



International
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+ HEALTH
FOR ALL**

Call for expression of interest/proposal

The Evaluation Office of the International Labour Organization (ILO) is seeking expression of interest from qualified individual/firm to carry out the midterm independent evaluation of “Improving Workers’ Rights in the Rural Sectors of the Indo-Pacific, with a Focus on Women”

The ILO is expected to recruit the evaluation team to carry out the midterm independent evaluation. The evaluation team will work to deliver the deliverables as per the independent evaluation ToR. More detailed information can be found in the attached ToR.

Application process

Interested parties are request to submit an expression of interest in English including: a cover letter that explains how the candidate meets the desired profile, a brief technical proposal for the evaluation and fee structure and availability; and at least 2 examples of previous independent evaluations carried out.

Applying as evaluation team/ individual please submit your proposal or expression of interest to ILO Evaluation manager Mr Asitha Seneviratne (asitha@ilo.org) indicating the title of the evaluation. The deadline for submitting the EOIs is by end of Thursday 9th March 2023.



Terms of Reference

Improving Workers’ Rights in the Rural Sectors of the Indo-Pacific, with a Focus on Women

Mid-Term Evaluation

1. Key facts

Title of project being evaluated	Improving Workers Rights in Rural Sectors of Indo – Pacific with a focus on women
Project DC Code	RAS/20/07/USA
Type of evaluation (e.g. independent, internal)	Independent
Timing of evaluation (e.g. midterm, final)	Mid-term
Donor	US Department of Labor
Administrative Unit in the ILO responsible for administrating the project	ILO – CO Manila ILO CO - Jakarta
Technical Unit(s) in the ILO responsible for backstopping the project	LABADMIN-OSH
P&B outcome (s) under evaluation	Contribution to the ILO policy outcome areas, which address the essential elements of a human-centred recovery with decent work, such as Outcome 1: Strong tripartite constituents and influential and inclusive social dialogue. Outcome 6: Gender equality and equal opportunities and treatment in the world of work Outcome 7: Adequate and effective protection at work for all
SDG(s) under evaluation	Goal 5; Goal 8
Budget	US\$ 5,000,000

2. Introduction and Rationale of the Midterm Evaluation

This Terms of Reference (TOR) concern the independent midterm evaluation of the project 'Improving Workers' Rights in the Rural Sectors of the Indo – Pacific with a focus on women' which is being implemented in Indonesia and the Philippines.

The overall objective of the mid-term evaluation is to provide an objective assessment of the Project's progress on the achievement towards the project's development objectives and performance based on the Project's results framework and Performance Monitoring Plan (PMP), provide strategic recommendations to improve project management and implementation, and identify emerging good practices and lessons learned within the framework of the project so far.

The independent midterm evaluation will be carried out between February to April 2023. It will be conducted in compliance with the UNEG Evaluation's Norms and Standards and with the principle for project evaluation set forth in the [ILO Policy Guidelines](#) for Evaluation: Principles, Rationale, Planning and Managing for Evaluations, 4th edition (Aug 2020), and the US DOL Management Procedure and Guidelines (2023). It will be managed by an independent evaluation manager and will be conducted by an evaluation team composed of an international evaluator and a national evaluator for each of the country of focus. Key stakeholders, including tripartite constituents, and partners in the two countries covered under the project will be included in the evaluation.

The evaluation will also need to address all relevant cross-cutting drivers for ILOs work which includes gender equality and non-discrimination, promotion of international labour standards, tripartite processes and constituent capacity development.



3. Background

The Philippines and Indonesia are two of the biggest users of the US Generalized System of Preference (GSP)¹ along with Thailand, and Brazil.

The Philippines was the United States' 30th largest supplier, USD 4.1 billion, in 2020 with electrical machinery (USD 4.4 billion), machinery (USD 2.8 billion), optical and medical instruments (USD 367 million), leather products (USD 359 million), and animal or vegetable fats and oils (coconut oil) (USD 348 million as top import categories². This is a decrease from its USD 12.8 billion total goods imports to the US in 2019. U.S. total imports of agricultural products from Philippines totaled USD 973 million in 2020 with vegetable oils (USD 348 million), processed fruit and vegetables (\$185 million), fruit and vegetable juices (USD 102 million), tree nuts (USD 82 million), and raw beet and cane sugar (USD 59 million) as the leading categories³.

Indonesia, on the other hand, is the US' 21st largest supplier of goods imports, USD 20.2 billion, in 2020 and 17th largest supplier of agricultural imports with agricultural products totalled to USD 2.4 billion⁴. This is an increase from its USD 20.1 billion total goods imports in 2019. Vegetable oils (USD 972 million), industrial alcohols and fatty acids (USD 324 million), cocoa paste and cocoa butter (USD 257 million), unroasted coffee (USD 234 million), and spices (USD 176 million) comprised the leading agricultural imports categories for Indonesia⁵.

As of 2020, the Philippines' utilization rate of US GSP is at 74%, which is an increase of 7% from 2017 and remaining at 74% from 2019 despite a decreased of USD 1,557,286,518 following the effect of the pandemic⁶. In 2020, the Philippines ranked 5th globally among the beneficiary developing countries in terms of total claimed US GSP value, only behind Thailand, Indonesia, Brazil, and Cambodia.⁷ The Philippines expects the renewal of its participation in the US GSP that expired on 31 December 2020.

For Indonesia, its participation to the US GSP was extended in November 2020 which covers 3,572 types of products, ranging from manufacturing, agriculture, fisheries, and other primary industries.⁸ However, given GSP is currently expired, Indonesia expects renewal when the program is reauthorized. As of 2020, Indonesia has only exported 729 product types under the GSP status and will likely contribute to Indonesia's trade surplus with the US if it is utilized to its full potential – the trade surplus reached US\$12.7 billion in 2019⁹.

¹ The Generalized System of Preferences (GSP) is a trade program that provides nonreciprocal, duty- free treatment for certain U.S. imports from eligible developing countries (Source: [Generalized System of Preference](#))

² Philippines. Retrieved from <https://ustr.gov/countries-regions/southeast-asia-pacific/philippines>

³ Ibid.

⁴ Ibid.

⁵ Ibid

⁶ United States Generalized System of Preference. Retrieved from <https://www.dti.gov.ph/generalized-system-of-preferences/>

⁷ Ibid

⁸ US Extends GSP Status for Indonesia. Retrieved from <https://www.aseanbriefing.com/news/us-extends-gsp-status-for-indonesia/>

⁹ Ibid



In recent years, the rural sectors, particularly agriculture, largely contribute to the US trade relations with Philippines and Indonesia. The rural sectors of agriculture, fishing and mining combined, belong to the list of top products which these countries export to the US under the US GSP, contributing to the employment of millions of men and women workers in the rural communities. However, despite the sectors contribution and significance to trade relations, the rural sectors of agriculture, fishing and mining are characterized by poverty and poor working conditions, especially at the lower tiers of the supply chain in rural areas. Working conditions in these sectors are characterized with widespread informality, use of ambiguous employment relationships and non-standard forms of employment, low wages and other issues related to payment of wages, long working hours, unsafe and unhealthy working environment - all of which are conditions which make these sectors at higher risk of occupational accidents and diseases, low productivity, lack of ability to organize, and violations such as forced labour and child labour.

Women workers in these sectors are at a further disadvantage, as their work is usually undervalued or perceived as merely assisting their husbands or male family members.

3.1. The Project

The International Labour Organization (ILO) is implementing the project on “Improving Workers Rights in the Rural Sectors of the Indo – Pacific with a focus on Women”, which aims to contribute to ensuring and sustaining improved working conditions, especially for women workers, through the improvement and promotion of labour laws compliance in the rural sectors in the Philippines and Indonesia. The Project, supported by the US Department of Labor Office of Trade and Labour Affairs (USDOL/OTLA), is being implemented from 1 December 2020 in Philippines and 1 November 2021 in Indonesia until 30 November 2024. The project is rooted in the Global Programme [Safety + Health for All](#). Contributing to the achievement of the Sustainable Development Goals in reducing the incidence of fatal and non-fatal work-related accidents and diseases, the Programme supports governments, employers, workers and other key stakeholders in developing and implementing solutions that work locally, and can be scaled globally, to create exponential improvements wherever they are needed. In this framework, the project implements activities following the four strategic components of Safety + Health for All:

1. Building knowledge on decent work deficits in the targeted sectors of the rural economy
2. Creating conducive national and sectoral frameworks including OSH policies, laws and programmes as well as strategic compliance plans



3. Strengthening capacities of stakeholders at all levels, including labour inspectors, employers' and workers' representatives; cooperatives, rural extension services and other stakeholders active in the rural sectors targeted

4. Promoting demand for safe and healthy workplaces in collaboration with local authorities and social partners

The project seeks to improve the capacity of government, employers' and workers' organizations' in the promotion of compliance with acceptable conditions of work (minimum wages, hours of work, and occupational safety and health) and promotion of gender equality. It works at various levels (at the national, sectoral/ industry, workplace, supply chain/ value chain and community levels), taking on approaches aimed at systematically addressing decent work deficits in target subsectors. Specifically, the project's strategies focus on (1) making data available on the rural sectors to better address the sectors specific needs; (2) standard setting in the sectors of agriculture, fishing, and mining; (3) enhancing enforcement and technical advisory services; and advocacy and promotions of compliance to labour standards, OSH, and gender at the national, subregional / provincial, local / community and enterprise levels. The project also leverages on existing policies, commitments and priorities of tripartite partners, including alignment of law and practice with ratified ILO Conventions and compliance with labour provisions of trade agreements to support greater market access.

The project has two main long-term outcomes, which focus on governance and industry engagement. Gender equality is mainstreamed in Project outcomes, outputs and indicators:

- **Long - Term Outcome 1:** National frameworks for compliance to labour laws, gender equality and occupational safety and health (OSH) in rural sectors are enhanced
- **Long - Term Outcome 2:** Enhanced enabling environment for the promotion and compliance on labour laws, gender equality and occupational safety and health (OSH) in rural sectors in pilot enterprises and communities

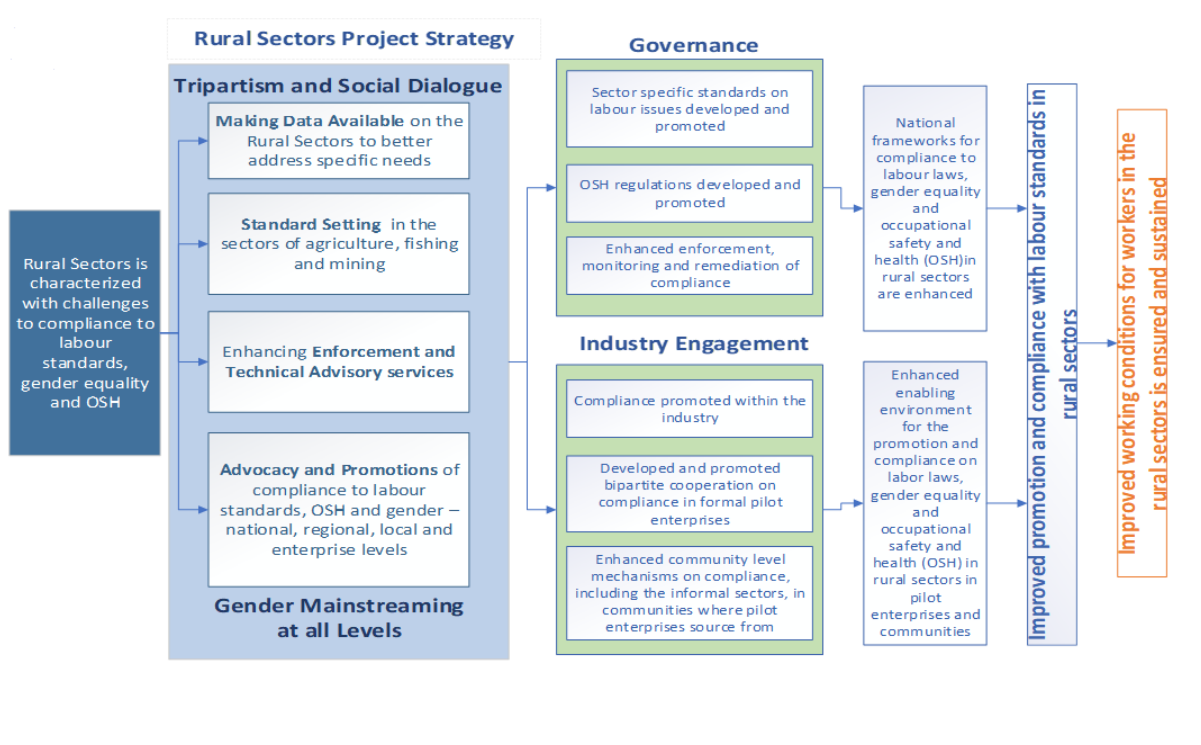
Under each long-term outcome are the following medium and short term outcomes:

- **Medium Term Outcome 1.1:** National and regional tripartite mechanisms of industry tripartite partners in (1) mainstreaming gender and sector specific labour issues in industry tripartite councils and (2) Occupational Safety and Health in line with ILO Convention No 187 are enhanced
 - **Short Term Outcome 1.1.1** Enhanced and improved gender-responsiveness of national and regional level tripartite systems for developing and promoting labour laws in target sectors
 - **Short Term Outcome 1.1.2** Promotional framework of industry tripartite partners for safety and health at work is developed in the target sectors
 - **Short Term Outcome 1.2.1** Inspection policy and processes on sector-specific labour laws, OSH, and gender issues are improved

- **Medium Term Outcome 1.2:** Enhanced and improved gender-responsiveness in government's monitoring, enforcement and remediation on labour and OSH
 - **Short Term Outcome 2.1.1** Improved capacity of employers' and workers' organizations to promote compliance to gender, labour laws, and OSH in the supply chain of target sectors
 - **Short Term Outcome 2.1.2.** Community level tripartite mechanisms on addressing gender equality and labour and OSH in pilot communities are established and operational
 - **Short Term Outcome 2.1.3.** Gender - responsive workplace level mechanisms on labour laws compliance, and OSH are implemented

The hypothesized relationship between the Project's outputs and outcomes is reflected in the Project Results Framework attached as Annex I. The project is also implemented under the Framework of the Safety + Health for All Flagship Programme launched by the ILO Director General in late 2015. This Programme is aimed at improving the safety and health of workers by reducing the incidence of work-related deaths, injuries & diseases worldwide.

Figure 1. Project's Overall Strategy and Results



For the Philippines, the Project shall focus on the banana industry for agriculture, tuna in the fishing sector and in both large and small-scale mines for mining. For Indonesia, the Project shall focus on the palm oil industry for agriculture and fish industries for fishing. Since the Project shall be mainstreaming gender equality in the process, focus will likewise be given to specific issues which affect women workers in selected tiers of the Project's target sub-sectors.



4. Purpose, objectives, and scope of the evaluation

The evaluation will be conducted in accordance with the ILO Evaluation Policy, the [ILO Results-Based Evaluation Strategy](#), and the USDOL Management Procedures & Guidelines (MPG) for Cooperative Agreements. The ILO considers that evaluation is an integral instrument of accountability and learning. The ILO applies the evaluation criteria established by the OECD / DAC Quality Standards for Development Evaluation and the UNEG Code of Conduct for Evaluation in the UN System.

4.1. Evaluation Purpose and Objectives

The evaluation’s purpose is to provide an objective assessment of the Project’s progress on the achievement towards the project’s development objectives and performance based on the Project’s results framework and Performance Monitoring Plan (PMP), provide strategic recommendations to improve project management and implementation, and build knowledge on project’s emerging practices and lessons learned.

Specifically, the evaluation will have to:

- **Assess the relevance** (is the project doing the right things?) and/or validity of the Project design, project results framework, implementation strategy and the project contribution towards sustainability
- **Assess the Project progress to date** towards achieving its planned outcomes and outputs (global in alignment to global programs and priorities, country level and project level), including identifying supporting factors and constraints that could affect the achievement and nonachievement of results
- **Identify unexpected results**, both positive and negative, that emerged from the Project implementation
- **Analyse the efficiency of the Project** especially in its delivery and/or performance, strategy and management, and implementation
- **Assess to what extent are Project results or gains likely to continue or be sustainable**; and
- **Identify strategic recommendations**, lessons learned and good practices (national, subregional, community and enterprise levels)

4.2. Evaluation Scope

The midterm evaluation will cover the period 1 December 2020 until December 2022. In terms of geographic coverage, the midterm evaluation will include all project areas for both the Philippines and Indonesia, including the activities that were implemented / conducted by the Project’s implementing partners.

Table 1. Geographical Coverage of the Project

Country	Sector	Region/Province	Specific areas
Philippines	Banana	Region XI (Davao del Norte)	Tagum City; Davao del Norte; Davao City



Country	Sector	Region/Province	Specific areas
	Mining	Region V (CamNorte)	Hinatuan Mining: - Municipality of Tagana-an in Surigao del Norte - Surigao City
		Caraga (Surigao)	Taganito Mining: - Municipality of Claver, Surigao del Norte Small Scale: - Municipality of Labo, Camarines Norte
	Tuna	Region XII (General Santos)	General Santos City
Indonesia	Fishing	North Sulawesi Province	Kota Bitung
		Maluku Province	Kota Ambon
	Palm oil	Riau Province	Kabupaten Siak
		East Kalimantan Province	Kabupaten Kutai Kartanegara

Thematically, the midterm evaluation will cover the areas of compliance to labour standards, occupational safety and health, and gender equality. In relation to gender equality, where possible, the evaluation must be conducted with gender equality as a mainstreamed approach and concern. This implies (i) applying gender analysis by involving both men and women in consultation and evaluation’s analysis; (ii) inclusion of data disaggregated by sex and gender in the analysis and justification of project documents; (iii) the formulation and/or analysis of gender-sensitive strategies and objectives and gender-specific indicators; (iv) inclusion of qualitative methods and utilization of a mix of methodologies; (v) forming a gender-balanced team, and (vi) assessing outcomes to improve lives of women and men. Thus, analysis of gender-related concerns will be based on the [ILO Guidance Note 3.1: Integrating Gender Equality in Monitoring and Evaluation](#). The evaluation will be conducted following [UN evaluation standards and norms](#).

The evaluation should also include an assessment of the impact of the COVID – 19 pandemic on project’s implementation and management.

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

The midterm evaluation will be conducted in accordance with the OECD/DAC evaluation criteria of relevance and strategic fit, coherence, efficiency, effectiveness, [potential] impact, and sustainability.

The following questions (below) intend to guide and facilitate the evaluation. Other questions or aspects that are of relevant to the evaluation based on the inception phase and consultation with stakeholders can be added in accordance with the evaluation purpose and consultation with the evaluation manager.

Evaluation Criteria	Evaluation Questions
<p>Relevance and Strategic Fit: looks at the extent to which the objectives are aligned with national, regional and local priorities and needs, the stakeholders', including donor priorities for each project country's priorities and needs</p>	<ul style="list-style-type: none"> ▪ To what extent was the Project consistent with the key needs, demands and priorities of ILO constituents (government, employers, and workers) and whether its consistent with the ILS? national needs, priorities and strategies for promoting compliance to labour standards, including on occupational safety and health (OSH) and gender equality? ▪ Are the objectives, outputs and activities consistent with the ILO Programme and Budget, DWCP in Philippines and Indoneasia, ILO Flagship Programme Safety + Health for All?
<p>Validity of the Design: Assesses the overall project design including the linking of its results and complementarity of the different project components</p>	<ul style="list-style-type: none"> ▪ Was the project design adequate to meet project objectives and identified outcomes? To what extent does the Project's Results Framework link the outputs to the intended outcomes and objectives? ▪ Are the project outcomes aligned with the priorities of the Flagship Programme Safety + Health for All? ▪ Did the project adequately consider the gender dimension on the Project Document, Monitoring and Evaluation Plan, and interventions? How was this achieved?
<p>Coherence: assess the extent to which other interventions (particularly policies) support or undermine the intervention, and vice versa. Also includes assessment of synergies and interlinkages between the intervention and other interventions carried out by the ILO and its partners, and consistency of the intervention with other actors' interventions in the same</p>	<ul style="list-style-type: none"> ▪ How is the Project contribution to the ILO Decent Work Country Programmes (PH and ID), Sustainable Development Goals – particularly Goal 5 and Goal 8, and relevant ILO Conventions? ▪ How well does the interventions of the project fit with other interventions of the USG, and other relevant partners? ▪ Are they complementary with other projects in the countries other interventions and strategies of the



<p>context (i.e., harmonisation or coordination to avoid possible duplication).</p>	<p>ILO at the global, country, regional / provincial and enterprise levels?</p>
<p>Efficiency: Assess the extent to which the intervention delivers results in an economic and timely way. It also assess the extent to which management capacities and arrangements put in place support the achievement of results</p>	<ul style="list-style-type: none"> ▪ How well are the project’s resources (human, financial and technical) being managed to ensure timely, cost effective and efficient delivery of Project results? ▪ Are there any alternate ways which the project could have done to better manage its resources?
<p>Effectiveness: Assess the extent to which the intervention achieved, or is expected to achieve, its objectives and results.</p>	<ul style="list-style-type: none"> ▪ To what extent is the Project achieving its objectives and results? Have there been any unintended results (positive or negative) that emerged during the implementation? Have the project communicated its achievement and best practices? ▪ To what extent has the project adapted to the evolving situation that came because of the COVID-19 pandemic or any other risk factor? Are there evidences of certain project components/objectives advancing more over the others? What would be the contributing factors both that facilitated or hindered progress? How adaptable (and responsive) has the project been to this changing context? Is the project effective in establishing and retaining its focus on women workers at all levels? ▪ To what extent was the Project able to establish partnerships and synergies both ILO Philippines and ILO Indonesia operations which supports the project’s strategy and performance deliver and coordination and collaboration among the elements of the project, e.g. compliance, gender and OSH for maximize benefits and effective use of resources.
<p>[Potential] Impact: Assess the extent to which the intervention has generated or is expected to generate significant positive or negative, intended, or unintended, higher-level effects</p>	<ul style="list-style-type: none"> ▪ How likely will the project interventions result in positive and long-term changes? Will these interventions help rural workers in achieving an improved decent working conditions? What is the likelihood of both Indonesia and the Philippines achieving the project outcomes by the end of the Project? ▪ To what extent has the Project set up / setting up actions and mechanisms that will ensure the achievement of long-term effects including sharing of any emerging good practice of subregional interventions/ activities between PH and IDN? ▪ To what extent has the project strengthened the institutional capacity (service and policy) of the



	<p>government, employers' and workers' organizations in promoting safe and healthy working environment for all workers (with a specific focus on women)?</p> <ul style="list-style-type: none">▪ Are there any observed trends in changes in attitudes, skills, institutions, living conditions, etc. that can be attributed to project interventions?▪
<p>Contribution towards sustainability: Assess the extent of contribution to which the net benefits of the intervention continue or are likely to continue.</p>	<ul style="list-style-type: none">▪ What mechanisms and actions did the project put in place to ensure ownership of the project's results at the country, regional/province and enterprises level?▪ Is the project sustainability strategy being implemented?▪ Which project outcomes are most likely sustainable and transferable to the communities/sectors or relevant institutions when the project ends?
<p>ILO Cross-Cutting Themes: Gender, disability, and non-discrimination; tripartism and social dialogue</p>	<ul style="list-style-type: none">▪ Has the project integrated gender equality, disability, and non-discrimination as a cross-cutting concern throughout its deliverables, including periodic reports?▪ Has the project contributed or is contributing to social dialogue and tripartism, and ILO Conventions specifically on OSH and Labour inspection?



6. Methodology

The evaluation will comply with UNEG evaluation norms, standards and follow ethical safeguards, as specified in ILO's evaluation procedures. The evaluation should address OECD/DAC and UNEG evaluation criteria and concerns, i.e. relevance, coherence, effectiveness, efficiency, sustainability and impact. The evaluator may adapt the evaluation criteria and questions, but any fundamental changes should be agreed between the evaluation manager and the evaluation team.

The evaluators should review data and information that is disaggregated by sex and assess the relevance and effectiveness of gender-related strategies and outcomes to improve the lives of women and men. Furthermore the evaluation should follow non-discriminating factors that allow for a balanced view of the project's performances. All this information should be accurately included in the inception report and evaluation report. To the extent possible, data collection and analysis should be disaggregated by sex as described in the ILO Evaluation Policy Guidelines and relevant Guidance Notes (Annex 5).

The methodology for collection of evidence should be implemented in three phases: (1) an inception phase based on a review of existing documents; (2) a fieldwork phase to collect and analyse primary data; and (3) a data analysis and reporting phase to produce the final evaluation report.

Both qualitative and quantitative evaluation approaches should be considered for this evaluation. Proposed methods of data collection include, but not limited to the following:

- Document review (including project documents, secondary data and literature):
The data material will be prioritised according to relevance of content, source and credibility and analysed by consultant but not limited to the following:
 - ILO's policy framework for tackling the economic and social impact of the COVID-19 crisis
 - Decent Work Country Programme for the Philippines and Indonesia (DWCP), 2020-2024
 - ILO programme and budget 2020-2021 and 2022-2023
 - Project theory of change
 - UN Socioeconomic and Peacebuilding Framework for COVID-19 Recovery in the Philippines (SEPF), 2020-2023
 - Technical progress reports (6 months updates)
 - USDOL The Management of Evaluations of Sole Source-Funded ILO Projects
- Key Informant Interviews and/or Focus Group Discussions key project partners, direct beneficiaries, and community members from target communities
- Stakeholders consultation workshop (if required)
- Field visits to pilot enterprises and communities

A detailed methodology will be elaborated on the basis of this TOR. The detailed methodology should include key and sub-question(s), detailed methods, data collection



instruments, and data analysis plans. It's expected that the evaluator(s) will refine evaluation questions after the initial desk review of relevant documents and propose evaluation tools that include multiple levels and types of respondents/informants, with appropriate statistical and quantitative data analysis methods for each evaluation question as deemed appropriate.

Attempts should be made to collect data from different sources by different methods for each evaluation question. Findings be triangulated to draw evidenced based, valid and reliable conclusions and recommendations. Data shall be disaggregated by sex where possible and appropriate. It is expected that the evaluator will define or identify best possible platform for data collection in relation to the COVID - 19 situation in the both countries. The evaluator should ensure that both women's and men views (as in women workers as well as women representatives of stakeholders and partners to the extent possible) and perceptions are also reflected in the data collection tools and that gender-specific questions are also included.

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.

6.1. Key Stakeholders

The midterm evaluation should include key stakeholders and ILO staff who have been instrumental and critical in the Project's management and implementation. It is also envisioned for the evaluation to collect data from workers' in selected target enterprises.

Table 2. List of Proposed Stakeholders

Project Key Partners	
PHILIPPINES	
<ul style="list-style-type: none"> ▪ Department of Labour and Employment (DOLE) and its attached Bureaus: Bureau of working conditions (BWC) <ul style="list-style-type: none"> ○ Department of Labor and Employment - Institute for Labor Studies (DOLE-ILS) ○ National Wages and Productivity Commission (NWPC) ○ Department of Labor and Employment - Bureau of Labor Relations (BLR) ○ Occupational Safety and Health Centre ○ Bureau of Workers with Special Concerns (BWSC) ▪ Department of Trade and Industry (DTI) ▪ Department of Agriculture (DA) and relevant Bureaus <ul style="list-style-type: none"> ○ Bureau of Fisheries and Aquatic Resources (BFAR) ○ Cooperative Devt Authority (CDA) ▪ Department of Environment and Natural Resources (DENR) and its attached Bureaus: Mines and Geosciences Bureau & the Environment Management Bureau ▪ Philippine Commission on Women (PCW) ▪ Employers Confederation of the Philippines ▪ Pilipino Banana Growers and Exporters Association (PBGEA) ▪ Mindanao Banana Farmers and Exporters Association (MBFEA) ▪ SSAFFII - fishing vessels/ canning ▪ Chamber of Mines ▪ Small Scale Miners Associations ▪ Trade Union Congress of the Philippines (TUCP)/ Associated Labour Unions (ALU) 	



- Federation of Free Workers (FFW)
- Kilusang Mayo Uno (KMU)
- Sentro ng mga Nagkakaisa at Progresibong Manggagawa (SENTRO)
- National Trade Union Congress (NTUC)
- Alliance of Workers in the Informal Economy/Sector (ALLWIES)
- IndustriAll Global Unions
- ILO project team of Bringing Back Jobs Safely under the COVID-19 Crisis in the Philippines (BBSJ)
- ILO project team of Achieving reduction of child labour in support of education: Programme to reduce the worst forms of child labour in agriculture sector in BARM (ARISE)

INDONESIA

- Ministry of Manpower (MoM)
 - Directorate General of Labour Inspection & OSH
- Employers' Association of Indonesia (APINDO)
 - Fishery Unit
 - Palm Oil Unit
- Indonesian Palm Oil Association (IPOA/GAPKI)
- Indonesian Pole & Line and Handline Tuna Fisheries (AP2HI)
- Federation of Forestry and Agriculture Trade Unions (FSB HUKATAN SBSI)
- Federation of Food and Beverage Trade Unions Tourism Restaurants Hotels and Tobacco (Kamiparho)
- The Indonesian Fisheries Trade Union (SPPI)
- ILO Advancing Worker Rights at Palm Oil Sector Project
- ILO Project – Ship to Shore Rights Indonesia
- ILO Project – Alliance 8.7 Accelerator Lab to Combat Modern Slavery

ILO Specialists

- Senior Specialists, Occupational Safety and Health
- Specialist, Labour Administration/ Inspection
- LABADMIN/OSH
- ILO CO-Manila Programme Officer
- ILO CO – Jakarta Senior Programme Officer
- Project Manager
- Specialist, Workers' Activities
- Senior Specialist, Employers' Activities

Donor

- US DOL



7. Main deliverables

Under this engagement, the evaluation consultant is expected to deliver the following:

Deliverable 1: Inception Report and workplan (not more than 30 pages including annexes)

The Inception Report will include the details on how the evaluator understands what is being evaluated including the evaluation questions. The inception report must elaborate the methodology being proposed in the TOR, with changes if applicable, including proposed methods, data sources, and data collection procedures. The report shall also include selection criteria or sampling methodology for the selection for individuals for interviews or group discussions, and selection of target area or enterprise to be visited, and list of stakeholders that will be included in the evaluation. A detailed timeline / workplan along with a detailed methodology should clearly state the limitations of the chosen evaluation matrix methods, including those related to representation of specific group of stakeholders. A detailed timeline / workplan will also be part of the inception report.

Deliverable 2: Presentation of initial findings (PowerPoint presentation to be submitted by the evaluator and delivered during a face-to-face workshop or online meeting)

A presentation should be prepared for the ILO, its key partners and US DOL on the evaluation's initial findings. The Evaluation Manager will organize and coordinate with the Project team for the list of stakeholders for the workshop/online meeting. On this activity, the evaluator will present the initial findings to validate information and data collected through the various data collection methods.

Deliverable 3: A first draft of the evaluation report (not more than 50 pages)

The draft evaluation report will have to be written in English and should adequately cover the evaluation criteria and questions as finalised in the inception report, along with the recommendations, lessons learned, good practices, technical recommendations for the key stakeholders. The draft evaluation report should be in the format of the ILO https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_165967.pdf

Deliverable 4: Final Evaluation Report including an Evaluation Summary (not more than 50 pages excluding executive summary and annexes)

The final evaluation report will be submitted to the evaluation manager. The Evaluation Manager has to ensure that all comments from the Project team and the Project's key stakeholders are integrated. The Report's annexes shall include the questions matrix, tools used during data collection, field work schedule, a list of interviewees, list of documents analysed, lessons learned template and emerging good practices template.

The quality of the report will be determined based on quality standards defined by the ILO Evaluation Office.

The final evaluation report approved by ILO and USDOL should be converted to a document that will detail brief summary of the evaluation methodology and findings. This can be in the form of an executive summary document or infographic.

The report and all other outputs of this evaluation must be produced in English. All draft and final reports, including other supporting documents, analytical reports and raw data should be provided in electronic version compatible with Microsoft Word for Windows.



8. Management arrangements and work plan (including timeframe)

The evaluation will be undertaken for approximately 3 months from March 2023 – May 2023. Data collection will be on April 2022. A detailed timetable will be included in the inception report to be developed by the evaluator.

A national consultant for each of the country (Indonesia and Philippines) will be hired along with the international consultant who will lead the evaluation.

Below is an estimated timeline for the evaluation:

Tasks	No of Days (Lead Evaluator)	No of Days (National Evaluator)	Tentative Dates
<ul style="list-style-type: none"> ▪ Desk Review of Project related documents ▪ Preparation and finalizing of the inception report 	8 days	4 days	27 – 31 March 2023
<ul style="list-style-type: none"> ▪ Data collection: Interviews, surveys and/or group discussions with key partners, ILO staff and project team; beneficiaries at the factory level ▪ Debriefing with the Project Team ▪ Stakeholders’ workshop 	15 days	15 days	3 April – 21 April 2023 Indonesia 3-14 April Philippines 10-21 April Stakeholder debriefing in the week of 24 th April
<ul style="list-style-type: none"> ▪ Report drafting and finalization ▪ Sharing the draft report to all concerned for comments ▪ HQ to share to US DOL and Project Teams for comments ▪ EM consolidate the comments and send to IE 	10 days	6 days	24 April – 5 May 2023
<ul style="list-style-type: none"> ▪ finalization of evaluation report 	2 days		08- 12 May 2023
<ul style="list-style-type: none"> ▪ Approval of the final evaluation report by ILO EVALUATION OFFICE & USDOL 			15- 31 May 2023
Total number of days	35 days	25 days	

All logistics costs associated with the evaluation mission will be covered by the Project. The evaluator will report to the Evaluation Manager. Any technical, logistical and methodological matters should be discussed with evaluation manager.

8.1. Role of the ILO’s Evaluation Manager

- Develop the Terms of Reference in consultation with the Project team, ILO staff and specialists and key stakeholders
- Review the inception report including evaluation questions, data collection methods and tools together with the evaluation team and coordinate with concerned stakeholders, whenever applicable



- Monitor the conduct or implementation of the evaluation, as appropriate, particularly adherence to ILO principles and guidelines and timelines
- Review the evaluation report and provide initial comments in line with EVAL's guidance for evaluation managers;
- Circulate the draft evaluation report to all concerned stakeholders;
- Collect comments on the draft report and forward to the evaluator;
- Liaise with Project staff whenever necessary especially in arranging procurement and logistical processes
- Liaise with the Regional Evaluation Officer on issues and other concerns regarding the management of the evaluation

8.2. Role of the Project Team

- Provide all documentary and information requirements of the Project including list of key stakeholders
- Provide assistance on logistical arrangements such as facilitating scheduling of meetings or evaluation activities with stakeholders



9. Profile of the Evaluator

The Lead Evaluation Consultant has the responsibility to undertake the evaluation and deliver all the required deliverables as per this TOR. For data collection in Indonesia and the Philippines, he/she will be supported by a national consultant who will conduct field data collection with beneficiaries and interviews with key partners, whenever applicable.

The table below described desired competencies and responsibilities for an evaluation team leader:

Responsibilities	Profile
<ul style="list-style-type: none"> ✓ Designing, planning and conducting the evaluation and the evaluation report, in accordance with the ILO's guidelines, specifications and timeline ✓ Conduct evaluation and deliver all deliverables under this TOR ✓ Desk review of project documents and other related documents ✓ Develop evaluation instrument and draft inception report ✓ Organize and schedule all necessary interviews/stakeholder consultations, in coordination / consultation with ILO, USDOL and other partners; ✓ Participate in briefings and discussions in line with the work outlined in the TOR ✓ Facilitate stakeholders' workshop/debriefing with the project and key stakeholders ✓ Draft evaluation report ✓ Finalize evaluation report ✓ Draft stand-alone evaluation summary as per standard ILO format ✓ Supervise other team members, such as national consultant (to be contracted separately by the ILO) and ensure quality assurance for their deliverables 	<ul style="list-style-type: none"> ✓ Advanced university degree preferably in social sciences, economics, development studies, evaluation or related fields, with demonstrated strong research experience; ✓ A minimum of 7 years of professional experience in evaluating international programmes, projects and development initiatives with particular experience in evaluating labour, OSH, and supply chain and rural sectors related programmes; ✓ Strong background in results – based management, logical framework/ Theory of Change and other strategic approaches, evaluation methods and approaches, information analysis and report writing, ✓ Has professional experience evaluating or conducting research on labour context in particularly in the rural sectors supply chain ✓ Ability to bring gender-sensitive dimensions into the evaluation in the design, data collection, analysis and report writing of the evaluation ✓ Knowledge of ILO's roles and mandate and its tripartite structure as well as UN evaluation norms and its programming is desirable and extensive international experience in the fields of project formulation, execution, and evaluation is an advantage; ✓ Excellent communication and interview skills, ✓ Proven ability to produce analytical reports in good English ✓ Excellent analytical skills with the ability to analyse and interpret data from a range of sources ✓ Flexible and responsive to changes and demand and open to feedback



The table below described desired competencies and responsibilities for the Evaluation National Consultant for Indonesia and National Consultant for the Philippines:

Responsibilities	Profile
<ul style="list-style-type: none"> ✓ Desk review of project documents and other related documents ✓ Assist the team leader in developing evaluation instrument and drafting inception report ✓ Take part in the interviews with key stakeholders and assist in note taking during interviews in Indonesia and the Philippines ✓ Undertake field visits in Indonesia and Philippines ✓ Provide interview notes and/or analysis in the format agreed upon with the Lead Evaluator ✓ Assist the team leader in facilitating stakeholders' workshop/ debriefing with the project and key stakeholders ✓ Contribute to the drafting of the evaluation report prepared by the team leader ✓ Might be requested to write certain sections in the draft report as requested by the team leader participate in and jointly facilitate the stakeholders workshop ✓ Provide verbal interpretation for the team leader during the evaluation data collection as required 	<ul style="list-style-type: none"> ✓ Indonesian and Filipino National based each of the country of focus. Fluent in Bahasa (ID National Consultant) and Filipino or Bisaya (PH National Consultant) ✓ University degree in social sciences, economics, development studies, evaluation or related fields ✓ Extensive experience in applying, qualitative and quantitative research methodologies including participatory approaches ✓ Has professional experience evaluating or conducting research on labour particularly in rural sectors, supply chain and / or OSH ✓ Excellent communication and interview skills, ✓ Proven ability to produce analytical reports in good command of English ✓ Excellent analytical skills with the ability to analyse and interpret data from a range of sources ✓ Flexible and responsive to changes and demand and open to feedback

10. Legal and ethical matters

This evaluation will comply with UN and ILO norms and standards for evaluation and ensure that ethical safeguards concerning the independence of the evaluation will be followed. Evaluators also must act with cultural sensitivity and pay particular attention to protocols, codes and recommendations that may be relevant to their interactions with women. The [United Nations Evaluation Group \(UNEG\) Ethical Guidelines for Evaluation](#) will be applied in the evaluation and has to be followed. The consultant should not have any links to project management, or any other conflict of interest that would interfere with the independence of the evaluation. The evaluator will follow ILO EVAL's Code of Conduct for carrying out the evaluations.

10.1. Confidentiality and non-disclosure

All data and information received from the ILO or other stakeholders for the purposes of this assignment shall be treated as confidential and shall be used for the purpose of this independent evaluation.

All intellectual property rights for this evaluation and its product is attributed to the ILO and may not be disclosed to third parties or published without the prior written consent of the ILO.

----- End of the Terms of Reference -----