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BuildCA²P

Building Capacity, Awareness, Advocacy, and Programs of CSOs in Mindanao, Philippines to Combat Child Labor in Crop Agriculture (Banana, Coconut, Corn, and Rice)

Comprehensive Monitoring and Evaluation Plan

as of 10.22.19

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ACRONYMS

A	Accountable (in Table 1)
ACO	Advocacy and Communication Officer
ADDU	Ateneo De Davao University
AS	Attendance Sheet
BUILDCA ² P	Building Capacity, Awareness, Advocacy, and Programs
C	Consulted (in Table 1)
CAAP	Certificate of Approval of Advocacy Plan
CAIEC	Certificate of Approval of IEC
CASCR	Certificate of Approval of Supply Chain Research
CBCPG	Community Based Child Protection Group
CBO	Community-Based Organization
CMEP	Comprehensive Monitoring and Evaluation Plan
CRMS	Confidential Reporting Mechanism and Services
CO	Country Office (ChildFund)
COC	Certificate of Completion
CPO	Child Protection Officer
CSO	Civil Society Organization
CSOAR	CSO Accomplishment Report
DRF	Data Reporting Form
I	Informed (in Table 1)
IEC	Information, Education, and Communication
ILAB	International Labor Affairs Bureau
IO	International Office (ChildFund)
LEAR	Learning Event Activity Report
LGU	Local Government Unit
M&E	Monitoring and Evaluation
MEO	Monitoring and Evaluation Officer
OCA	Organizational Capacity Assessment
OCFT	Office of Child Labor, Forced Labor, and Human Trafficking
PCMAR	Project Coordinator Monthly Accomplishment Report
PD	Project Director
PMFI	Probe Media Foundation, Inc.
PMP	Performance Monitoring Plan
PSA	Pre-Situational Analysis
R	Responsible (in Table 1)
RACIP	Responsible, Accountable, Consulted, Informed, and Participant
SMART	Specific, Measurable, Attainable, Realistic, and Time-Bound
TP	Technical Partner
TNA	Training Needs Assessment
TOR	Terms of Reference
TPR	Technical Progress Report
USDOL	United States Department of Labor

INTRODUCTION

A. Purpose of CMEP

Monitoring and evaluation of a project's progress toward and achievement of results plays a critical role in strong project implementation and management. To support this process, a Comprehensive Monitoring and Evaluation Plan (CMEP) serves as a framework for monitoring, evaluation, and data collection and analysis strategy throughout a project's life, providing a vital resource for information-based decision making and implementation adjustments. The CMEP consists of a series of integrated elements that enable project implementers and partners to track progress toward completion of project objectives and provides evidence of the links between various levels of results, including activities; outputs; outcomes; and, to some extent, impact. The CMEP includes information about "what happened" (intervention results) as well as "how" (project implementation process and timeframe) and tries to indicate "why" (causal logic). Hence, it focuses on both immediate and long-term effects, promoting a stronger link between monitoring and evaluation. In addition, the critical assumptions outlined in the results framework take into consideration the influence of both project interventions and context-related factors, including the effect of other stakeholders' interventions.

The CMEP addresses the following:

Standardization: The CMEP provides a common framework for all project stakeholders to understand how results and project success will be measured, and the standards against which they will be measured.

Measurability: The CMEP uses SMART¹ indicator design to help measure outcome- and output-based results. Additional CMEP elements, such as the data analysis plan, help ensure that monitoring data are assessed systematically. Indicators, targets, and accompanying analysis serve as knowledge checkpoints and assessments of whether the project is advancing toward its objectives.

Accountability: The CMEP identifies who is responsible for implementing M&E activities, and the timeframes and frequencies.

Transparency: The CMEP is evidence based and thus promotes transparency for all project stakeholders.

Accuracy: CMEP data validation and verification processes help ensure that information generated by the project is as accurate as possible.

Responsiveness: The CMEP and evaluation process help promote evidence-based decision making. CMEP-generated data provide useful feedback to the project management team so that corrective action may be taken in a timely manner and as needed.

Learning: The CMEP is used by various stakeholders to help learn about the nature of the problem being addressed and understand more about what works in a given context, how, and why.

¹ SMART criteria require that indicators be specific, measurable, attainable, reasonable, and time-bound.

B. Project Overview

The objective of the four-year BuildCA²P child labor project in the Philippines is to improve the capacity of three target CSOs to better understand and address child labor and promote acceptable work conditions in four agricultural crops (banana, coconut, corn, and rice) in three provinces of Mindanao—namely, Bukidnon, North Cotabato, and Davao del Norte. BuildCA²P will use an integrated, area-based approach in implementing the project interventions.

Each of the three target CSOs already has programming for children and families to which they will apply the knowledge and skills they acquire through the project. The capacity building provided through this project will enable the CSOs to sharpen the focus of their interventions on the problem of child labor and amplify their advocacy with the media, the communities they work in, stakeholder groups, local government units (LGUs), and national government agencies. Halfway through the project, BuildCA²P will provide funding to the three target CSOs to implement small-scale pilot programs to combat child labor and to apply their skills in program implementation and management. The three capacity outcomes the project is intended to yield are:

Outcome 1: Improved capacity of target CSOs to identify and document accurate, independent, and objective information on the nature and scope of child labor and violations of acceptable conditions of work in the supply chains of the four identified crop agricultural products (bananas, coconut, corn, and rice).

Outcome 2: Improved capacity of target CSOs to raise awareness for the protection of workers from child labor abuses and violations of acceptable conditions of work.

Outcome 3: Improved capacity of target CSOs to implement initiatives to address child labor and violations of acceptable conditions of work.

CSO training will be provided by ChildFund staff and two strong local technical partners, namely:

- Ateneo de Davao University (ADDU), which will help target CSOs expand their capacity to analyze collected data on supply chains and data use.
- Probe Media Foundation, Inc. (PMFI), which will train target CSOs on advocacy and awareness-raising strategies as well as proper reporting methods and how to conduct interviews.

The target CSOs will have multiple opportunities to demonstrate their improved capacities through awareness-raising, advocacy, and pilot project activities.

BuildCA²P project staff, in collaboration with BuildCA²P's technical partners, will regularly monitor CSO activities to assess their changing capacity and adjust training as needed. Additionally, the BuildCA²P team will objectively monitor target CSO capacity through baseline, midline, and endline assessments.

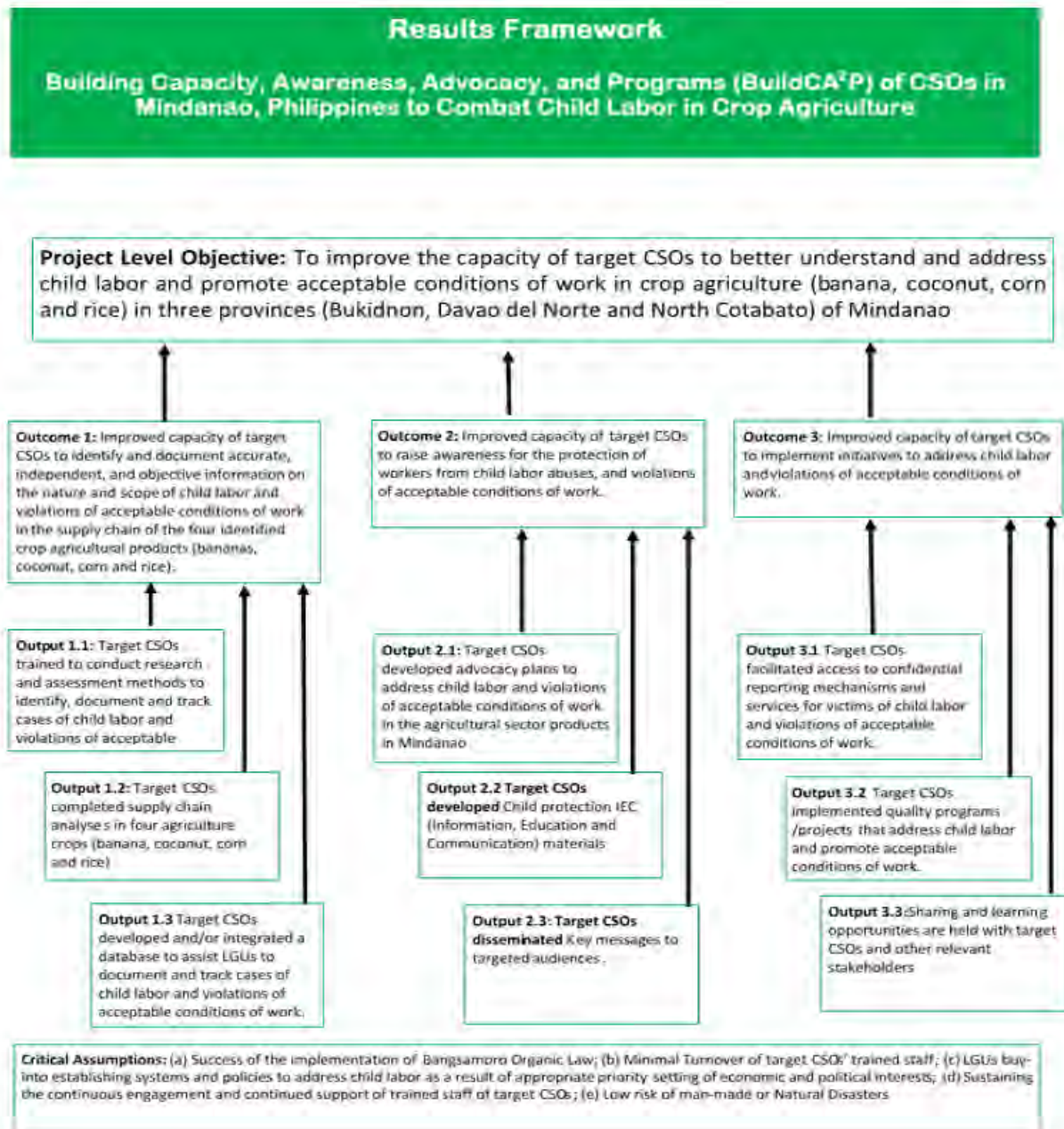
SECTION I: RESULTS FRAMEWORK

This section presents a visual mapping of the project's narrative theory of change (discussed in the project document) in the form of a results framework and an activity mapping table.

A. Full Results Framework

The BuildCA²P results framework is presented in Figure 1.

Figure 1. BuildCA²P Results Framework



B. Activities Mapping to Project Outputs and Results

respectively), will help ChildFund strengthen the three target CSOs' capacities. The CSOs will be trained using various teaching methods (didactic classroom-based as well as in-service training, coaching, and mentoring) provided by ADDU and PMFI. The target CSOs will be supported in their implementation of project activities and will be expected to eventually take a leading role in combating child labor in their respective communities.

To clearly delineate responsibility and accountability, the activity map below presents a division of roles and responsibilities by project outcomes, outputs, and activities.

Table 1. BuildCA²P Activity Map

Legend:

RACIP

Responsible	The organization that completes a task. There may be two responsible organizations, with one helping or mentoring the other.
Accountable	The organization that is answerable for correctly and thoroughly completing the task, ensures that task prerequisites are met, and delegates the work to those responsible.
Consulted	An organization whose opinion is sought for its technical expertise in a subject and to ensure output quality.
Informed	An organization that receives output from the process or task or that needs to stay informed or updated.
Participants	An organization that participates in the process or task.

	CHILDFUND	ADDU	PMFI	CSO
Outcome 1: Improved capacity of target CSOs to identify and document accurate, independent, and objective information on the nature and scope of child labor and violations of acceptable conditions of work in the supply chains of the four identified crop agricultural products (bananas, coconut, corn, and rice).				
Output 1.1: Target CSOs trained to conduct research and assessment methods to identify, document, and track cases of child labor and violations of acceptable conditions of work.				
Activity 1.1.1 Conduct Pre-Situational Analysis (PSA) capacity assessment of target CSOs to identify organizational strengths and capacity gaps in the following areas: research and documentation methods; advocacy and awareness raising; and implementation, project management, and quality control.	A & R	C	C	P
Activity 1.1.2 Develop training design and materials (modules) to address target CSO research and documentation capacity gaps.	A	R	I	C
Activity 1.1.3 Conduct target CSO training on research and assessment methods.	A	R	I	P
Output 1.2 Target CSOs completed supply chain analyses in four agricultural crops (banana, coconut, corn and rice).				
Activity 1.2.1 Target CSOs conduct assessment of child labor and violations of acceptable work conditions in the supply chains in agricultural crop production (banana, coconut, corn, and rice) in the provinces of Bukidnon, Davao del Norte, and North Cotabato in Mindanao.	A	R	I	R
Activity 1.2.2 Target CSOs conduct validation of research study on supply chains for relevant stakeholders and study respondents.	A	R	P	R
Activity 1.2.3 Target CSOs present results to stakeholders through a research forum.	A	R	C	R
Output 1.3 Target CSOs developed and/or integrated a database to assist LGUs to document and track cases of child labor and violations of acceptable conditions of work.				
Activity 1.3.1 Target CSOs conduct consultations with relevant stakeholders, including LGUs, to better understand the local needs and practicality of establishing a data collection, management, and sharing system to track cases of child labor and violations of acceptable work conditions to help LGUs plan.	A	C	C	R
Activity 1.3.2 Target CSOs, in cooperation with LGUs, develop or integrate data collection, management, and sharing systems on child labor and violations of acceptable work conditions.	A	C	C	R
Activity 1.3.3 Target CSOs profile identified children engaged in child labor and victims of violations of acceptable work conditions in the supply chain.	A	R	I	R

	CHILDFUND	ADDU	PMFI	CSO
Activity 1.3.4 Target CSOs update information in child labor data collection and management systems and systematically share updates with the LGUs.	A	C	I	R
Activity 1.3.5 Target CSOs attend training on database management systems.	A&R	R	C	P
Outcome 2. Improved capacity of target CSOs to raise awareness for the protection of workers on child labor abuses, and violations of acceptable conditions of work.				
Output 2.1 Target CSOs developed advocacy plans to address child labor and violations of acceptable conditions of work in the four identified agricultural sector products in Mindanao.				
Activity 2.1.1 PMFI uses the PSA results to design and conduct an advocacy fundamentals and media seminar training for CSOs to strengthen understanding of advocacy principles and effectively engage the media with key advocacy messages.	A	I	R	P
Activity 2.1.2 PMFI conducts advocacy planning workshop with target CSOs.	A	I	R	P
Activity 2.1.3 PMFI conducts annual review, planning, and updating of target CSO advocacy plans.	A	C	R	C
Output 2.2 Target CSOs developed child protection information, education, and communication (IEC) materials				
Activity 2.2.1 PMFI uses the PSA results to design and conduct a training for CSOs to develop and use advocacy products.	A	I	R	P
Activity 2.2.2 PMFI conducts a communication planning training based on the advocacy plan.	A	I	R	P
Activity 2.2.3 Target CSOs develop IEC materials (flyers, posters, advographics, etc.).	A	C	R	R
Activity 2.2.4 Target CSOs pilot-test the advocacy products developed in their respective communities.	A	I	R	R
Activity 2.2.5 Print advocacy IEC materials for target CSOs.	A&R	C	C	C
Activity 2.2.6 Conduct monitoring and regular review meetings with PMFI and target CSOs to assess research output quality and use to inform advocacy efforts.	A&R	P	R	C
Output 2.3 Target CSOs disseminated key messages during advocacy events to target audiences				
Activity 2.3.1 PMFI uses the PSA results to design and conduct a social media advocacy training for target CSOs to help them develop their social media platforms.	A	I	R	R/P
Activity 2.3.2 PMFI conducts training on delivering key messages to target audiences.	A	I	R	P
Activity 2.3.3 Target CSOs identify thought leaders and groups at the community level to serve as key influencers in fighting child labor and promoting acceptable work conditions.	A	I	C	R
Activity 2.3.4 Target CSOs and PMFI conduct advocacy planning workshops for key influencers.	A	I	R	R
Activity 2.3.5 Target CSOs together with key influencers conduct advocacy forums engaging government and private sectors.	A	C	C	R
Activity 2.3.6 Target CSOs together with key influencers conduct awareness-raising sessions at the community level with parents, children, and youth.	A	I	C	R
Activity 2.3.7 PMFI conducts regular monitoring and consultations with target CSOs' assigned advocacy-related tasks.	A	I	R	P
Outcome 3. Improved capacity of target CSOs to implement initiatives to address child labor and violations of acceptable conditions of work.				
Output 3.1 Target CSOs facilitated access to confidential reporting mechanisms and services for victims of child labor and violations of acceptable conditions of work.				

	CHILDFUND	ADDU	PMFI	CSO
Activity 3.1.1 ChildFund conducts target CSO training of trainers on confidential reporting mechanisms, case management, and policies on acceptable work conditions (occupational safety and health, minimum wages, and work hours).	A/R	C	C	P
Activity 3.1.2 Target CSOs conduct training for other community partners on child protection and confidential reporting mechanisms for child labor and acceptable work conditions.	A	I	C	R
Activity 3.1.3 Target CSOs conduct awareness-raising activities on child protection laws and policies and confidential reporting mechanisms for child labor and acceptable work conditions with parents, children, and youth using IEC materials developed through activities under Outcome 2.2.	A	I	C	R
Activity 3.1.4 Target CSOs engage/reactivate community-based child protection groups (CBCPGs) that will raise community awareness and serve as early detectors of child labor and violations of acceptable work conditions by identifying and referring suspected cases.	A	I	C	R
Activity 3.1.5 Target CSOs conduct CBCPG training to identify, monitor, and report suspected cases of child labor and violations of acceptable work conditions to authorities. The information will also be used for the child labor data collection, management, and sharing system (see Activity 1.3.3 above).	A	C	C	R
Output 3.2 Target CSOs implemented quality programs/projects that address child labor and promote acceptable conditions of work.				
Activity 3.2.1 ChildFund uses the PSA results to design and conduct a workshop with CSOs to review and scale up their programming on child labor and promoting acceptable work conditions.	A/R	C	C	R
Activity 3.2.2 Target CSOs implement pilot activities that coordinate with and complement LGU plans and initiatives aimed at addressing child labor and promoting acceptable work conditions.	A	C	C	R
Activity 3.2.3 Target CSOs share information about the situation of child labor and violations of acceptable work conditions in Mindanao through national reporting channels.	A	C	C	R
Output 3.3 Sharing and learning opportunities held with target CSOs and other relevant stakeholders.				
Activity 3.3.1 Target CSOs participate in peer-to-peer sharing and learning opportunities.	A&R	P	P	P
Activity 3.3.2 ChildFund conducts a project review workshop with technical and CSO partners to identify and discuss lessons learned, promising practices, and recommendations for future work.	A&R	C	C	C
Activity 3.3.3 ChildFund produces a report of lessons learned, good practices, and recommendations for future work based on learning from project activities.	A&R	C	C	C
Activity 3.3.4 Target CSOs conduct community meetings with residents and leaders to share information on the project's achievements and lessons learned and discuss next steps.	A	C	C	R
Activity 3.3.5 Target CSOs conduct a forum with the government and the private sector to share relevant information and plans for collective and coordinated efforts to address child labor and promote acceptable work conditions.	A	C	C	R

SECTION II: PERFORMANCE MONITORING

A. Purpose and Use of the Performance Monitoring Plan

The Performance Monitoring Plan (PMP) identifies what will be monitored and evaluated during the project's life and how. It identifies and organizes appropriate qualitative and quantitative indicators that will be used to monitor and measure progress at the objective, outcome, and output levels. The PMP's purpose is to state and define these indicators and to describe the processes by which data will be collected, analyzed, and used.

The PMP provided below builds on decisions made by the project team during an initial CMEP workshop and subsequently.

B. Full Performance Monitoring Plan

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
Project-level objective: To improve the capacity of target CSOs to better understand and address child labor and promote acceptable conditions of work in crop agriculture (banana, coconut, corn, and rice) in three provinces (Bukidnon, Davao del Norte, and North Cotabato) of Mindanao	% of improvement in the total CSOs' capacity assessment score for Outcomes 1, 2, and 3	"Improvement of total CSO capacity" means an increase in the average percentage score of the results of the organizational capacity assessment (OCA) from baseline and endline study. The OCA tool is designed to measure improvement in the three target CSOs' capacities as stated in Outcomes 1, 2, and 3. The average percentage score will be based on the following percentage scores: Percentage of improvement in the total CSO assessment scores in conducting research and managing a database system.	Baseline Assessment Form 1-OCA: Organizational Capacity Assessment Midterm Assessment Endline Assessment	Three times: once at the completion of the PSA (Fourth Quarter [September] 2019), once at midterm (Second Quarter [January] 2021), and once at the completion of endline assessment (Third Quarter [June] 2022)	Project Director (PD) Monitoring and Evaluation Officer (MEO) External Consultant	Overall project performance: The data will be used to assess CSO capacities at the beginning of the project to evaluate changes after the project interventions have been completed. Study results will form part of the TPR after the study is conducted.

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
		2. Percentage of improvement in the total CSO assessment scores on raising awareness for the protection of workers from child labor abuses and violations of acceptable work conditions. 3. Percentage of improvement in the total CSO assessment scores on the quality of child labor programs implemented by each CSO. Method: BuildCA²P will provide a list of competencies under each result criterion. Each competency will be assessed using a rating scale from Beginning to Advanced, where Beginning has a score of 1 and Advanced has a score of 4. An external consultant will be hired to develop the tool to measure the baseline value of the CSO capacities. The same tool will be used to measure the midterm and endline values of the capacities. This tool will be used to gather data through focus group discussions attended by program staff of each CSO. Supporting documents will be required as evidence to validate improvement in each indicated				

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
		capacity to be measured for each CSO. “Improvement” means an increase (positive change) in the score. Endline Numerator: Average endline score <i>minus</i> average baseline score Midline Numerator: Average midline score <i>minus</i> average baseline score Denominator: Average baseline score Indicator Classification: Level (showing total improvement in CSO capacity assessment scores over time) Unit of Measurement: Percentage increase in OCA score (inclusive of scores for Outcomes 1–3) Indicator Disaggregation: Per CSO/province				
Outcome 1: Improved capacity of target CSOs to identify and document accurate, independent, and objective	% of improvement in the total CSOs' assessment scores in conducting research on	“Improvement of CSO capacity in conducting research” means an increase in average percentage OCA score from baseline to mid- and endline. The OCA tool will contain the list of competencies that capture best practice in	Baseline Study Form 1-OCA: Outcome 1a: Capacity in conducting Research, pp 2–3	Three times: once at the completion of the PSA (Fourth Quarter [September] 2019), again	PD MEO	Periodic Performance Review: Study results will be used to monitor and measure progress of each CSO in conducting

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
information on the nature and scope of child labor and violations of acceptable conditions of work in the supply chain of the four identified crop agricultural products (banana, coconut, corn, and rice).	the nature and scope of child labor and acceptable work conditions.	conducting research. These criteria include the following: 1.Demonstrated data collection capacities (subcompetencies include <i>planning and execution</i>) 2.Demonstrated capacity to develop research designs (subcompetencies include <i>identifying research questions, developing research methods, including sampling, and tools</i>) 3.Demonstrated capacity to analyze data (subcompetencies include <i>developing a data analysis plan and executing it</i>) “Acceptable work conditions” means the allowed numbers of working hours for children, wages, and occupational safety and health standards of the Department of Labor of Employment (DOLE). Method: Each competency under conducting research and database management will be rated using a scale from Beginning to Advanced, where Beginning has a score of 1 and Advanced has a score of 4. An external consultant will be hired to develop the tool to measure the baseline value of the CSO capacities. The same tool will be	Midterm Assessment Endline Assessment	for midterm (Second Quarter [January] 2021), and once at the completion of endline assessment (Third Quarter [June] 2022)		research. Results will also be used during periodic review with CSOs and technical partners. Lastly, results will also form part of the TPR after completion of each study.

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
		used to measure the midterm and endline values of the capacities. This tool will be used to gather data through focus group discussions attended by program staff of each CSO. Supporting documents will be required as evidence to validate improvement in each indicated capacity to be measured for each CSO. Improvement definition (see Project Level Objective definition). Endline Numerator: Average endline score <i>minus</i> average baseline score Midline Numerator: Average midline score <i>minus</i> average baseline score Denominator: Average baseline score Indicator Classification: Level Unit of Measurement: Percentage increase in Outcome 1 Capacity Assessment Score Indicator disaggregation: Per CSO				
	% of improvement in the total	"Improvement of CSO capacity in managing a database system" means an increase in average	Baseline Assessment Form 1-OCA: Outcome 1b:	Three times: once at the completion of	PD MEO	Periodic Performance Review: Study

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
	CSOs' assessment scores in managing a database system	percentage score of the results of the baseline to mid- and endline. The OCA will show if CSO has: 4. Demonstrated capacity on data management/protection (subcompetencies include <i>data entry, cleaning, implementation, updating, maintenance, and security</i>) Method: Each competency under database management will be rated using a rating scale from Beginning to Advanced, where Beginning has a score of 1 and Advanced has a score of 4. An external consultant will be hired to develop the tool to measure the baseline value of the CSO capacities. The same tool will be used to measure the midterm and endline values of the capacities. This tool will be used to gather data through focus group discussions attended by program staff of each CSO. Supporting documents will be required as evidence to validate improvement in each indicated capacity to be measured for each CSO. Improvement definition (see Project Level Objective definition).	Capacity in Database Management, 4–6 Midterm Assessment Endline Assessment	the PSA (Fourth Quarter [September] 2019), again for midterm (Second Quarter [January] 2021), and once at the completion of endline assessment (Third Quarter [June] 2022)		results will be used to monitor and measure progress of each CSO in database management. Results will also be used during periodic review with CSOs and technical partners. Lastly, results will also form part of the TPR after completion of each study.

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
		Endline Numerator: Average endline score <i>minus</i> average baseline score Midline Numerator: Average midline score <i>minus</i> average baseline score Denominator: Average baseline score Indicator Classification: Level Unit of Measurement: Percentage increase in Outcome 1b Capacity Assessment Score Indicator disaggregation: Per CSO				
Output 1.1: Target CSOs are trained to conduct research and assessment methods to identify, document, and track cases of child labor and violations of acceptable conditions of work	# of CSO staff that have completed training in conducting research on the supply chain in crop agriculture	“CSO staff” means CSO regular staff or volunteers. A minimum of two and a maximum of five staff/volunteers per CSO will attend each training and the staff must show an increase in knowledge through pre- and post-test results. The trainings that will count for this indicator are research trainings conducted based on the PSA results on CSO capacity gaps. “Completed training in conducting research” means the participants have attended 75% of the research training on the supply chain and have increased	Form 2-AS (Attendance Sheet) Pre-Test & Post-Test Results <i>[To be developed by TP]</i> Form 8-COC (Certificate of Completion)	<i>Frequency of Collection</i> Once: when each research training is conducted, to be collected by PC <i>Frequency of Verification</i> Monthly until all research training is completed, to be verified by M&E	Project Coordinator (PC) MEO	To determine the number of participants who have completed training and measure the efficacy of the research training conducted on participants’ knowledge of conducting research. Results will form part of the TPR when the research training is completed.

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
		knowledge of conducting research as reflected in the pre- and post-test scores for each training attended. Acceptable conditions of work (please see Outcome 1 definition) Unit of Measurement: Number of Individuals who have completed training on conducting research Increased Knowledge: An increase in knowledge from pre-test to post-test Indicator Classification: Incremental Indicator Disaggregation: Gender		<i>Frequency of Reporting</i> Monthly until all research training is completed, to be submitted by PC to MEO and PD		
Output 1.2: Target CSOs complete supply chain analyses in four agriculture crops (banana, coconut, corn, and rice)	# of supply chain analyses completed by CSOs that meet technical standards	Supply chain analyses mean each analysis contains the following: - Mapping the location of children in the various stages of the supply chain of each identified agricultural crop - Contents of analysis are the following: - Supply chain environment	Form 3-CASCR (Certificate of Approval of Supply Chain Research)	Once: when supply chain analysis is approved by ChildFund CO <i>Frequency of Collection</i> Once: when each supply chain analysis is finished, to	PD MEO Technical partners (TPs)	To determine the quality of the supply chain analysis results that meets the technical standard. Child labor data from this study will be reported to their respective LGUs and will form part

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
		○ Supply chain activity, products, and services ○ Phases in the supply chain ○ Supply factors ○ Demand factors ○ Processes and channels ○ Key players and entities involved ○ Good practices ○ Challenges encountered by the children • Formulation of recommendations “Completed” means having undergone reviews of a panel of experts and having been approved by ADDU and ChildFund. “Meet technical standards” means it passes the standards specified in Form 3-CASCR. Number of supply chain analyses means the following: • Supply Chain on Rice (2)-Davao Del Norte & Bukidnon • Supply Chain on Corn (2)- Bukidnon & North Cotabato		be collected by TP <i>Frequency of Verification</i> Once: upon submission of the first draft to ensure the standard set by the project is obtained, to be verified by MEO <i>Frequency of Reporting</i> Once: when the supply chain analysis is approved by ChildFund CO, to be determined by PD		of the TPR when the study is completed and shared.

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
		- Supply Chain on Banana (1)- Davao Del Norte - Supply Chain on Coconut (1)-North Cotabato Indicator Classification: Incremental Unit of Measurement: analyses				
Output 1.3: Target CSOs develop and/or integrate a database to assist LGUs to document and track cases of child labor and violations of acceptable conditions of work.	# of child labor database systems developed or integrated	“Child labor database system” means a functional database that contains child labor information data. “Functional” means the database system is regularly updated; the data quality is checked; and the database generates a certain number of project reports that are shared with CSOs’ respective LGUs and other stakeholders. “Developed” means that a new database that contains child labor data is created at the CSO level. “Integrated” means that the CSO has a database and child labor data are integrated into this database. Indicator Classification: Incremental	Functional database report [To be developed] Child labor information data set [To be developed]	<i>Frequency of Collection</i> Monthly until completed <i>Frequency of Verification</i> Monthly until completed <i>Frequency of Reporting</i>	MEO	To determine the quality and utility of child labor database systems to serve the needs of the project, CSOs, LGUs, and other relevant stakeholders

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
		Unit of Measurement: Number of functional child labor database systems Indicator Disaggregation: None				
Outcome 2: Improved capacity of target CSOs to raise awareness for the protection of workers from child labor abuses and violations of acceptable conditions of work.	% of improvement in the total CSOs' capacity assessment score in their ability to raise awareness for the protection of works from child labor abuses and acceptable work conditions of work between baseline and end line assessments	"Improvement of CSO capacity" means an increase in average percentage score of the OCA results from baseline to mid- and endline in raising awareness of child labor abuses and violations of acceptable work conditions. The OCA will contain the list of competencies that capture best practice in raising awareness. These competencies include the following: 1. Demonstrated capacity on advocacy planning and execution of plans (subcompetencies include <i>legislative goal setting, policy analysis, risk analysis, stakeholder landscape analysis</i>) 2. Demonstrated capacity in awareness raising (subcompetencies include <i>planning and executing awareness-raising activities, including developing and disseminating IEC materials</i>) Method: Each competency under raising awareness will be rated using a rating scale from	Baseline Assessment Form 1-OCA: Outcome 2: Capacity in Awareness Raising, 7–8 Midterm Assessment Endline Assessment	Three times: once at the completion of the PSA (Fourth Quarter [September] 2019), again for midterm (Second Quarter [January] 2021), and once at the completion of endline assessment (Third Quarter [June] 2022)	PD MEO Advocacy & Communication Officer (ACO)	Periodic Performance Review: Study results will be used to monitor and measure progress of each CSO in raising awareness and doing advocacy work. Results will also be used during periodic review with CSOs and technical partners. Lastly, results will also form part of the TPR after completion of each study.

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
		Beginning to Advanced, where Beginning has a score of 1 and Advanced has a score of 4. An external consultant will be hired to develop the tool to measure the baseline value of the CSO capacities. The same tool will be used to measure the midterm and endline values of the capacities. This tool will also be used to gather data through focus group discussions attended by program staff of each CSO. Supporting documents will be required as evidence to validate improvement in each indicated capacity to be measured for each CSO- Endline Numerator: Average endline score minus average baseline score Midline Numerator: Average midline score minus average baseline score Denominator: Average baseline score Indicator Classification: Cumulative (showing total improvement in CSO capacity assessment scores over time) Unit of Measurement: Percentage increase in Outcome 2 Capacity Assessment Score				

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
Output 2.1: Target CSOs develop advocacy plans to address child labor and violations of acceptable work conditions of work in the agricultural sector in Mindanao	# of advocacy plans developed	“Advocacy plans developed” means an advocacy plan is developed by the CSO and approved by ChildFund, PMFI, & IO. Approved advocacy plan should contain the standards specified in Form 4-CAAP. Indicator Classification: Incremental Unit of Measurement: Number of approved advocacy plans	Form 4-CAAP (Certification of Approval for Advocacy Plan)	<i>Frequency of Collection</i> Once: when each advocacy plan is approved, to be collected by ACO <i>Frequency of Verification</i> Once: when the approved advocacy plan is submitted to MEO, to be verified by MEO <i>Frequency of Reporting</i> Once: when advocacy plan is verified, to be reported by PMFI to ChildFund.	PD MEO ACO TP	To determine if the quality of the advocacy plan formulated by CSO met the advocacy standards set by the project. The data will form part of the TPR when this is completed. This will also serve as a guide for the CSO to follow in implementing their advocacy work.
Output 2.2 Target CSOs developed child protection information, education and communication (IEC) materials	# of child protection IEC materials developed	“IEC materials” are of any of the following types based on CSO context: 1. Leaflet 2. Flyer 3. Pamphlet 4. Flipchart	Form 9-CAIEC (Certificate of Approval of IEC) Form 5-PCMAR (Project Coordinator	<i>Frequency of Collection</i> Once: when each IEC material developed is approved, to	PD MEO ACO	To determine if the quality of the IEC materials created by CSO met the standards set by the project. The data will form

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
		5. Cinema-Slide 6. Exhibit 7. Audiovisual materials 8. Film 9. Comics 10. Theatre or local arts The counting of each IEC material is based on the types enumerated above, provided that the content of the materials addresses both child labor and acceptable work conditions. “Developed” means the IEC materials passed the standards set by the project, approved by PMFI, ChildFund, and USDOL. The standards for IEC materials contain the criteria specified in Form 9-CAIEC. Indicator Classification: Incremental Unit of measurement: Number of approved IEC materials	Monthly Accomplishment Report)	be collected by ACO <i>Frequency of Verification</i> Monthly until all IEC materials developed are completed and verified by MEO <i>Frequency of Reporting</i> Monthly until all IEC materials developed are verified and reported by MEO to PD		part of the TPR when this is completed.
Output 2.3. Target CSOs disseminated key messages during advocacy events to target audiences	# of people from target audiences who attended advocacy events	“Target audiences” means the general public, children and youth, parents, farmers, landowners, policymakers, media practitioners, LGUs, private sectors, etc. “Advocacy events” means the	Baseline Study Form 1-OCA: Outcome 3: Capacity on Project Management, 11–16 Midterm Study	Three times: once at the completion of the PSA (Third Quarter, 2019), again for midterm (Second	PD MEO Child Protection Officer (CPO)	Periodic Performance Review: Study results will be used to monitor and measure progress of each CSO in

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
		activities that promote child protection and address child labor and violations of acceptable work conditions and contain the key messages for target audiences. These events are carried out by the CSOs themselves. These activities include the following: 1. World Day Against Child Labor (June 12) 2. Children's Day (November 20) 3. Labor Day (May 1) 4. TBD "Key messages" refers to relevant information on child protection, child labor laws, and acceptable work conditions that is suitable to the context and cultural sensibilities of the target audience. Indicator Classification: Incremental Unit of Measurement: Number of types of audience with number of participants attending Indicator Disaggregation: Gender	Endline Study	Quarter, 2020), and once at the completion of endline study (2022)		implementing their child labor project initiatives. Results will also be used during periodic review with CSOs and technical partners. Lastly, results will also form part of the TPR after completion of each study.
Outcome 3: Improved capacity of target	% of improvement in the total	"Improvement of CSO capacity" in this outcome objective means an increase in the average	Baseline Assessment Form 1-OCA:	Three times: once at the completion of	PD MEO CPO	Periodic Performance Review: Study

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
CSOs to implement initiatives to address child labor and violations of acceptable conditions of work.	CSO capacity assessment score in implementing initiatives to address child labor and violations of acceptable work conditions.	percentage score of the results of the KSAP study from baseline to mid- and endline in implementing quality child labor–related programs or initiatives. The KSAP study for this outcome will contain the list of competencies that capture best practice in program implementation. “Initiatives” means a new child labor–related project or program implemented by CSO or one integrated into an existing CSO project or program. “CSO total capacity assessment score” means an average score on implementation and management of child labor–related programs/initiatives. 1. Demonstrated capacity in conducting program planning assessments (subcompetencies include <i>situation/needs assessment</i>) 2. Demonstrated capacity in developing program plans (subcompetencies include <i>using SMART criteria to develop program designs, developing budgets and work plans, mobilizing and consulting stakeholders</i>)	Outcome 3: Capacity on Project Management, 9–12 Midterm Assessment Endline Assessment	the PSA (Fourth Quarter [September] 2019), again for midterm (Second Quarter [January] 2021), and once at the completion of endline assessment (Third Quarter [June] 2022)		results will be used to monitor and measure progress of each CSO in implementing their child labor project initiatives. Results will also be used during periodic review with CSOs and technical partners. Lastly, results will also form part of the TPR after completion of each study.

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
		3. Demonstrated capacity in program implementation/ management (subcompetencies include <i>executing established strategies and plans</i>) 4. Demonstrated capacity in review of programs (subcompetencies include <i>monitoring and evaluation, knowledge management, and learning and applying lessons</i>). Method: Each competency under implementing initiatives will be rated using a rating scale from Beginning to Advanced, where Beginning has a score of 1 and Advanced has a score of 4. An external consultant will be hired to develop the tool to measure the baseline value of the CSO capacities. The same tool will be used to measure the midterm and endline values of the capacities. This tool will be used to gather data through focus group discussions attended by program staff of each CSO. Supporting documents will be required as evidence to validate improvement in each indicated capacity to be measured for each CSO.				

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
		Endline Numerator: Average endline score <i>minus</i> average baseline score Midline Numerator: Average midline score minus average baseline score Denominator: Average baseline score Indicator Classification: Cumulative (showing total improvement in CSO capacity assessment scores over time) Unit of Measurement: Percentage increase in Outcome 3 Capacity Assessment Score Indicator disaggregation: Per CSO/Province				
Output 3.1 Target CSOs facilitated access to confidential reporting mechanisms and services for victims of child labor and violation of acceptable conditions of work.	# of individuals trained to facilitate access to confidential reporting mechanisms and services addressing child labor and violations of acceptable work conditions	“Trained” means the individual attended at least 75% of the training to facilitate access to confidential reporting mechanisms and services and has increased knowledge in facilitating access to confidential reporting mechanisms and services as reflected in the pre- and post-test scores for each training attended. “Confidential reporting mechanisms and services” means the referral pathway for reporting cases of child labor and violations	Form 2-AS (Attendance Sheet) (To be developed) Pre- and post-test results Form 8-COC (Certificate of Completion) Form 5-PCMAR (Project Coordinator Monthly Accomplishment Report)	<i>Frequency of Collection</i> Once: After each training is completed, to be collected by PC <i>Frequency of Verification</i> Monthly until all trainings to facilitate access to confidential reporting	PC MEO CPO	To determine the quality of the training on facilitating access to confidential reporting mechanisms and services and the number of individuals trained on it. Data will form part of TPR when it is completed.

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
		of acceptable work conditions reported by the CSO and community to relevant government agencies mandated to respond to reported cases. “Individuals” means CSO staff who attended ChildFund-initiated training on confidential reporting mechanisms and services and those who attended CSO-initiated training on confidential reporting mechanisms and services for their volunteers and other community partners. Unit of measurement: Number of individuals who completed training on accessing confidential reporting mechanisms and services. Indicator Disaggregation: Gender CSO/Province		mechanisms and services are completed and verified by MEO <i>Frequency of Reporting</i> Monthly until all trainings to facilitate access to confidential reporting mechanisms and services is completed, to be reported by CPO		
Output 3.2: Target CSOs implemented quality programs/ projects that address child labor and promote acceptable conditions of	# of quality programs/ projects related to addressing child labor and promoting acceptable work	“Quality projects” means CSO’s initiatives addressing child labor and promoting acceptable work conditions accomplished at least 80% of their target activities. The CSOs will implement the projects. Indicator Classification: Incremental	Form 6-CSOAR (CSO Accomplishment Report)	<i>Frequency of Collection</i> Three times: at the baseline, midterm, and endline periods, to be collected by PC.	MEO PC CPO ACO	To determine the capacity levels of each CSO to implement quality programs or projects that prevent or respond to child labor

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
work	conditions implemented by the CSOs	Unit of Measurement: Number of quality programs		<i>Frequency of Verification</i> Monthly until all implemented activities are done and verified by MEO. <i>Frequency of Reporting</i> Monthly until all implemented activities are done, to be consolidated and reported by CPO		
Output 3.3: Sharing and learning opportunities are held with target CSOs and other relevant stakeholders	# of sharing and learning opportunities held by CSO	“Sharing and learning opportunities” means any of the following activities conducted by CSO: 1. Peer-to-peer sharing and learning through inter-CSO visits 2. Project review workshops facilitated by CSOs 3. Conducted community meetings with residents and leaders to share lessons learned and challenges 4. Conducted forum with the government and private sector to share	Form 2-AS (Attendance Sheet)- BuildCA ² P Form 7-LEAR (Learning Event Activity Report)	<i>Frequency of Collection</i> Quarterly: when each learning opportunity is done, to be collected by PC <i>Frequency of Verification</i> Quarterly: when each learning opportunity is	CPO MEO PC	To determine the number of sharing and learning opportunities held by CSO. Results will also form part of the TPR during the reporting period of each activity completion. The final consolidated or compendium report will be published.

Objective Statements	Indicator Statements	Indicator Definition, Classification, Unit of Measurement, and Disaggregation	Data Sources / Instruments	Frequency of Reporting / Collection/ Verification	Responsible Person/s	Data Analysis/Use
		relevant information and plans for coordinated and collective effort to fight child labor Indicator Classification: Incremental Unit of Measurement: Number of CSO staff Indicator Disaggregation: Gender		done, verified by MEO <i>Frequency of Reporting</i> Quarterly: when each learning opportunity is done, to be consolidated and reported to CPO		

**Indicator Classifications—for questions, please refer to USDOL/OCFT’s guidance on indicator classification/target setting and reporting or contact your USDOL M&E POC. Indicator classification labels are used in the Data Reporting form (TPR Annex A).*

C. Community and Participant Eligibility and Selection Criteria (only if applicable)

BuildCA²P used the following criteria to select Civil Society Organizations (CSOs) for capacity building in target provinces.

- 1) Presence of CSOs.
- 2) Number of working children from the 2011 Study on Children.²
- 3) Presence of child labor in crop agriculture.
- 4) Poverty incidence among population.
- 5) Land areas of crop plantations.
- 6) Crops produced included in the U.S. Department of Labor (USDOL) list of goods with child labor.
- 7) Presence of IP communities.

Based on ChildFund's consultation with the CSOs and technical partners (ADDU and PMFI), it was agreed that each CSO would cover two municipalities per province. BuildCA²P selected these priority municipalities based on the criteria listed above (using weighted scores).

SECTION III: SUMMARY OF PLANNED EVALUATIONS AND STUDIES

A. Performance Evaluations

External Office of Child Labor, Forced Labor, and Human Trafficking (OCFT)-funded interim and final performance evaluations will be conducted on BuildCA²P by a contractor procured by OCFT. However, for some projects, such as those with a shorter implementation timeline, other options in lieu of the OCFT-funded interim evaluations, such as a midterm review or a project-procured limited-scope evaluation, may be available. The interim evaluation format will be coordinated and agreed upon with OCFT.

External OCFT-funded interim and final performance evaluations are primarily qualitative and will assess project performance and results achieved by the time of evaluation. The performance evaluation will provide an opportunity to draw on lessons learned, good practices, and recommendations to help improve project performance and effectiveness moving forward. This involves identification of key project successes, challenges, and factors hindering and promoting project implementation. A detailed Terms of Reference (TOR) will be prepared and both OCFT and the project/grantee will have the opportunity to provide inputs about the evaluations' objectives, methodology, timing, evaluation questions, and other aspects. Performance evaluations examine such categories as relevance, effectiveness, efficiency, sustainability, and impact. The evaluation's TOR will outline the specific issues to be addressed within the time allowable. Evaluation questions will be developed as part of the TOR process.

Timing: Interim evaluations and other evaluation formats are to be carried out at an appropriate midterm point, to be decided jointly between BuildCA²P and USDOL. Final evaluations are to be carried out three

² Final Report: 2011 Survey on Children.

<https://psa.gov.ph/sites/default/files/2011%20Survey%20on%20Children%205-17%20Years%20Old%20%28Final%20Report%29.pdf>.

to six months before the end of activities, as specified in the Cooperative Agreement. Performance data should be available to inform the evaluations prior to fieldwork. If the project is undertaking an endline prevalence study, these data should also be available when possible. Fieldwork for each evaluation typically takes two to three weeks, depending on travel time needed between sites.

B. Pre-Situational Analysis (PSA) and Other Studies

B.1 PSA

An organizational capacity assessment (OCA) will be conducted at project onset to establish the baseline value of the three CSOs' outcome-based capacities in conducting research, advocacy and awareness raising, and project management related to combating child labor and promoting acceptable work conditions. The OCA results will also provide information on the CSOs' training needs and will serve as inputs in designing modules by technical partners and the project team to build the CSOs' capacities in conducting research, advocacy and awareness raising, and project management.

The OCA tool will be used also during the midterm and endline assessments to measure the CSOs' improved capacity, as indicated in the PMP. The purpose of the midterm assessment is to determine how the project has progressed and whether the desired CSO capacities have been attained. It also provides an opportunity for the project to re-plan or re-strategize as necessary. The endline assessment will provide objective information on overall project performance in building CSO capacity.

B.2 Other Studies: Supply Chain Analysis

The project will conduct other studies to help the CSOs better understand child labor and violations of acceptable work conditions. BuildCA²P will oversee six studies on the presence of child labor in agricultural supply chains for bananas (1), coconuts (1), rice (2), and corn (2) across three provinces in the island of Mindanao. These six studies, which are themselves exercises in capacity building, will be carried out by the three CSOs, with technical support (i.e., training and mentoring) from ADDU. ADDU, together with the CSOs, will analyze the supply chain studies based on the identified agricultural crops per CSO. ADDU will craft a Mindanao-level analysis of all the crops covered by the CSOs.

C. Prevalence Study at Baseline and Endline (not applicable to BuildCA²P)

SECTION IV: CMEP IMPLEMENTATION AND MANAGEMENT

A. Roles and Responsibilities

As the lead organization for the BuildCA²P project, ChildFund assumes overall responsibility for all aspects of the project's management and performance. The specific roles and responsibilities of BuildCA²P staff are described in the project document agreed upon with the USDOL/International Labor Affairs Bureau. Throughout the project, ChildFund country and international office staff will backstop the project team, providing both technical and administrative support. They will complement the central role BuildCA²P staff will play in implementing this project, inclusive of its technical, monitoring and evaluation, and financial and administrative dimensions, with the project's two technical partners. The roles and

responsibilities of these partners are summarized below and described more fully in the project document.

Ateneo de Davao University (ADDU), a private teaching university situated in Davao City, Mindanao, is one of the top Philippine universities. Under this project, ADDU will be responsible for providing training to the three target CSOs on researching, mapping, and producing case studies, as well as conducting a thorough mapping and situational analysis of child labor. ADDU will also oversee the CSOs' supply chain analyses in crop agriculture on banana, coconut, corn, and rice on which the project's capacity-building efforts are focused. The study results will serve as a basis for designing modules to improve CSO capacity in conducting advocacy/awareness interventions in the supply chain where child labor is prevalent and work conditions require intervention. Also, the research will be shared and disseminated through a forum to present the results to significant stakeholders.

- **Probe Media Foundation, Inc. (PMFI)** is a nonprofit organization dedicated to improving the quality of media in the Philippines and the Asia-Pacific region by training professional and aspiring media practitioners. Under this project, PMFI will help targeted CSOs develop their advocacy plans and will provide social media advocacy training on how to effectively deliver key messages to target audiences. Separate training and workshops will be conducted at the community level with parents, children, and youth with thematic messages related to child labor. Additionally, PMFI will lead the production of IEC materials to be used by targeted CSOs in executing their advocacy plans and will work with the CSOs to disseminate key child labor and work conditions messages in their respective provinces.

In addition, as primary project partners, the three CSOs will receive direct support and share responsibility for the project's success. These CSOs are:

- Kaugmaon for Children's Rights and Development
- Halad Uma sa Nasud (Hauman) Association, Inc.
- Kaanib Foundation (KFI)

Over the course of the project, the three CSOs will interact with communities, other CSOs, and local government in their provinces to raise awareness of child labor and violations of acceptable work conditions. As the capacities of these CSOs grow, their role in the project's success will expand and their responsibilities for implementing awareness-raising, advocacy, and pilot projects in their respective provinces will also grow. These CSOs will also share responsibility for monitoring project results and quarterly project performance reviews, which will form part of their capacity-building activities.

Detailed roles and delineation of functions of ChildFund, technical partners (ADDU and PMFI), and CSOs are contained in the activity mapping table above.

B. Management Information System and Document Retention

ChildFund's systems for managing project information, retaining documents, and overseeing partner data collection are well established in the Philippine context. The BuildCA²P project document illustrates the approaches ChildFund has fine-tuned in previous projects, but ChildFund will also adapt a new emerging system on child labor data information from the Department of Social Welfare and Development (DSWD)

for this project. Based on the diagram below, the primary data collected by the three CSOs and the child labor information generated from their supply chain studies will demonstrate the CSOs' capacity levels.

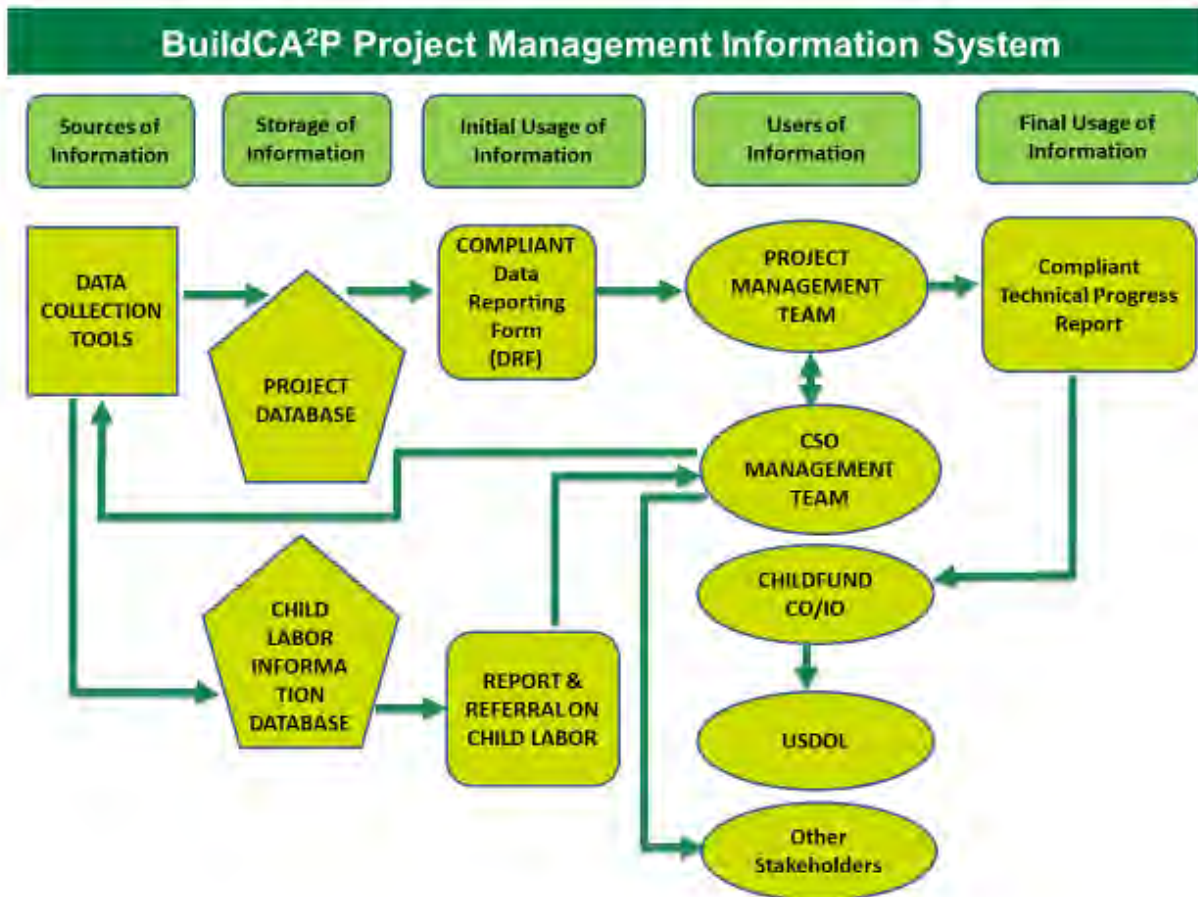
The data will be collected through paper or mobile based collection. This information will go to the project's database, managed by the monitoring and evaluation officer.

The child labor information contains child laborer profiles (personal, education, health, and nature and location of work), family profiles, and services availed and requested. This data will go to two different database systems: Project CHILD (Children Information and Location Database) for UNICEF-funded projects and the SHIELD (Strategic Helpdesks for Information, Education, Livelihood, and other Development Interventions) Against Child Labor Database of the DSWD. The former will be used by the CSO in North Cotabato, as the LGU that they work with adapted this system and funded its implementation. The latter will be used by the two CSOs in Davao Del Norte and Bukidnon, as this system is developed and funded by the government to be mainstreamed in all LGUs in their effort to fight child labor. A copy of the specific data uploaded in these systems can be accessed by the target CSOs and copied in their databases.

Once the data have been incorporated into the CSO database, they will generate reports to be used for the CSOs' advocacy and awareness-raising activities and inform BuildCA²P's database on the number of child labor cases referred to local government agencies and the number of target audiences the CSOs reached with information on child labor and promoting acceptable work conditions.

The BuildCA²P project database will inform the data reporting form (DRF), which contains the progress of each of the project's indicators. The DRF will be used to inform the technical project report (TPR) and help the management team make informed decisions. The TPR will be submitted to the USDOL ChildFund Country Office (CO) and International Office (IO), and the management team will provide programmatic information to the ChildFund CO and IO. USDOL and the ChildFund IO and CO can also send feedback to the program team on the reports submitted for further improvement and recommendation. Consistent with ChildFund's commitment to local capacity building through all aspects of a project, performance data will also be shared with the project's technical partners and CSOs in aggregate form. This will help each partner understand project performance in the areas where they are most active, compared with overall performance, and where improvements can be made.

Figure 2. Management Information System



For mobile data collection, BuildCA²P will use primarily tablets to collect information on identified children working in the supply chain of the four identified agricultural crops. Mobile data collection can also be used to gather data on the progress of the project's indicators. Whereas the SHIELD Against Child Labor database has its own server, the Project CHILD uses the KOBOLCollect application to collect and store child labor data. When the collected data have been uploaded, the CSOs will ask their respective LGUs or government agencies for a copy of the specific data that were uploaded to their server. This will be copied into the CSOs' Excel databases for analysis, reporting, and information dissemination.

The BuildCA²P project database is an Excel database that contains all the project progress indicators and will be managed by the project's monitoring and evaluation officer. Datasets will be analyzed using Excel statistical functions.

SECTION V: DATA ANALYSIS PLAN

A. Data Analysis Plan

A data analysis plan (DAP) is a roadmap that indicates how a project will assess the data generated by project monitoring activities and, if relevant, data obtained from other sources. The DAP should help projects assess how they are progressing toward expected outcomes; help unveil unexpected outcomes; inform implementation; justify course corrections; and help projects understand how they are, to a

limited extent, effecting change. The purpose of developing a DAP is to systematize and standardize how monitoring data will be interpreted. This will, in turn, help ensure data accuracy and reliability and contribute to a better understanding of what works, why, how, and in which contexts. The DAP integrates monitoring information into the project's feedback loop to establish ongoing mechanisms to promote data sharing and inform and improve the quality of the decision-making process carried out by project management and field staff. The DAP will help ensure that as data against indicators are gathered, the results of those efforts are systematically assessed and thus progress toward achieving the overall project goal, as it pertains to all stakeholders, is accurately represented for the interim and final evaluations. The description below details BuildCA²P's plan for analyzing CMEP data in a timely manner throughout the life of the project.

B. Plan for Data Analysis and Utilization

Under this project, BuildCA²P staff and the CSOs they assist will gather, analyze, and foster the use of multiple types of data, including project performance data as well as child labor data.

- For its CSO capacity assessment, BuildCA²P plans to develop a rating instrument consisting of scales that measure institutional maturity on factors associated with each of the project's three outcome-level results. To understand the degree to which capacity gains have been realized in assisted CSOs, the project will also conduct an end-of-project assessment and a midterm assessment, using the same instrument and protocols. These assessments are incorporated into the project's PMP as indicators and measurement tools for Outcomes 1–3. It is also envisioned that data from these assessments will be aggregated to generate an overall capacity improvement rating at the project objective level of BuildCA²P's results framework. ChildFund expects to engage an external consultant to assist with the design and implementation of this effort.
- **Project Performance Monitoring Data.** The project anticipates collecting capacity change evidence based on progression toward greater competency and maturity on a range of factors related to CSO capacity for research, awareness raising and advocacy, and designing and implementing innovative approaches for reducing child labor. Qualitative data collection based on scales will complement quantitative data on numbers of messages crafted and delivered and the scale of such efforts in terms of people reached. Project team members will work closely with CSOs to standardize data collection and reporting and will aggregate data across the project to assess and report on performance in terms of intended project results and to manage adaptively in response to performance monitoring findings, including through changes in training and technical assistance approaches to achieve project outputs and outcomes. Data analysis across the range of performance indicators will include both statistical and narrative analysis focused on detecting changes in indicator status in relation to targets.
- **Child Labor Data.** Under this project, the three CSOs will gather and analyze child labor data. Initially, these data will be collected and analyzed to produce the four PSAs of child labor and violations of acceptable work conditions in supply chains for four agricultural products in three provinces. Data for these studies will be qualitative as well as quantitative, based on statistics and other types of existing reports. The data-gathering teams that the CSOs organize, with assistance from the project's technical partners and ChildFund, will describe trends and calculation correlations for variables of interest. On the other hand, qualitative data will be reviewed through thematic analysis to describe the situation and stories of children and the

wider community. From these findings, recommendations will be formulated. The following qualitative data collection methods will be applied by CSOs: case studies, photo documentation, key informant interviews, featured stories, and focus group discussions. CSOs, with assistance from technical partners and ChildFund, will use descriptive statistics to understand trends and correlations of different variables. Qualitative data will be reviewed through thematic analysis to describe the situation and stories of children, and the wider community. From these findings, recommendations will be formulated. Complementing CSO's participation in the design and completion of the four agricultural product supply chains and child labor studies, each CSO will develop or improve a database through which additional child labor data can be disseminated to local government and other CSOs to support action on child labor in the three identified regions.

Through these processes, the CSOs will learn safe data communication protocols that meet high ethical standards for ensuring witness confidentiality and privacy and help their own organizations and other local stakeholders embody ethical standards for data collection, storage, and use. CSOs will also learn and use ethical procedures to obtain informed consent and to develop protocols on levels of access of information.

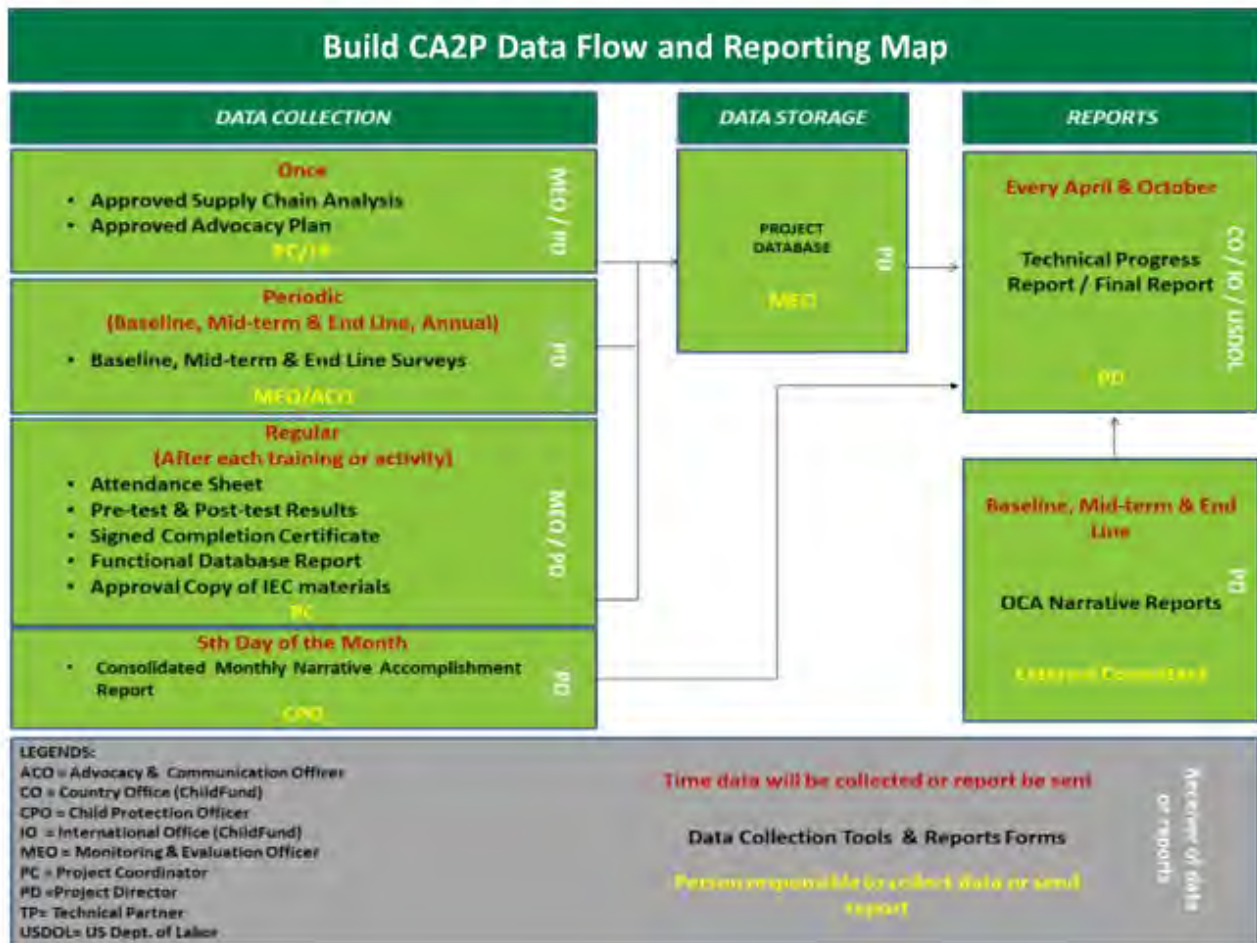
As a mentor to the target CSOs, the BuildCA²P project team, together with its technical partners, will also help improve the CSOs' monitoring capacity and teach them how to help government and other actors in their regions analyze child labor data and act on what they learn from studying child labor trends and outliers.

Each of the three capacity outcomes prioritizes data use for decision making that improves project performance and helps reduce child labor and violations of acceptable work conditions. The BuildCA²P project document highlights utilization intentions in its descriptions of each project output. Evidence from performance monitoring will provide feedback to individuals trained by the project and to the CSOs these individuals represent and inform modification of project training/activity programs, materials, and approaches. Monitoring and research findings will ensure that CSOs and local stakeholders are aware of their area's status on child labor elements and workplace conditions, including what trends are improving or getting worse, and that this awareness leads to CSO and other stakeholder improvements in advocacy and awareness-raising plans and materials and in program design. Activities across the project that identify and share best practices focus on using learning from monitoring data on child labor and work conditions in Mindanao.

C. Data Flow and Reporting Map

To facilitate systematic data collection on progress of the project indicators based on the PMP, the table below shows the data that need to be collected, when they are to be collected, the person/s responsible for collecting the data, to whom the collected data are to be reported, and where reported data are to be stored for analysis.

Figure 3. Data Flow Map



D. Data Quality Assurance Procedures

BuildCA²P will conduct a data quality assessment at least once before the interim performance evaluation to verify: 1) the quality of reported data for key indicators (data verification); and (2) the ability of the project's data management system to collect, manage, and report high-quality data (system assessment). Findings from data quality assessments will be used to formulate and implement corrective measures to strengthen the data management and reporting system and eventually to improve data quality. The evaluator leading the interim performance evaluation will conduct a review of the completed data quality assessment and provide feedback to the project. BuildCA²P will use USDOL's suggested format, which is called the Routine Data Quality Assessment.

E. Performance Reporting

The project will submit a TPR to OCFT biannually. Required with each TPR submission is the project's DRF (Annex A), which reports actual progress against pre-established targets for each indicator and provides context for the results being reported. TPRs are due every six months (in October and April). Reporting periods run from April 1 to September 30 and from October 1 to March 31. BuildCA²P's DRF is attached to this CMEP in Annex 3.

F. CMEP Revisions

The project is responsible for implementing and revising the CMEP as needed during the life of the project. In cases of minor modifications to the CMEP, such as small alterations in indicator wording or monitoring and evaluation management processes internal to the project, the project will notify the Grants Officer Representative (GOR) and monitoring and evaluation point of contact of any and all changes and then submit a revised CMEP.

In some cases, the project may propose substantial changes that alter targets, involve major changes to indicator wording, add or remove indicators, involve major revisions to written sections of the CMEP, or affect the scope of the project (including changes to major project activities). Changes of this nature will be discussed with the OCFT GOR and M&E staff POC, and approved by the USDOL Grant Officer through a project revision. Once approved, a revised CMEP will then be submitted for full review and approval by USDOL.

CMEP ANNEXES

Annex 1 – Project-Level Child Labor and Forced Labor Definitions

I. Definition of Terms

The definitions of these terms are presented in table 1. The Acceptable Conditions of Work is included in the definition to clarify the extent by which the project will intervene given that “promotion of acceptable conditions of work” is one of the commitments at the project level objective.

Table 1: Child Labor and Forced Labor Definitions – National and International Legal Frameworks

Term	Legal Framework Definitions	
	National	International
Child	Any person under 18 years of age <i>Source:</i> Republic Act 9231 An Act Providing for the Elimination of the Worst Forms of Child Labor and Affording Stronger Protection for the Working Child, amending for this purpose Republic Act No. 7610, As Amended, Otherwise Known as the “Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act” Child - refers to a person below eighteen (18) years of age or one who is over eighteen (18) but is unable to fully take care of or protect himself/herself from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition. <i>Source:</i> RA 9208, ANTI-TRAFFICKING IN PERSONS ACT OF 2003	The Convention defines a 'child' as a person below the age of 18, unless the laws of a particular country set the legal age for adulthood younger. The Committee on the Rights of the Child, the monitoring body for the Convention, has encouraged States to review the age of majority if it is set below 18 and to increase the level of protection for all children under 18. <i>Source:</i> Article 1 (Definition of the Child), United Nations Convention on the Rights of the Child
Remarks The definition of a child under Philippine law is consistent with the definition created by the United Nations Convention of the Rights of Children’s definition. RA 9208 defines a child as a person under the age of 18. However, the definition also includes people above 18 years of age who are unable to fully take care of or protect themselves. The project will use the local law as the basis of planning, strategic interventions, and decision making.		
Legally Working Children	A working child is defined as someone below 18 years of age who performs work or economic activity that is not child labor. A child below 15 years of age who works:	Any child engaged in ‘acceptable work’. “Acceptable work,” while not specifically defined in the ILO Conventions, includes work that is performed by children who are of legal working age, in accordance with national legislation and international

Term	Legal Framework Definitions	
	National	International
	-directly under the responsibility of his/her parents or legal guardian; or -in public entertainment or information Prohibitions: • No child below the age of 15 shall be employed, permitted or suffered to work, in any public or private undertaking. • No child below 18 years old shall be: ○ engaged in the worst forms of child labor; or ○ used as model in any advertisement promoting: alcoholic beverages, intoxicating drinks, tobacco and its byproducts, gambling or any form of violence, pornography • A child fifteen (15) years of age but below eighteen (18) shall not be allowed to work for more than eight (8) hours a day, and in no case beyond forty (40) hours a week; Exceptions to the Prohibition on Employment of Children Below 15 Years of Age: • Child works under the sole responsibility of his/her parents or guardian, where only members of the child's family are employed • Child's employment or participation in public entertainment or information is essential Conditions for Employment of Children Below 15 Years of Age: • Total number of hours worked shall not be more than 20 hours a week and not more than 4 hours a day • not allowed to work between 8:00pm and 6:00 am of the following day • Employment neither endangers child's life, safety, health and morals, nor impairs child's normal development • Child is provided with at least elementary or secondary education	standards, namely ILO Conventions 182 and 138; non-hazardous; non-exploitative; and does not prevent a child from receiving the full benefit of an education. In addition, "acceptable work" would generally include light work that is compatible with national minimum age legislation and education laws. Light Work is defined in Article 7 of Convention 1386 as employment or work performed by children age 13 to 15 that is: • not likely to be harmful to their health or development; and • not such as to prejudice their attendance at school, their participation in vocational orientation or training programs approved by the competent authority or their capacity to benefit from the instruction received. The ICLS (International Convention of Labor Statisticians) recommends that, where no national legislation on light work is available, light work for children should not exceed 14 hours during the referenced week (i.e. more than 14 hours of light work per week for children age 13 – 15 should be considered child labor). <i>Sources:</i> ILO Convention 138, ILO. Resolution II: Resolution Concerning Statistics of Child Labor. ICLS 18th Conference, 2008. pg. 56-66.

Term	Legal Framework Definitions	
	National	International
	• Work permit for the child Source: Republic Act (RA) 9231	
Remarks RA 9231 of the Philippines has defined a clear and strict policy on looking at legally working children. The project will adhere to the promulgations of this law as a benchmark for project strategies and interventions. RA 9231 clearly covers protection of children even below age 13 that are probably working in acceptable work conditions.		
Children Engaged in Child Labor	Child Labor - any work or economic activity performed by a child that subjects him/her to any form of exploitation; or is harmful to his/her health and safety or physical, mental or psychosocial development Source: Republic Act 9231 On Children in Domestic Work (Household Chores). Several Philippine Laws have clearly stipulated its prohibition and penalties: Republic Act 10361-Domestic Workers Act SEC. 16. Employment Age of Domestic Workers. – It shall be unlawful to employ any person below fifteen (15) years of age as a domestic worker. Employment of working children, as defined under this Act, shall be subject to the provisions of Section 10(A), paragraph 2 of Section 12-A, paragraph 4 of Section 12-D, and Section 13 of Republic Act No. 7610, as amended, otherwise known as the “Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act”. Working children shall be entitled to minimum wage, and all benefits provided under this Act. Any employer who has been sentenced by a court of law of any offense against a working child under this Act shall be	“Child labor” is defined by a combination of three international conventions and individual countries’ legal frameworks. 1) U.N. Convention on the Rights of the Child (1989)⁸ (UN CRC) and its Optional Protocols provide an overall framework of human rights for children, including their right to protection from economic exploitation, including hazardous work and specifications related to other worst forms of child labor. (See WFCL definition for more details). Article 32 states: 1. States Parties recognize the right of the child to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development. 2) ILO Convention 138 on the Minimum Age (1973)⁹ sets age 15 as the minimum age for ordinary work, age 18 as the minimum age for hazardous work, and age 13 as the minimum age for light work. Developing economies may specify age 14 as the minimum age for ordinary work, per the full convention text. 3) Much more specific is ILO Convention 182 on the Worst Forms of Child Labor (1999)¹⁰, which prohibits the use of children in slavery, commercial sexual exploitation, and other illicit activities (such as drug trafficking), and hazardous work, or “work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.” While ILO’s Worst Forms of

Term	Legal Framework Definitions	
	National	International
	meted out with a penalty one degree higher and shall be prohibited from hiring a working child Philippine Labor Code Art. 146. Opportunity for Education. - If the house helper is under the age of eighteen (18) years, the employer shall give him or her an opportunity for at least elementary education. The cost of such education shall be part of the house helper's compensation, unless there is a stipulation to the contrary. The Civil Code Art. 1691. If the house helper is under the age of eighteen years, the head of the family shall give an opportunity to the house helper for at least elementary education. The cost of such education shall be a part of the house helper's compensation, unless there is a stipulation to the contrary. The Omnibus Rules Implementing the Labor Code: Section 11. Opportunity for Education. - If the house helper is under the age of eighteen years the employer shall give him or her an opportunity for at least elementary education. The cost of such education shall be part of the house helper's compensation, unless there is a stipulation to the contrary. Section 12. Employment of Minors as Homeworkers. - The provisions governing the employment of minors under this Code as well as the provisions on working children under the Child and Youth Welfare Code shall govern the employment of minors as homeworkers."	Child Labor Recommendation, 1999 (No. 190) attempts to further define the Worst Forms, according to Article 4 of Convention 182, countries are able to define hazardous work in their own context, meaning that there is no single legal definition of child labor that can be used around the world. Taken together, ILO Conventions 182 and 138 and ILO Recommendation 190 provide the definitional basis for the following terms: child labor, worst forms of child labor, and hazardous work for children. Child Labor includes those children (minors under age 18) working in the worst forms of child labor as outlined in ILO Convention 182 and children engaged in work that is exploitative and/or interferes with their ability to participate and complete required years of schooling, in line with ILO Convention 138, Article 7. Child labor also includes children under the minimum age for work engaged in economic activities, and children who are engaged in light work beyond the number of hours allowable by law. Household Chores. Household chores, or unpaid household services in a child's own home, are different than home-based economic activities or domestic service (i.e., working as a domestic servant at someone else's home). In many contexts, household chores are an important part of children's daily activities and may affect their development and well-being. However, the International Conference of Labor Statisticians at the ILO cites an analysis of Study data of 65 countries which concluded that "Children's participation in household chores for over 20 hours per week has a negative effect on children's school attendance." In the absence of an internationally agreed-upon consensus on how to define the number of hours after which household chores become hazardous, projects should not include long hours in household chores in

Term	Legal Framework Definitions	
	National	International
		the definition of child labor unless national legislation provides further guidance, or unless otherwise agreed with project stakeholders and OCFT. However, household chores or unpaid household services that include hazardous activities or are completed under hazardous conditions, per ILO C. 182, Recommendation 190, and national legislation, should be considered hazardous work.
Remarks RA 9321's definition of child labor is adherent and/or taken from the definitions of the three international conventions (UN CRC, ILO Convention 138, and ILO Convention 182). The law is also supported by other laws such as RA 10361, the Labor Code, and the Civil Code. This means that the Philippine laws were able to set clear standards and safeguards to avoid child labor. As stated in Article 4 of Convention 182, there is no single definition of child labor. The ILO convention is seen to present only the principles of determining and avoiding child labor. It is up to the state to set standards and to be accountable for them, according to the principles and guidance of the ILO conventions and UNCRC. The project will use RA 9231 and other supporting laws as the standard in all its strategies, interventions, capacity-building inputs, and establishment of child protection mechanisms.		
Children Engaged in Hazardous Child Labor (HCL)	"No child below 18 years of age shall be engaged in the worst forms of child labor, which includes work which by its nature or the circumstances in which it is carried out, is hazardous or likely to be harmful to the health, safety or morals of children" Hazardous Work in the Employment of Children includes: - Based on Industry Classifications - Mining and Quarrying - Construction - Transportation and Storage - Water Supply; Sewerage, Waste Management and Remediation Activities - Forestry and Logging - Fishing and Aquaculture - Manufacturing of alcoholic beverages, tobacco, pyrotechnics, rubber and plastic products, chemicals and chemical products, basic metals, and weapons and ammunitions	Hazardous Child Labor (HCL) is a subset of the Worst Forms of Child Labor. The international legal framework for 'hazardous child labor' stems from Part D of ILO Convention 182: D) Work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children. According to ILO Convention 182, hazardous work "shall be determined by national laws or regulations or by the competent authority, after consultation with the organizations of employers and workers concerned, taking into consideration relevant international standards..." As this suggests, forms of work identified as "hazardous" for children [Article 3(d)] may vary from country to country. ILO Recommendation 190 gives additional guidance on identifying "hazardous work." Recommendation 190 states in Section II, Paragraph 3 that, "[i]n determining the types of work referred to under Article 3(d) of the Convention [ILO Convention 182], and in identifying where they exist,

Term	Legal Framework Definitions	
	National	International
	- Hunting, Trapping and Related Service Activities - Security and Investigation - Farmers and Other Plant Growers - Preparatory and planting activities that involve clearing of land, plowing, harrowing, irrigating, constructing paddy dike and cutting - Tending activities that involve weeding, loading and carrying of heavy loads - Harvesting activities that involve cutting and picking - Post-harvesting activities that involve deeming - Animal Producers - Rearing activities that involve maintenance and care of large and/or dangerous animals - Harvesting activities that involve milking in preparation for warehousing or transport to market - Post-harvesting activities that involve packaging and processing of dairy and other animal by-products - Working in slaughterhouses or abattoirs - Physical Science, Life Science, and Health Associate Professionals - Tasks that involve operating radiation emitting machines - Tasks that involve extracting, collecting, or processing of human or animal blood, fecal remains and other similar body fluids - Sales and Services Elementary Occupations - Work that require the use of dangerous power tools, machines, devices, and sharp instruments	consideration should be given, inter alia to: (a) work which exposes children to physical, psychological, or sexual abuse; (b) work underground, under water, at dangerous heights or in confined spaces; (c) work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads; (d) work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health; (e) work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer. ILO Recommendation No. 190 goes on to state in Paragraph 4 that, “[f]or the types of work referred to under Article 3(d) of the Convention and Paragraph 3 above, national laws or regulations or the competent authority could, after consultation with the workers’ and employers’ organizations concerned, authorize employment or work as from the age of 16 on condition that the health, safety and morals of the children concerned are fully protected, and that the children have received adequate specific instruction or vocational training in the relevant branch of activity.”

Term	Legal Framework Definitions	
	National	International
	• Tasks that involve handling, use, and application of or exposure to toxic, corrosive, flammable, and combustible substances 6. Sales and Services Elementary Occupations • Selling of alcoholic beverages, tobacco, pyrotechnics, chemicals and chemical products, weapons and ammunitions, pornographic merchandise, dangerous high-power tools • Courier and delivery service-related tasks • Selling of alcoholic beverages, tobacco, pyrotechnics, chemicals and chemical products, weapons and ammunitions, pornographic merchandise, dangerous high-power tools • Courier and delivery service-related tasks 7. Personal and Protective Services Workers • Travel-related tasks that involve escorting, accompanying, or guiding tourists in dangerous activities • Personal care of persons with communicable diseases and adults • Housekeeping-related tasks that require the use of power instruments • Restaurant services-related tasks that involve bartending; cooking involving the use of pressurized cookers, industrial boilers, steamers and similar equipment • Tasks that involve preparing and serving alcoholic drinks for immediate consumption in the premises of the establishment	

Term	Legal Framework Definitions	
	National	International
	- Work which exposes the child to sexual abuse such as in lewd shows, KTV bars, massage parlors 8. Customer Services Clerks - Tasks that involve inbound and outbound sales and technical support services or contact center services to clients over the phone or internet - Any work in gambling facilities 9. Other Craft and Related Trade Workers - Tasks that involve the driving or operating of high-power machinery or equipment - Sanding, varnishing, painting and tasks related to textile and garments Sources: RA 9231, Guidelines in Assessing and Determining Hazardous Work in the Employment of Persons Below 18 Years of Age (Department of Labor and Employment Department Order No. 149, Series of 2016, as amended)	
Remarks RA 9231, which is being strengthened by Department of Labor and Employment (DOLE) Department Order, has clearly defined standards based on the context of the Philippines. The laws have set clear guidelines to establish safeguards for children. ILO convention 182 has set only the guiding principles. The convention has also stated that hazardous work “shall be determined by national laws or regulations or by the competent authority, after consultation with the organizations of employers and workers concerned, taking into consideration relevant international standards...” The project will adhere to the local legal definition and examples (specifically described under example 2 of RA9231 above) as standards for project planning, interventions, and monitoring.		
Children Engaged in Other Worst Forms of Child Labor	Worst Forms of Child Labor - All forms of slavery as defined in the Anti-Trafficking in Persons Act of 2003, including recruitment of children for use in armed conflict - Prostitution or Pornography - Illegal or illicit activities, including production and trafficking of	ILO Convention 182: (a) all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labor, including forced or compulsory recruitment of children for use in armed conflict;

Term	Legal Framework Definitions	
	National	International
	dangerous drugs or volatile substances • Work which is hazardous or likely to be harmful to the health, safety or morals of children Source: Republic Act 9231 Forced Labor and Slavery - refer to the extraction of work or services from any person by means of enticement, violence, intimidation or threat, use of force or coercion, including deprivation of freedom, abuse of authority or moral ascendancy, debt-bondage or deception. Source: RA 9208	(b) the use, procuring or offering of a child for prostitution, the production of pornography or for pornographic performances; (c) the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties. OCFT defines the Worst Forms of Child Labor using ILO Convention 182, although the UN Convention on the Rights of the Child (UN CRC) also specifically outlines other related protections that may be relevant for some projects, depending on context. The UN Convention on the Rights of the Child and Optional Protocols supports ILO Convention 182 related to the use of children in drug production and trafficking (CRC Article 33); the sale or trafficking of children, and the use of children in prostitution and pornography (CRC Articles 34-35 and Optional Protocol17); and the involvement of children in armed conflict (CRC Article 38 and Optional Protocol).
The Philippine law's (RA 9208) definition of Worst Forms of Child Labor is consistent with the definition included in ILO Convention 182.		
Children Engaged in Forced Labor	REPUBLIC ACT NO. 9208 "Anti-Trafficking in Persons Act of 1997 IMPLEMENTING RULES AND REGULATIONS" <i>Forced Labor and Slavery</i> - refer to the extraction of work or services from any person by means of enticement, violence, intimidation or threat, use of force or coercion, including deprivation of freedom, abuse of authority or moral ascendancy, debt-bondage or deception. <i>Trafficking in Persons</i> - refers to the recruitment, transportation, transfer or harboring, or receipt of persons with or without the victim's consent or knowledge, within or across national borders by means of threat or	International Labor Organization (ILO) Convention 29, 1930, is the most authoritative convention on Forced Labor. ILO C. 29, Article 2, defines 'forced or compulsory labor' as: All work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily. This definition excludes compulsory military service, 'normal civic obligations' of a nation or community, work mandated as a result of a court conviction, and work required in certain emergency situations. These exclusions are not applicable for persons under age 18 (children).

Term	Legal Framework Definitions	
	National	International
	use of force, or other forms of coercion, abduction, fraud, deception, abuse of power or of position, taking advantage of the vulnerability of the person, or the giving or receiving of payments or benefits to achieve the consent of a person having control over another person for the purpose of exploitation which includes at a minimum, the exploitation or the prostitution of others or other forms of sexual exploitation, forced labor or services, slavery, servitude or the removal or sale of organs. <i>SEC. 4. Acts of Trafficking in Persons.</i> - It shall be unlawful for any person, natural or juridical, to commit any of the following acts: (a) To recruit, transport, transfer, harbor, provide, or receive a person by any means, including those done under the pretext of domestic or overseas employment or training or apprenticeship, for the purpose of prostitution, pornography, sexual exploitation, forced labor, slavery, involuntary servitude or debt bondage; (b) To introduce or match for money, profit or material, economic or other consideration, any person or, as provided for under Republic Act No. 6955, any Filipino woman to a foreign national, for marriage for the purpose of acquiring, buying, offering, selling or trading him/her to engage in prostitution, pornography, sexual exploitation, forced labor, slavery, involuntary servitude or debt bondage; (c) To offer or contract marriage, real or simulated, for the purpose of acquiring, buying, offering, selling, or trading them to engage in prostitution, pornography, sexual exploitation, forced labor or slavery, involuntary servitude or debt bondage;	ILO C. 29 does not specifically address the forced labor of children, but ILO Convention 182 on Worst Forms of Child Labor Convention, 1999, Section A9, names "All forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labor, including forced or compulsory recruitment of children for use in armed conflict". The UN Convention on the Rights of the Child¹⁰ and Optional Protocols supports ILO Convention 182 related to the use of children in drug production and trafficking (CRC Article 33); the sale or trafficking of children, and the use of children in prostitution and pornography (CRC Articles 34-35 and Optional Protocol¹¹); and the involvement of children in armed conflict (CRC Article 38 and Optional Protocol¹²). International Labor Organization Convention 105, 1957 ILO Convention 105 (C. 105), the Abolition of Forced Labor Convention, requires members that ratify C.105 to specifically suppress and not make use of any form of forced or compulsory labor: • As a means of political coercion or education or as a punishment for holding or expressing political views ideologically opposed to the established political, social or economic system; • As a method of mobilizing and using labor for purposes of economic development; • As a means of labor discipline; • As a punishment for having participated in strikes; • As a means of racial, social, national or religious discrimination. The League of Nations Slavery Convention, 1926

Term	Legal Framework Definitions	
	National	International
	(d) To knowingly benefit from, financial or otherwise, or make use of, the labor or services of a person held to a condition of involuntary servitude, forced labor, or slavery.	This convention defines ‘slavery’ as the “status or condition of a person over whom any or all of the powers attaching to the right of ownership are exercised” (Article 1(1)). Although the definition provided in the convention does not mention work, Article 5 requires ratifying countries to take “all necessary measures to prevent compulsory or forced labor from developing into conditions analogous to slavery.” The United Nations Supplemental Convention on Slavery, the Slave Trade, and Institutions and Practices Similar to Slavery, 1956 This convention calls for the progressive abolition of ‘debt bondage’ and ‘serfdom’ and other ‘practices related to slavery’: • <i>Debt bondage</i>, that is to say, the status or condition arising from a pledge by a debtor of his personal services or of those of a person under his control as security for a debt, if the value of those services as reasonably assessed is not applied towards the liquidation of the debt or the length and nature of those services are not respectively limited and defined; • <i>Serfdom</i>, that is to say, the condition or status of a tenant who is by law, custom or agreement bound to live and labor on land belonging to another person and to render some determinate service to such other person, whether for reward or not, and is not free to change his status. • <i>Practices related to slavery</i>, or: Any institution or practice whereby: - A woman, without the right to refuse, is promised or given in marriage on payment of a consideration in money or in kind to her parents, guardian, family or any other person or group; or - The husband of a woman, his family, or his clan has the right to transfer her to another person for value received or otherwise; or

Term	Legal Framework Definitions	
	National	International
		- A woman on the death of her husband is liable to be inherited by another person; - A child or young person under the age of 18 years, is delivered by either or both of his natural parents or by his guardian to another person, whether for reward or not, with a view to the exploitation of the child or young person or of his labor. Trafficking in Persons The United Nations Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, 2000, or “Palermo Protocol” The Palermo Protocol is a supplemental protocol to the United Nations Convention Against Transnational Organized Crime. The Protocol’s definition of trafficking in persons has become a standard model for national legislation: <i>The recruitment, transportation, transfer, harboring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labor or services, slavery or practices similar to slavery, servitude or the removal of organs.</i> The UNODC breaks down the protocol’s definition of human trafficking into three elements¹⁷: 1) The Act (What is done) Recruitment, transportation, transfer, harboring or receipt of persons 2) The Means (How it is done) Threat or use of force, coercion, abduction, fraud, deception, abuse of power or vulnerability, or giving payments or

Term	Legal Framework Definitions	
	National	International
		benefits to a person in control of the victim 3) The Purpose (Why it is done) For the purpose of exploitation, which includes exploiting the prostitution of others, sexual exploitation, forced labor, slavery or similar practices and the removal of organs. Coercive sexual exploitation and forced prostitution are included in the definitions of forced or compulsory labor. The consent of a victim of trafficking to the intended exploitation is irrelevant where any of the means specified above have been used. In the case of a child, there is no need for any of the means cited above to be used; the child is a victim of trafficking if he or she is subject to recruitment, transportation, transfer, harboring or receipt for the purpose of exploitation.
The Philippine law does not have well-defined benchmarks for forced labor. This is probably due to inadequate data and information. The ILO convention does mention clear standards that could be defined in the context of the Philippines. The project will not focus on forced labor. However, since research will be conducted as part of Outcome 1, the project may encounter forced labor and address the issue more effectively through better analysis. For this purpose, the project will adhere to ILO convention standards, and the Philippine laws will provide support information to clearly identify forced labor cases.		
Acceptable Work Conditions	RIGHTS TO SAFE & HEALTHFUL CONDITIONS OF WORK, Bureau of Working Conditions, Department of Labor and Employment Safety refers to the physical or environmental conditions of work which comply with prescribed Occupational Safety and Health (OSH) Standards and which allow the workers to perform the job without or within acceptable exposure limit to hazards. Occupational safety also refers to practices related to production and work process.	International Labor Organization Working conditions are at the core of paid work and employment relationships. Generally speaking, working conditions cover a broad range of topics and issues, from working time (hours of work, rest periods, and work schedules) to remuneration, as well as the physical conditions and mental demands that exist in the workplace. The ILO monitors trends and developments regarding working time, work organization, and work-life balance around the world and analyses key and

Term	Legal Framework Definitions	
	National	International
	Health means a sound state of the body and mind of the workers that enables the worker or employee to perform the job normally. There are mandatory rules called OSH Standards set and enforced to eliminate or reduce occupational safety and health hazards in the workplace. OSH Standards aim to provide at least the minimum acceptable degree of protection that must be afforded to every worker in relation to the working conditions and dangers of injury, sickness or death that may arise by reason of the worker's occupation. The provision of OSH Standards by the State is an exercise of police power, with the intention of promoting the welfare and well-being of the workers. All establishments, workplaces and other undertakings are covered, including agricultural enterprises whether operating for profit or not, except residential places exclusively devoted to dwelling purposes. For purposes of this Standards and except as otherwise indicated, the following shall mean: (1) "Employer" includes any person acting directly or indirectly in the interest of an employer, in relation to an employee and shall include government-owned or controlled corporations and institutions, as well as non-profit private institutions or organizations. (2) "Employee" shall mean any person hired, permitted or suffered to work by an employer. (3) "Industrial Enterprise" shall mean any workplace, permanent or temporary, including any building or collection of buildings, shed, structure, yard or any other place, where permanently or temporarily one or more persons are employed in any	emerging issues, in order to provide ILO constituents and policymakers with practical information and research-based policy advice grounded in state-of-the-art knowledge. In addition, the ILO seeks to collaborate with national research institutes and academic institutions to obtain the state-of-the-art knowledge needed to support workers and employers in developing and implementing balanced working time arrangements that can protect workers' health, benefit their well-being and work-life balance, and promote sustainable enterprises as well.

Term	Legal Framework Definitions	
	National	International
	manufacturing of goods or products processing and any other activity similar and incidental thereto. (4) “Agricultural Enterprise” shall include forestry and logging operations, farming in all its branches, and among other things, includes cultivation and tillage of the soil, dairying, the production, cultivation, growing and harvesting of any agricultural and horticultural commodities, the raising of livestock and poultry, and any practice performed by a farmer on a farm as an incident to or in conjunction with such farming operations but does not include the manufacturing or processing of sugar, coconut, abaca, tobacco, pineapple or other farm products. (5) “Dry Dock” shall include premises where work is performed on shore or onboard ships in which ships or vessels are constructed, repaired, refitted, finished or broken up and housed. (6) “Health” shall connote a sound state of the body and mind of the worker, which enables him to perform his job normally, in a state of well-being. (7) “Safe or Safety” shall refer to the physical or environmental conditions of work or employment, which substantially comply with the provisions of this Standards. (8) “Work Accident” shall mean an unplanned or unexpected occurrence that may or may not result in personal injury, property damage, work stoppage or interference or any combination thereof, which arises out of and in the course of employment. (9) “Work Injury” shall mean any injury or occupational illness suffered by a person, which arises out of or in the course of his employment.	

Term	Legal Framework Definitions	
	National	International
	(10)" Occupational Illness" shall mean any illness caused by environmental factors, the exposure to which is characterized or peculiar to a particular process, trade or occupation and to which an employee or worker is not ordinarily subjected to or exposed outside of or away from such employment. (11)" Recognized Hazards" are those which do not require technical or testing devices to detect. (12)" Workplace" means the office, premises or work site, where the workers are habitually employed and shall include the office or place where the workers, who have no fixed or definite work site, regularly report for assignment in the course of their employment.	
	RA 9231: An Act Providing For The Elimination Of The Worst Forms Of Child Labor And Affording Stronger Protection For The Working Child, Amending For This Purpose Republic Act No. 7610, As Amended, Otherwise Known as the "Special Protection Of Children Against Child Abuse, Exploitation And Discrimination Act" "Sec. 2-A. Hours of Work of a Working Child. - Under the exceptions provided in Section 12 of this Act, as amended: "(1) A child below fifteen (15) years of age may be allowed to work for not more than twenty (20) hours a week: Provided, That the work shall not be more than four (4) hours at any given day; "(2) A child fifteen (15) years of age but below eighteen (18) shall not be allowed to work for more than eight (8) hours a day, and in no case beyond forty (40) hours a week;"(3) No child below fifteen (15) years of age shall be allowed to work between eight o'clock in the evening and	

Term	Legal Framework Definitions	
	National	International
	six o'clock in the morning of the following day and no child fifteen (15) years of age but below eighteen (18) shall be allowed to work between ten o'clock in the evening and six o'clock in the morning of the following day." "Sec. 12-B. Ownership, Usage and administration of the Working Child's Income. – The wages, salaries, earnings and other income of the working child shall belong to him/her in ownership and shall be set aside primarily for his/her support, education or skills acquisition and secondarily to the collective needs of the family.	
	Department of Labor and Employment (DOLE) Department Order No 149-A series of 2017 amended DAO No 149 series of 2016. GUIDELINES IN ASSESSING AND DETERMINING HAZARDOUS WORK IN THE EMPLOYMENT OF PERSONS BELOW 18 YEARS OF AGE DAO 149 is issued in pursuant to Article 137 of Republic Act 137(c) of Presidential Decree No 442 known as the Labor Code of the Philippines and its implementing rules and regulations; Republic Act No. 9231, An Act Providing for the Elimination of the Worst Forms of Child Labor and Affording Stronger Protection for the Working Child, Amending for this Purpose Republic Act No. 7610, as amended, otherwise known as the “Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act” Section 6. (Hazardous Work and Activities) of DAO 149-A of 2017 provides the following prohibitions under Farm and Plant Growers in Agriculture. Item b under Section 6 states that:	

Term	Legal Framework Definitions	
	National	International
	b. Work and Activities under the following occupational classifications which would subject the child to the conditions provided under Section 2 of this Guidelines are declared hazardous to persons below 18 years of age: Farmers and other Plant Growers 1. Preparatory and planting activities that involve clearing of land, plowing, harrowing, irrigating, constructing paddy dike and cutting 2. Plant propagation activities that involve grafting, budding and marcotting 3. Trending activities that involve weeding, handling, spraying and application of harmful fertilizers, pesticides, herbicides and other toxic chemicals; and loading and carrying heavy loads 4. Harvesting activities that involve cutting and picking, spreading for drying, hauling, topping, tumbling, tuxying, stripping, burning of field, stiking and classifying, threshing, loading and carting of produce	
The DOLE's Occupational Safety and Health (OSH) standards provide slightly more detail on acceptable work conditions than the ILO Convention and thus will be referred to by the project for developing plans, strategies, and interventions. DOLE Department Order 149-A series of 2017 provides a more detailed definition of work conditions that are hazardous for children below 18 years of age. In this project, "acceptable work conditions" refers to the allowed number of working hours for children, wages, and occupational safety and health standards set by DOLE.		

Annex 2 – Routine Data Quality Assessment Checklist Suggested Format



5 - Routine Data
Quality Assessment Tr

Annex 3 – Data Reporting Form Template

Please see the embedded Excel format of the DRF template here:



Data Reporting
Format (DRF)_BuildC/

Annex 4 – Project Data Collection Instruments

Summary/Description of DATA COLLECTION INSTRUMENTS for ANNEX 4

Data Sources/Instruments	Description	Status	File
Form 1-OCA (Organizational Capacity Assessment)	A tool to determine the baseline value of the of the following: 1. Project Indicator 2. Outcome 1, 2, 3 Indicators This tool will also be used for midterm and endline study to measure the progress of the CSOs' capacities.	Being developed	 BUILDCA2P PSA tool- 8-9-19 FINAL.r
Form 2-AS (Attendance Sheet)	A supporting tool to define “increased knowledge” in the following indicators: 1. Output 1.1 Indicator 2. Output 3.1 Indicator	Drafted	 Form 2-AS (Attendance Sheet).c
Form 3-CASCR (Certification of Approval for Supply Chain Research)	A tool to determine if the supply chain analysis conducted is approved or passed the technical standards for Output 1.2 Indicator	Drafted	 Form 3-CASCR (Certification of App
Form 4-CAAP (Certification of Approval for Advocacy Plan)	A tool to determine if the advocacy plan developed is approved or passed the technical standards for Output 2.1 Indicator	Drafted	 Form 4-CAAP (Certification of App
Form 6-CSOAR (CSO Accomplishment Report)	A tool to determine if the CSO has implemented a quality project or initiative based on the definition of Output 3.2. CSO must achieve at least 80% of target activities to count as having a quality project.	Drafted	 Form 6-CSOAR (CSO Accomplishme
Form 7-LEAR (Learning Event Activity Report)	A tool to determine the number of Learning Event opportunities hosted by CSO in Output 3.3 Indicator. These sharing and learning opportunities may be peer to peer (inter-CSO sharing and learning), project review workshops, community meetings for lessons learned, and conducted forums with	Drafted	 Form 7-LEAR (Learning Event Acti

Data Sources/Instruments	Description	Status	File
	government units or the private sector.		
Form 8-COC (Certificate of Completion)	A main document to count the number of participants who completed the training in the following indicators: 1. Output 1.1 Indicator 2. Output 3.1 Indicator This document is supported by pre- and post-test results and Form 2 (attendance sheet).	Drafted	 Form 8-COC (Certificate of Comp
Form 9-CAIEC Certificate of Approval of IEC)	A tool to determine if the IEC materials developed are approved or passed the technical standards for Output 2.2 Indicator	Drafted	 Form 9-CAIEC (Certification of App
Pre-tests and Post-tests for Supply Chain Research, Advocacy and Project Implementation trainings	A supporting document to Training Completion certificate to measure the increase in knowledge of the participants who will attend the training on How to Conduct Supply Chain Research, Advocacy Work and Project Implementation or initiative addressing child labor	Not yet available because it is dependent on the module to be developed by Ateneo	N/A
Functional Database Report	This will capture the data needs of the Output 1.3 Indicator. This tool lists the security features of the database to be put in place and indicates whether the database is regularly updated, the data quality is checked, and the database generates a certain number of project reports to be shared with CSOs' respective LGUs and other stakeholders.	Not yet available because database is under discussion with the government agency that owns the intellectual property rights of the content, security features, and report-generating process	N/A
Child Labor Information Data Sets	A supporting tool to determine whether the database developed or integrated by CSO is functional in Output 1.3 Indicator This document contains detailed questions to profile the identified children involved in child labor in	Yet to be developed and discussed with the government agency that owns the intellectual	NA

Data Sources/Instruments	Description	Status	File
	the supply chain. The information is related to child's family, health, education, livelihood, requested assistance, and received assistance for the child or his/her family.	property rights of the information to be collected (questionnaires)	

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