

Call for Expression of Interest

Project Monitoring and Evaluation Plan

“Setting Adequate Wages”

The International Labour Organization (ILO) is seeking expressions of interest from a qualified consultant to develop a monitoring and evaluation plan of the “Setting Adequate Wages” project funded by the Government of Netherlands.

The duration of the assignment is estimated at a total of 70 working days for a consultant over an overall lapsed period of 10 months (May 2023 - February 2024).

Deadline: 2nd May 2023, at 18h00 Central European Time (CET).

For more details see the ToRs below.

Interested candidates are required to supply the following information:

1. Applicant full name.
2. Applicants professional profile- a description of how the candidate’s skills, qualifications and experience are relevant to the required qualifications of this assignment (maximum 2 pages).
3. A copy of the candidate’s curriculum vitae (CV).
4. The names of two referees (including phone and email) who can be contacted.

Applications are encouraged from women, racial and ethnic minorities.

Prospective candidates should send their expression of interest by email to Elva López Mourelo, Project Manager, lopezmourelo@ilo.org, copying Rasha Tabbara (tabbara@ilo.org), indicating the following subject: “SAW Project| Monitoring and Evaluation Plan”.

Terms of Reference

Project Monitoring and Evaluation Plan

“Setting Adequate Wages”

Summary

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|--------------|---|
| Project | GLO/22/08/NLD – Setting Adequate Wages |
| Output | 03.03 Monitoring and Evaluation |
| Activity | 03.03.01 Monitoring and Evaluation |
| Consultant | |
| Total budget | |
| Duration | 70 non-consecutive days |
| Dates | 15 st May 2023 to 28 th February 2024 |
| Locations | N/a – home based |

Background

The project on “Setting Adequate Wages” (SAW project) seeks to support wage setting mechanisms, including minimum wages and collective bargaining, in making a stronger use of data and evidence on the needs of workers and their families and economic factors. The project also contributes to identify national factors and conditions that enable wage increases at the macro-level, and supports measure to raise productivity in some selected enterprises, focusing in priority on agriculture and garment supply chains, with a view to generate a demonstration effect. Finally, the project undertakes peer-reviewed research that contributes to a better understanding of living wages, provides assistance to Member States in this regard, and interacts with existing living wage initiatives, inviting them to take into account evidence on both needs of workers and their families and economic factors.

The SAW project is a four-years project, implemented as from October 1st 2022 up to September 30th 2026, with funds from the Minister for Foreign Trade and Development Cooperation of the Netherlands.

The project provides technical assistance in four pilot countries – Costa Rica, Côte d’Ivoire, India and Viet Nam – to strengthen the use of reliable data and indicators on the needs of workers and their families and economic factors in existing wage determination mechanisms, including the establishment of adequate minimum wages and the negotiation of wages

through collective bargaining. At the national level, the project also supports the development of a framework that identifies national factors and institutions that enable wage growth at the macro-level. At the sectoral level, the project seeks to enable selected enterprises in agriculture and garment supply chains to pay higher wages by supporting measures to raise productivity.

At the global level, the project undertakes research on different dimensions related to the concept and estimation of living wages. In this regard, the project contributes to the request that the ILO has recently received from its Members to “contribute to a better understanding of living wages by undertaking peer-reviewed research on concepts and on estimations in that respect, and by providing assistance to Member States, upon request”¹.

The project builds on and expands upon technical work already carried out over the years by the Office, including the recent ILO project on “Indicators and methodologies for wage setting” funded by the Netherlands between 2018 and 2021. The evaluation of this project found as lesson learned that “using project funding to support the core work of ILO and to expand ILO capacity by providing additional knowledge and tools can have significant ongoing benefits for the organisation and constituents”². The evaluation report also highlights as good practice the development of a methodology to estimate the needs of workers and their families which can be adapted to specific country needs and used as an ILO tool to provide technical assistance at the national level. In this context, while the previous project placed much emphasis on research and methodological development, the current project complements previous efforts by adding an economic dimension and by increased emphasis on dissemination and capacity building towards the tripartite constituents.

Assignment

Purpose and scope

The objective of the assignment is to develop the Monitoring and Evaluation (M&E) plan for the “Setting Adequate Wages” project, set up a robust M&E framework and ensure adequate systems and tools in order to manage the process of assessing and reporting progress towards achieving project outputs and outcomes. The M&E plan will also undertake a baseline analysis and set up a methodology to ensure that comparable data are collected on a regular and timely basis. Finally, the M&E plan will carry out an assessment of the evaluability of the project, providing information on the degree to which the project can be evaluated.

¹ See the resolution and conclusions of the Recurrent Discussion Committee: Employment available here:

<https://www.ilo.org/ilc/ILCSessions/110/committees/%20employment/lang--en/index.htm>

² “Final ILO Evaluation of 'Indicators and methodologies for wage setting' project”, March 2023, available here:

https://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---travail/documents/projectdocumentation/wcms_869812.pdf

The monitoring system will reflect the full scope of the project, which includes global-level results and results in the four pilot countries: Costa Rica, Cote d'Ivoire, India and Viet Nam.

Activities/Products

The consultant will carry out the following activities:

- i. Gain a thorough understanding of the project's results framework by:
 - a. Consulting with the project team (Project manager, National project coordinators, Senior Wage Specialist and Programme Analyst).
 - b. Reviewing relevant documents: project logical framework, ToC, preliminary M&E project indicators, donor 's result framework and final evaluation report of the previous ILO project on "Indicators and Methodology for Wage Setting".
- ii. carry out an assessment of the evaluability of the project, providing information on the degree to which the project can be evaluated, which will inform the activities that follow below.
- iii. Incorporate the gender and the disability inclusion dimensions, as well as other vulnerable groups that might be identified in the evaluability assessment, into the project logical and M&E frameworks by:
 - a. Undertaking a gender and a disability inclusion, if relevant, analysis of the project logical framework, ToC and preliminary M&E project indicators.
 - b. Integrating the gender and disability inclusion dimension in the project logical and M&E frameworks (based on the findings of the gender analysis).
- iv. Develop the Project M&E Plan by:
 - a. Reviewing current results indicators and providing feedback on their relevance and measurement (based on discussions with the project team on what results the project is aiming for and what indicators are most relevant to indicate success).
 - b. Undertaking consultations with national constituents, implementing partners and other project stakeholders.
 - c. Providing a robust definition for each indicator.
 - d. Drafting concise technical notes and guidelines for each indicator, specifying the means of verification, assumptions, calculation method, baseline, disaggregation levels and guidance for collection of the information (including source, frequency and data collection tools). See the document on Indicator Guidelines - Direct Result Framework for Private Sector Development, as reference.

- e. Providing guidance for the analysis and presentation of the information in the context of periodic reports.
 - f. Drafting the project M&E plan report following an outline previously agreed with the project manager.
- v. Update the relevant project documents by:
 - a. Amending and updating the indicators, means of verification and assumptions proposed in the existing project logical framework.
 - b. Updating the risk register based on changes to the logical framework.
- vi. Deliver training sessions to project staff in view of guiding their role in implementing the project M&E plan (noting that the responsibility for collecting monitoring data lies with the national coordinator for country level results and the project manager for global level results)
- vii. Support the monitoring and reporting of project results corresponding to year 2023 by:
 - a. Collecting and elaborating the baseline data for each output and outcome indicator.
 - b. Undertaking analysis of project data to monitor performance by output and outcome during 2023.
 - c. Providing inputs regarding the monitoring analysis to be included in the progress report corresponding to the period October 2022- December 2023.
 - d. Updating the risk register, as needed.
- viii. Propose revision to the project results and indicators frameworks on the basis of reporting exercises, donor feedback and evaluation recommendations as relevant; and support the project management team in adjusting the project strategy as needed.

Expected deliverables and timeline

| Deliverable | Number of working days | Deadline |
|--|------------------------|----------------------------|
| Evaluability assessment | 5 | 31 st May 2023 |
| Proposal on how to incorporate the gender and disability inclusion dimension into the project logical and M&E frameworks | 5 | 15 th June 2023 |
| Draft technical notes and guidelines for each indicator | 10 | 30 th June 2023 |
| Extended outline for the project M&E plan report | 2 | 30 th June 2023 |
| Updated project logical framework and risk register | 3 | 15 th July 2023 |

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| Project M&E plan report | 15 | 30 th July 2023 |
| Finalised guidance and training on indicator collection, analysis and reporting | 5 | 15 th August 2023 |
| Baseline data for each output and outcome indicator | 15 | 31 st August 2023 |
| Inputs from monitoring analysis for 2023 progress report | 5 | 15 th January 2024 |
| Note with a proposal of revision to the project results framework and the indicators framework | 5 | 30 th January 2024 |
| Total | 70 | |

Required qualifications

Education

- Advanced degree in relevant discipline (M&E, or technical topic such as development and social studies, sociology, political science, etc).

Professional experience:

- At least 7 years' experience in Monitoring and Evaluation in a development context and proven accomplishment in managing Monitoring and Evaluation systems, including for multilateral organizations.
- Experience in supporting the monitoring and evaluation of projects focused on wages and/or working conditions is highly desirable.
- Experience in working with UN or other international development organizations and donor agencies would be an advantage

Skills

- Knowledge of monitoring and evaluation practices of ILO projects/programmes
- Knowledge of results-based programming
- Proven expertise in evaluating projects focused on wages, working conditions, income inequality or another relevant topic
- Experience with Risk Registers desirable.
- Extensive knowledge of qualitative and quantitative evaluation methods
- Excellent written and spoken English and presentational capacities
- Excellent inter-personal skills and communication skills

Terms of contract

Deliverables will be addressed to Elva López Mourelo, project manager, and Patrick Belser, Senior Wage Specialist, and will be validated by the project team and colleagues from ILO INWORK Branch.

The timeframe for the assignment is **15th May 2023 to 28th February 2024**.

Payment schedule

A first payment of 30% will be made upon reception of the evaluability assessment, the proposal on how to incorporate gender dimension, draft of technical notes and guidelines for each indicator, and extended outline of the M&E plan report.

A second payment of 20% will be made upon reception of updated project logical framework and risk register, and project M&E plan report.

A third payment of 30% will be made upon reception of guidance and training on indicator collection, analysis and reporting, and baseline data for each output and outcome indicator.

A final payment of 20% will be made upon reception of inputs from monitoring analysis for 2023 progress report and note with a proposed revision of the project results framework and indicators framework.