with the sustainable development of Mali ○ UNDAF 2015-2019: Pillar 4 in particular: Inclusive growth and Sustainable Development, especially on Outcome 1, concerning capacity building and economic opportunities for women and youth, in a safe and sustainable environment, for the promotion of poverty reduction. Other Pillars of UNDAF are also relevant. ○ National Action Plan for the elimination of child labour (2011) ○ National Policy for the Promotion and Protection of the Child (2014)

² Relevant DWCP outputs are: a) The knowledge base on child labor is strengthened; b) The capacity of stakeholders for the enforcement of the legislation is strengthened; c) The institutional and operational framework to combat child labor is strengthened; and d) The system of observation and monitoring of child labor in Côte d'Ivoire (SOSTECI) is strengthened and extended.

Nigeria	<ul style="list-style-type: none"> ○ CPO: NGA901 - Enabling environment for effective implementation of the National Action Plan for the elimination of the Worst forms of child labour ○ Decent work country programme II (2015-2018). Priority 2 is on extending the scope of social protection coverage. Outcome 2.3 is “worst forms of child labour reduced” ○ United Nations Sustainable Development Partnership Framework (UNSDPF) 2018-2022.
Uganda	<ul style="list-style-type: none"> ○ CPO: UGA 172: Improved capacities of national constituents to promote action against child labour (this is a target CPO). This CPO is in line with the ACI-8: Protection of workers from unacceptable forms of work, with the principal outcomes on forced labour, Child labour, Discrimination at work, labour migration and occupational safety and health. There are strong linkages with other ACI’s namely ACIs 1, 2, 5 & 7. ○ DWCP currently under review. The following priority areas have been agreed: Employment Creation; Social Protection; and Labour Administration ○ The proposed Project fits within the government’s wider priorities in the United Nations Development Assistance Framework (UNDAF) 2016/2020: Goal of Human Capital Development and Sustainable and Inclusive Economic Development. Outcome Results: Social Protection, Learning and skills development
Regional Level	<ul style="list-style-type: none"> ○ RPO: RAF 108 Action against Child Labour in Africa accelerated for the elimination of the worst forms of child labour ○ Africa Union Agenda 2063 ○ Agenda 2040: Fostering an Africa fit for children ○ African Union Plan of Action for the Promotion of Employment and Poverty Alleviation in Africa

Annexure 2: Important Resources for the Evaluators

- Integrating gender in the monitoring and evaluation of projects, https://www.ilo.org/eval/Evaluationguidance/WCMS_165986/lang--en/index.htm
- ILO Policy Guidelines for Evaluation: Principles, Rationale, Planning and Managing for Evaluations (3rd ed. August 2017), http://www.ilo.ch/eval/Evaluationpolicy/WCMS_571339/lang--en/index.htm
- Guidance note 7: Stakeholders participation in the ILO evaluation http://www.ilo.org/eval/Evaluationguidance/WCMS_165982/lang--en/index.htm
- Checklist No. 3 Writing the inception report: http://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_165972.pdf
- Checklist No. 5 Preparing the evaluation report: http://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_165967.pdf
- 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
And http://www.ilo.org/eval/Evaluationguidance/WCMS_206159/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
- 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>
- UNEG Ethical Guidelines for Evaluation <http://www.unevaluation.org/document/detail/2866>