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# COMPREHENSIVE MONITORING AND EVALUATION PLAN - CMEP

## El Café de Honduras sí cumple

Design and implement a Social Compliance System aimed at preventing and eliminating child labor and promoting acceptable work conditions in the coffee supply chain.

Funded by: United States Department of Labor

Implemented by: International Labour Organization

Program Duration FY 2018 – FY 2020

CMEP Version – 1/24/2019

## Table of Contents

|                                                                                                                                            |           |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>INTRODUCTION .....</b>                                                                                                                  | <b>3</b>  |
| A. Purpose of CMEP.....                                                                                                                    | 3         |
| B. Project Objective, Expected Results, Project Participants, intervention locations (geographic), and project period of performance ..... | 4         |
| <b>SECTION I: RESULTS FRAMEWORK .....</b>                                                                                                  | <b>6</b>  |
| A. Full Results Framework (with outcomes and outputs) .....                                                                                | 6         |
| B. Activities Mapping to Project Outputs and Results .....                                                                                 | 8         |
| Table 2: Activities Mapping to Project Outputs and Results .....                                                                           | 8         |
| <b>SECTION II: PERFORMANCE MONITORING .....</b>                                                                                            | <b>12</b> |
| A. Purpose and Use of the Performance Monitoring Plan.....                                                                                 | 12        |
| B. Full PMP .....                                                                                                                          | 13        |
| Table 3: Performance Monitoring Plan.....                                                                                                  | 13        |
| <b>SECTION III: SUMMARY OF PLANNED EVALUATIONS AND STUDIES.....</b>                                                                        | <b>23</b> |
| A. Implementation Evaluations.....                                                                                                         | 23        |
| B. Brief Description of Pre-Situational Analysis and Other Studies .....                                                                   | 23        |
| <b>SECTION IV: IMPLEMENTATION AND MANAGEMENT OF CMEP .....</b>                                                                             | <b>24</b> |
| A. Roles and Responsibilities.....                                                                                                         | 24        |
| B. Management Information System and Document Retention .....                                                                              | 25        |
| <b>SECTION V: DATA ANALYSIS PLAN.....</b>                                                                                                  | <b>25</b> |
| A. CMEP Data Analysis Plan - Expectations and Resources .....                                                                              | 25        |
| B. Plan for Data Analysis and Utilization .....                                                                                            | 26        |
| C. Data Quality Assurance Procedures.....                                                                                                  | 26        |

|                                                                              |           |
|------------------------------------------------------------------------------|-----------|
| D. Performance Reporting.....                                                | 27        |
| E. Annual Review and Revisions to the CMEP .....                             | 27        |
| <b>LIST OF ANNEXES .....</b>                                                 | <b>27</b> |
| <b>Annex 1 – Project-level Child Labor or Forced Labor definitions .....</b> | <b>27</b> |
| <b>Annex 2 – Data Quality Assessment Checklist.....</b>                      | <b>31</b> |
| <b>Annex 3 – Data Reporting Form .....</b>                                   | <b>33</b> |
| <b>Annex 4 – Data Collection Instruments.....</b>                            | <b>33</b> |

# INTRODUCTION

## A. Purpose of CMEP

The role of monitoring and evaluation (M&E) in tracking a project's achievement of results is critical for strong project implementation and management. The project's monitoring, evaluation, data collection and analysis strategy are integrated within the framework of a Comprehensive Monitoring and Evaluation Plan (CMEP). The CMEP systemically integrates monitoring and evaluation throughout the life of the project and provides an important 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 made toward the completion of a project objective (development objective) and provides evidence of the link between different levels of results, including implementation, output, outcome, and to some extent, impact. The CMEP includes information about the results of project interventions ("what happened") as well as "how" (project implementation process and timeframe) and tries to provide an indication of "why" (causal logic) such changes occurred. Hence, it focuses on both the immediate and long-term effects of a project, promoting a stronger link between monitoring and evaluation. The CMEP takes 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 utilizes SMART<sup>1</sup> indicators designed to help measure outcome and output-based results. Additional CMEP elements such as the data analysis plan helps ensure that monitoring data is assessed in a systemic manner. Indicators, targets, and accompanying analysis serve as knowledge check-points and assessments as to whether the project is advancing towards achieving its objectives.

**Accountability:** CMEPs identify who is responsible for implementing M&E activities, and the timeframes and frequencies when these activities take place.

**Transparency:** CMEPs are evidence-based and thus promote 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. Data generated as a result of the CMEP serve to provide useful feedback to the project management team, so that corrective action may be taken in a timely manner and as needed.

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<sup>1</sup> S.M.A.R.T. indicator criteria require that indicators be Specific, Measurable, Attainable, Reasonable, and Time-bound.

**Learning:** CMEPs are 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.

## B. Project Objective, Expected Results, Project Participants, intervention locations (geographic), and project period of performance

**Project Objective:** The project-level objective is to design and implement a social compliance system (SCS) aimed at preventing and eliminating child labor and promoting acceptable work conditions in the coffee supply chain (CSC). The project's implementation plan will be structured in three outcomes each with their related outputs and activities: 1) Adoption of a robust and sustainable SCS by IHCAFE in the CSC; 2) Strengthened capacity of private sector stakeholders to implement a robust and sustainable SCS in the CSC; and 3) New social compliance tools on Child Labor and acceptable work conditions piloted in target municipalities.

### Expected Results:

**OUTCOME 1: ADOPTION OF A ROBUST AND SUSTAINABLE SCS BY IHCAFE IN THE CSC.** The project will design and implement an effective social compliance system in the CSC in Honduras based on ILAB's Comply Chain: Business Tools for Labor Compliance in Global Supply Chains, presented by the US Department of Labor. Moreover, the project will use other tools developed by ILO such as the methodologies SOLVE2 and Gender-Based Guide developed by COHEP, for the best adoption of the robust and sustainable SCS by IHCAFE in the CSC.

**OUTCOME 2: STRENGTHENED CAPACITY OF THE PRIVATE SECTOR STAKEHOLDERS TO IMPLEMENT A ROBUST AND SUSTAINABLE SCS IN THE CSC.** The coffee industry in Honduras has been working and focusing on productivity, quality, and understanding that social compliance is the future of exportation since the consumers have become more aware of the labor and environmental impact of the products they buy.

**OUTCOME 3: NEW SOCIAL COMPLIANCE TOOLS ON CHILD LABOR, AND ACCEPTABLE WORK CONDITIONS PILOTED IN TARGET MUNICIPALITIES.** The project will use the aforementioned ILO guide<sup>3</sup> that suggests a system analysis that identifies opportunities for expansion and development to effectively promote the long-term productive and economic inclusion of families whose children are at risk in child labor.

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<sup>2</sup> SOLVE it is a methodology that integrates the promotion of health to the policy of safety and health at work. It contributes to the prevention of psychosocial risks and well-being in the workplace. This methodology has been designed by the ILO as a tool for the sustainable development of companies.

<sup>3</sup> Guide for Productivity Inclusion and Economic Empowerment to prevent and eradicate Child Labor, ILO, 2015.  
[http://www.ilo.org/wcmsp5/groups/public/---ed\\_emp/---emp\\_ent/---ifp\\_seed/documents/instructionalmaterial/wcms\\_436486.pdf](http://www.ilo.org/wcmsp5/groups/public/---ed_emp/---emp_ent/---ifp_seed/documents/instructionalmaterial/wcms_436486.pdf)

## Project Participants:

The direct beneficiaries of the project will be IHCAFE (technical committee on child labor, managing board, regional managers, technical and extension staff) and the producers that are members of IHCAFE and the Honduran Coffee Supply Chain private sector stakeholders' actors whose capacities will be strengthened by working together in the implementation of this project. The focus of the CSC are producers/stakeholders, processing companies, traders, transporters and distributors that are part of the CSC, who will also be among the indirect beneficiaries.

The project's indirect beneficiaries will be the workers of the coffee chain industry by ensuring labor law compliance; worker's families, especially children that are at risk or are currently participating in child labor or children and adults at risk of being victims of hazardous labor. Ultimately, the benefit derived by these workers will help to ensure an educated and capable workforce in the long-term.

## Intervention Locations (geographic):

The project will be working in three Departments (one in the center - Comayagua, one in the northwestern part of the Country - Santa Barbara and one in the east – El Paraíso) and, based on the U.S buyer/brand preference implement two pilots in the CSC in two of the three Departments.



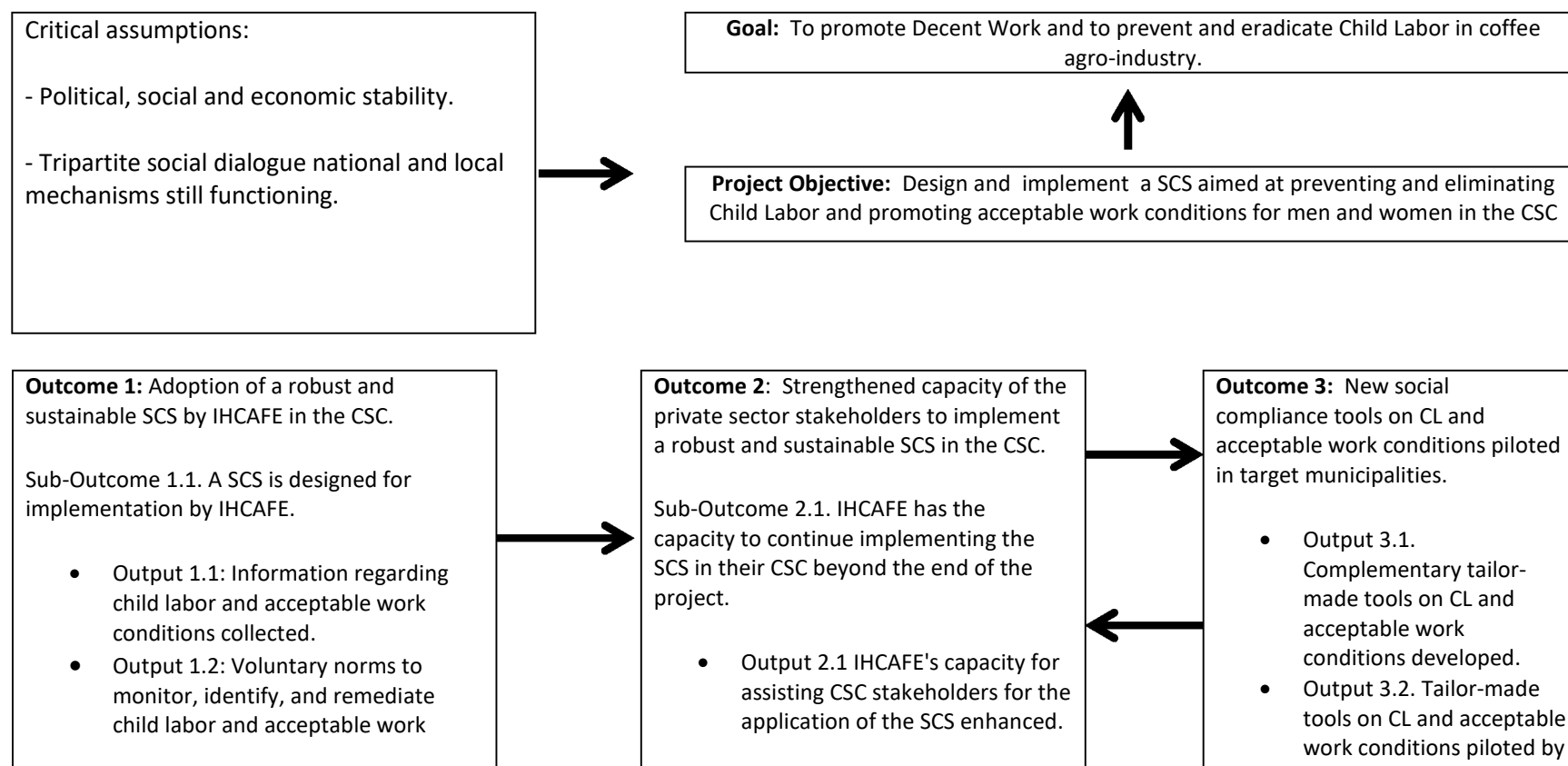
Honduras Map. The blue stars show the departments where the different actions and activities of the project will be implemented.

Project period: December 15<sup>th</sup>, 2017 until December 31<sup>st</sup>, 2020.

## SECTION I: RESULTS FRAMEWORK

### A. Full Results Framework (with outcomes and outputs)

The Results Framework (RF) is a graphic representation of a strategy to achieve a specific objective that is grounded in cause-and-effect logic. The RF also includes the critical assumptions that must hold true for the strategy to remain valid. The Results Framework represents a development hypothesis or a theory about how intended change will occur. The RF shows how the achievement of lower level objectives lead to the achievement of the next higher order of objectives, ultimately resulting in the goal. Table 1: Result Framework



conditions are created.

Sub-Outcome 2.2 – SCS promoted within IHCAFE’s CSC that is linked to U.S. coffee buyers/brands

- Output 2.2 A strategy designed for the application of a SCS in specific CSCs from farm to US buyer.

coffee businesses and their supply chains stakeholders.

- Output 3.3. IHCAFE’s experience on preventing and eradicating CL and promoting acceptable work conditions documented.

## B. Activities Mapping to Project Outputs and Results

The following table (2) details the main activities that are considered relevant for achieving the expected outputs, outcomes and results. From this description of key activities, the project will determine specific actions and tasks with stakeholders from IHCAFE and COHEP for accomplishment of all the project's results.

Table 2: Activities Mapping to Project Outputs and Results

| Outputs by Supporting Outcomes                                                  | Key Activities (table to include all major activities)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Outcome 1: Adoption of a robust and sustainable SCS by IHCAFE in the CSC</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Sub-outcome 1.1: A SCS is designed for implementation by IHCAFE.</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Output 1.1: Information regarding CL and acceptable work conditions collected.  | <p><i>Step 1. Development of an analysis regarding perceptions on CL and acceptable work conditions.</i></p> <ul style="list-style-type: none"> <li>1.1.1. Sign a Memorandum of Understanding between ILO, COHEP and IHCAFE for the implementation of the SCS in the CSC.</li> <li>1.1.2. Develop an Assessment Mapping of the main stakeholders of the CSC for each of the three departments to determine the proper implementation of the project's activities.</li> <li>1.1.3. Develop a comprehensive assessment about perceptions (in target municipalities) among different stakeholders participating in the CSC and validate the findings.</li> <li>1.1.4. Conduct workshops with CSC stakeholders divided by small, medium and large-scale to socialize the SCS, specifically the code of conduct addressing the findings from the assessment of perceptions.</li> <li>1.1.5. Conduct a comprehensive analysis of the small, medium and large-scale stakeholders to define the level of intervention in the adoption and implementation of the code of conduct for the CSC.</li> <li>1.1.6. Design a work plan to adopt a SCS in the CSC with IHCAFE.</li> </ul> <p><i>Step 2 Risks and impacts in the CSC identified.</i></p> <ul style="list-style-type: none"> <li>1.1.7 Review, customize and validate the existing self-assessment tool designed by COHEP to identify areas of risks of compliance of acceptable work conditions.</li> </ul> <p><i>Step 3 A code of conduct by the coffee industry developed.</i></p> <ul style="list-style-type: none"> <li>1.1.8 Collect local and international best practices and lessons learned related to the development and implementation of codes of conduct.</li> <li>1.1.9 Conduct workshops with IHCAFE to analyse best practices and lessons learned related to development and implementation of codes of conduct and determine how these can be applicable to the CSC in Honduras.</li> <li>1.1.10 Promote exchanges with other agriculture industries in the region that have developed and implemented codes of conducts (Latin America and the Caribbean, may include virtual and face to face south – south cooperation exchanges).</li> </ul> |

| Outputs by Supporting Outcomes                                                                                                  | Key Activities (table to include all major activities)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                 | <p>1.1.11 Provide technical assistance in the collaborative design and validation of a code of conduct for the CSC including the Business Self-Assessment Guide for IHCAFE.</p> <p><i>Step 4 Communicational and training tools on social compliance developed.</i></p> <p>1.1.12 Design and implement training programs to disseminate the Code of Conduct and the Business Self-Assessment Guide in IHCAFE.</p> <p>1.1.13 Engage the CSC stakeholders and IHCAFE in the design, dissemination and implementation of communicational channels for the grievance mechanisms for the code of conduct.</p> <p>1.1.14 Create communicational materials to socialize and disseminate the code of conduct and its different social and labour issues addressed with the public.</p> <p>1.1.15 Systematize the experiences, methodologies and procedures for creating the code of conduct for the CSC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Output 1.2: Voluntary norms to monitor, identify, and remediate child labor and improve acceptable work conditions are created. | <p><i>Step 5 Accountability tools on SC to monitor and promote transparency developed.</i></p> <p>1.2.1 Develop a set of internal indicators for IHCAFE to measure Code of Conduct compliance.</p> <p>1.2.2 Create methodologies and tools for IHCAFE to monitor the Code of Conduct implementation according to the indicators developed.</p> <p>1.2.3 Prepare a monitoring tool for IHCAFE to measure compliance of the Code of Conduct.</p> <p>1.2.4 Provide technical assistance to IHCAFE to develop a social compliance unit.</p> <p>1.2.5 Provide technical assistance and training to IHCAFE's staff responsible for the measurement of compliance with the Code of Conduct.</p> <p><i>Step 6 Mechanisms to analyze and identify remedies to code violations designed.</i></p> <p>1.2.6 Create procedures to receive complaints and identify violations related to the Code of Conduct compliance.</p> <p>1.2.7 Create a response mechanism for IHCAFE to address identified violations.</p> <p><i>Step 7 External verification mechanisms on SC developed.</i></p> <p>1.2.8 Create guidelines for independent verifications of the Code of Conduct compliance.</p> <p><i>Step 8 Increased awareness of best models of public reporting and transparency.</i></p> <p>1.2.9 Create a data collection system for IHCAFE to organize information, findings, progress and challenges.</p> |

| Outputs by Supporting Outcomes                                                                                                 | Key Activities (table to include all major activities)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                | <p>1.2.10 Provide technical assistance to adapt social compliance platform<sup>4</sup> for IHCAFE to publicize progress, findings and challenges identified in the implementation of the SCS.</p> <p>1.2.11 Create procedural guidelines on the transparency platform for IHCAFE's social compliance unit.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Outcome 2 Strengthened capacity of the private sector stakeholders to implement a robust and sustainable SCS in the CSC</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Sub-outcome 2.1. IHCAFE has the capacity to continue implementing the SCS in their CSC beyond the end of the project.</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>Output 2.1 IHCAFE's capacity for assisting supply chain stakeholders in the application of the SCS enhanced.</p>            | <p>2.1.1 Conduct specialized training workshops for IHCAFE's staff on acceptable work conditions and CL.</p> <p>2.1.2 Develop training manuals and guidelines for trainers of trainers on SCS, acceptable work conditions and the prevention and reduction of CL.</p> <p>2.1.3 Elaborate and conduct a midpoint assessment of the SCS adopted to identify key areas that need improvement.</p> <p>2.1.4 Conduct capacity-building workshops to improve areas that were identified as weak in the midpoint assessment.</p> <p>2.1.5 Provide technical assistance and training to IHCAFE to prevent code violations.</p> <p>2.1.6 Provide technical assistance on the development of corrective action plans to respond to Code's violations.</p> <p>2.1.7 Identify and train IHCAFE's staff so they can provide technical assistance to CSC stakeholders of the SCS in the use of the self-assessment.</p> <p>2.1.8 Collect and manage information from self-assessments carried out by CSC stakeholders.</p> <p>2.1.9 Create and train a reporting team among IHCAFE's staff in charge of data input for the transparency portal.</p> <p>2.1.10 Provide training to IHCAFE to improve their compliance standards and productivity in the CSC through ILO tools such as SOLVE, Gender-Based Guide developed by COHEP and others.</p> |

<sup>4</sup> Project will adapt an open source software (that will be purchased with an external company) that can prepare statistical information for the IHCAFE's website, so the Social Compliance Unit can gather information regarding the actions developed by the implementers. In order to achieve this step a service contract will be made to create an interactive platform to publicize progress, findings and challenges identified in the implementation of the Social Compliance System.

| Outputs by Supporting Outcomes                                                                                                                                       | Key Activities (table to include all major activities)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                      | <p>2.1.11 Create a plan to address the areas of risks or violations identified through the self-assessments.</p> <p>2.1.12 Provide technical assistance to IHCAFE on how to analyze the findings from the independent verifications.</p> <p>2.1.13 Develop and apply a sustainability plan for IHCAFE to continue implementing the SCS.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Sub-outcome 2.2. SCS promoted within IHCAFE's CSC that is linked to U.S. coffee buyers/brands</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Output 2.2. A strategy designed for the application of a SCS in a specific CSC from farm to US buyer.                                                                | <p>2.2.1 Identify two Honduran CSC that supply US coffee buyers/brands.</p> <p>2.2.2 Conduct workshops/trainings with coffee exporters about the SCS, its code of conduct and project's progress to improve buyers/consumer's perception.</p> <p>2.2.3 Promote SC by creating lines of communication and incentives between members of the SCS and USA Coffee buyers/brands.</p> <p>2.2.4 Provide technical assistance to U.S. buyer/brands to implement the SCS and tailor-made tools on adoption of the code of conduct within their CSC in the target municipalities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Outcome 3: New social compliance tools on CL, and acceptable work conditions piloted in target municipalities in coffee business operations and supply chain.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Output 3.1. Complementary tailor-made tools on CL and acceptable work conditions developed.                                                                          | <p>3.1.1 Design data collection instruments to conduct baseline study in the target municipalities in order to select intervention areas for the pilots with the US buyer/brand.</p> <p>3.1.2 Conduct a baseline study in the CSC identified.</p> <p>3.1.3 Create and implement a CSC map to identify the areas of greatest risk of labor violations and identify areas for data collection in two of the selected intervention areas for the pilots (Santa Barbara, Comayagua and El Paraíso).</p> <p>3.1.4 Design a friendly guide to implement the project's SC tools for CSC stakeholders.</p> <p>3.1.5 Develop workshops for reviewing and providing recommendations to improve the Free Child Labor Certification Program of IHCAFE as part of its strategic plan against child labor.</p> <p>3.1.6 Provide technical assistance to stakeholders to help them meet the minimum audit standards of a SCS.</p> <p>3.1.7 Design templates with IHCAFE to include stipulations in contracts made throughout the CSC.</p> |

| Outputs by Supporting Outcomes                                                                                                       | Key Activities (table to include all major activities)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Output 3.2. Tailor-made tools on CL and acceptable work conditions piloted by coffee businesses and their supply chain stakeholders. | <p>3.2.1 Conduct focus groups to obtain and incorporate feedback from CSC stakeholders related to the implementation of the SCS and its tools.</p> <p>3.2.2 Conduct dissemination workshops within target municipalities where the SCS is being piloted.</p> <p>3.2.3 Develop an adherence mechanism and a pathway of implementation for CSC stakeholders to sign and take steps to fulfil the code of conduct.</p> <p>3.2.4 Carry out dissemination activities with producer communities about the SCS where the code of conduct has been adopted.</p> <p>3.2.5 Support an independent third party verification<sup>5</sup> of the code of conduct to determine whether it is being implemented properly and thoroughly.</p> |
| Output 3.3. IHCAFE's experience preventing and eradicating CL and promoting acceptable work conditions documented.                   | <p>3.3.1 Systematize the implementation of the SCS pilots in the supply chains.</p> <p>3.3.2 Disseminate the findings of the systematization and adjust the SCS's tools and methodology according to the findings of the pilot programs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## 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 life of the project and “how” this will be done. 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 purpose of the PMP is to state and define these indicators and to describe the processes by which data will be collected. For each indicator, the PMP includes the following elements: indicator language, unit of measurement, key definitions, numerator/denominator (if needed) and classification type according to the type of accumulation required for reporting on the indicator. For each indicator, the PMP also requires projects to list disaggregation(s), the data collection and monitoring tools used for each indicator, the frequency of data collection, verification, and the responsible parties associated with data collection and verification efforts. Projects will use the PMP as a management tool, ensuring that project staff and project partners collect data that meet all data quality requirements: validity, reliability,

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<sup>5</sup> The verification generates a report which indicates weaknesses found in the system and suggests remediation for those points. These verifications usually have an opening meeting with those involved, a review of the documentation and an interview with the workers, a tour of the farms and a closing meeting where the findings are discussed. The Verifications are done by an external auditor or independent firm that audits this report.

timeliness, precision, and integrity and that this data is used to make informed managerial decisions and adjustments in the implementation. Addressing Child Labor in the CSC in Honduras “El Café de Honduras Sí Cumple” full PMP can be found below in table number 3.

## B. Full PMP

Below the Performance Monitoring Plan is presented with the description of the indicators, and the definition and unit of measure, how the information is going to be disaggregated, how the data is going to be collected and what instrument is going to be used, with what frequency of collection will be gathered and/or reported and also what is going to be the percentage of verification of the data and finally who is going to be responsible for collecting the information defined above for each and all of the indicators stipulated.

Table 3: Performance Monitoring Plan

| Performance indicator                                                           | Indicator definition and unit of measurement (UM)                                                                                                                                                                                                                                                                                                                                        | Indicator disaggregation                                                                                                                                            | Data collection instrument & questions | Frequency of collection, reporting, and % verification | Responsibility for Verification   |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------------------|-----------------------------------|
| <b>Outcome 1. Adoption of a robust and sustainable SCS by IHCAFE in the CSC</b> |                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                     |                                        |                                                        |                                   |
| OTC 1. A SCS is designed and validated. (C1 indicator)                          | Definition: The project will produce a conceptual document that describes the SCS for the CSC. It will be shared with the stakeholders and approved by IHCAFE's board of directors. The SCS will be considered validated upon approval by the IHCAFE's Board of Directors. The indicator will be reported on with a status update per the disaggregation in the next column.<br><br>UM : | Status (1) consultations underway; 2) design of COC and tools; 3) SCS document drafting; 4) SCS document under review; 5) final approval of SCS document by IHCAFE. | N/A                                    | Semi-annual via TPR<br><br>% Verification: 100%        | SC Specialist, IHCAFE Focal Point |

| Performance indicator                                                           | Indicator definition and unit of measurement (UM)                                                                                                                                                                                                                                                                                                                                                                                                                            | Indicator disaggregation | Data collection instrument & questions | Frequency of collection, reporting, and % verification         | Responsibility for Verification |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------|----------------------------------------------------------------|---------------------------------|
|                                                                                 | Document<br><br>Type :<br>Qualitative<br><br>Classification :<br>Level                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                                        |                                                                |                                 |
| <b>Sub-Outcome 1.1. A SCS is designed for implementation by IHCAFE.</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |                                        |                                                                |                                 |
| SOTC 1.1<br>Percentage of advance in the design of the SCS by IHCAFE in the CSC | <p>Definition: The indicator will measure the advance of the design of the SCS, which has 8 phases (divided in two major outputs – 1. Information gathering and 2. Create voluntary norms) A phase will be counted as completed once it has been designed and validated by project in consultation with USDOL.</p> <p>UM:<br/>Percentage of design</p> <p>Type:<br/>Quantitative</p> <p>Numerator:<br/>Number of phases designed</p> <p>Denominator:<br/>Total of phases</p> | N/A                      | N/A                                    | <p>Semi-annual via TPR</p> <p>%<br/>Verification:10<br/>0%</p> | SC Specialist                   |

| Performance indicator                                                                           | Indicator definition and unit of measurement (UM)                                                                                                                                                                                                                                                                                                                                                                                                                         | Indicator disaggregation                             | Data collection instrument & questions           | Frequency of collection, reporting, and % verification                   | Responsibility for Verification |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------|---------------------------------|
|                                                                                                 | (8)<br><br>Classification: Cumulative                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                      |                                                  |                                                                          |                                 |
| <b>Output 1.1: Information regarding child labor and acceptable work conditions collected.</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                      |                                                  |                                                                          |                                 |
| OTP 1.1.1.<br>Number of sources consulted regarding child labor and acceptable work conditions. | <p>Definition: The project will consult different sources to gather information regarding child labor and acceptable conditions of work for use in the design of the tools. Sources may include: 1. Those consulted in the diagnosis and mapping of risks, 2. certified farms 3. The document of best practices. 4. The COHEP diagnostic guide. 5. The fundamental agreements. 5. National regulations on the subject in the country.</p> <p>UM: Sources</p> <p>Type:</p> | <p>Type of source</p> <p>Location (municipality)</p> | <p>Meeting reports, mission reports, minutes</p> | <p>Reporting: Semi-annual via TPR</p> <p>%</p> <p>Verification: 100%</p> | Project Director                |

| Performance indicator                                                                                                            | Indicator definition and unit of measurement (UM)                                                                                                                                                                                                                                        | Indicator disaggregation                                               | Data collection instrument & questions | Frequency of collection, reporting, and % verification     | Responsibility for Verification |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------|---------------------------------|
|                                                                                                                                  | Quantitative                                                                                                                                                                                                                                                                             |                                                                        |                                        |                                                            |                                 |
|                                                                                                                                  | Classification : Incremental                                                                                                                                                                                                                                                             |                                                                        |                                        |                                                            |                                 |
| <b>Output 1.2: Voluntary norms to monitor, identify, and remediate child labor and acceptable work conditions are created.</b>   |                                                                                                                                                                                                                                                                                          |                                                                        |                                        |                                                            |                                 |
| OTP 1.2.1<br>Number of voluntary norms designed for the SCS                                                                      | Definition: The project will develop and validate voluntary norms to address issues identified under Output 1.1. Voluntary norms <sup>6</sup> include the code of conduct, monitoring tools, etc.<br><br>UM: Voluntary norms<br><br>Type: Quantitative<br><br>Classification: Cumulative | Topic                                                                  | N/A                                    | Reporting: Semi-annual via TPR<br><br>% Verification: 100% | Project Director                |
| <b>Outcome 2. Strengthened capacity of the private sector stakeholders to implement a robust and sustainable SCS in the CSC.</b> |                                                                                                                                                                                                                                                                                          |                                                                        |                                        |                                                            |                                 |
| OTC 2.<br>Number of targeted private sector stakeholders from the coffee                                                         | Definition: Number of private sector stakeholders who complete the self-                                                                                                                                                                                                                 | Type of stakeholder (cooperative, producer, transporter, intermediary, | Instrument: Self-assessment            | Reporting: Semi-annual via TPR                             | SC Specialist, M&E Officer      |

<sup>6</sup> Voluntary Norms are performance norms that are not required by law or local regulation but are adopted voluntarily by an organization. In the case of this project, IHCAFE will adopt a code of conduct for its stakeholders as in communication channels, internal audits among others, etc. which are not required by local or national Honduran law.

| Performance indicator                                                                                                        | Indicator definition and unit of measurement (UM)                                                                                                                                                                                                              | Indicator disaggregation                                                                              | Data collection instrument & questions | Frequency of collection, reporting, and % verification        | Responsibility for Verification |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------------------------|---------------------------------|
| sector that completed the self-assessment of the code of conduct designed                                                    | assessment.<br>Upon completion, stakeholders return the self-assessment to IHCAFE. The ILO SC Specialist will work with IHCAFE to tabulate results.<br><br>UM: Stakeholders<br><br>Type: Quantitative<br><br>Classification: Cumulative                        | exporter)<br><br>Stage of performance (poor, moderate and significant)<br><br>Location (municipality) |                                        | %<br>Verification: 50%                                        |                                 |
| <b>Sub Outcome 2.1. IHCAFE has the capacity to continue implementing the SCS in their CSC beyond the end of the project.</b> |                                                                                                                                                                                                                                                                |                                                                                                       |                                        |                                                               |                                 |
| SOTC 2.1. Percentage of IHCAFE technical staff that demonstrate increased knowledge of SCS                                   | Definition: Percentage of IHCAFE technical staff that demonstrate an improvement of 30% from pre- to post-tests, demonstrating an increase in their knowledge of the SCS following training.<br><br>UM: Staff<br><br>Numerator: Number of technical staff that | Gender<br><br>Location (municipality)<br><br>Job title                                                | Instrument: Pre- and post-tests        | Reporting: Semi-annual via TPR<br><br>%<br>Verification: 100% | SC Specialist, M&E Officer      |

| Performance indicator                                                                                            | Indicator definition and unit of measurement (UM)                                                                                                                                                       | Indicator disaggregation                                                 | Data collection instrument & questions         | Frequency of collection, reporting, and % verification                            | Responsibility for Verification |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------|
|                                                                                                                  | <p>demonstrate an improvement of 30% from their pre-test to post-test scores</p> <p>Denominator:<br/>Number of staff trained</p> <p>Type:<br/>Quantitative</p> <p>Classification:<br/>Cumulative</p>    |                                                                          |                                                |                                                                                   |                                 |
| <b>Output 2.1 IHCAFE's capacity for assisting supply chain members in the application of the SCS enhanced</b>    |                                                                                                                                                                                                         |                                                                          |                                                |                                                                                   |                                 |
| OTP 2.1.1.<br>Number of the personnel of IHCAFE trained on the SCS in the CSC.                                   | <p>Definition:<br/>Number of the personnel of IHCAFE trained by the project on the SCS in the CSC.</p> <p>UM: Number of persons</p> <p>Type:<br/>Quantitative</p> <p>Classification:<br/>Cumulative</p> | <p>By sex</p> <p>By location (municipality)</p> <p>By position title</p> | Instrument:<br>Attendance sheets, certificates | <p>Frequency:<br/>Semi-annual through TPR</p> <p>%<br/>Verification:<br/>100%</p> | M&E Officer                     |
| OTP 2.1.2<br>Number of supply chain stakeholders who receive assistance from IHCAFE on implementation of the SCS | <p>Definition:<br/>Number of stakeholders of the supply chain who receive assistance from IHCAFE staff who were trained by the project on the implementation of the SCS. Assistance can include</p>     | <p>Type of supply chain member</p> <p>Location (municipality)</p>        | Instrument:<br>Reporting from IHCAFE           | <p>Frequency:<br/>End of project</p> <p>%<br/>Verification:<br/>50%</p>           | SC Specialist, M&E Officer      |

| Performance indicator                                                                                                                    | Indicator definition and unit of measurement (UM)                                                                                                                                                                                                                                                                                                                            | Indicator disaggregation | Data collection instrument & questions | Frequency of collection, reporting, and % verification        | Responsibility for Verification    |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------|---------------------------------------------------------------|------------------------------------|
|                                                                                                                                          | <p>specialized training on labor standards, the prevention and eradication of child labor and acceptable work conditions of work; also the project will develop training manuals and guidelines for trainers on social compliance, improved work conditions and child labor.</p> <p>UM: Supply chain members</p> <p>Type: Quantitative</p> <p>Classification: Cumulative</p> |                          |                                        |                                                               |                                    |
| <b>Sub-Outcome 2.2: SCS promoted within IHCAFE's CSC that is linked to U.S. coffee buyers/brands</b>                                     |                                                                                                                                                                                                                                                                                                                                                                              |                          |                                        |                                                               |                                    |
| SOTC 2.2<br>Number of coffee producers in IHCAFE's supply chain linked to U.S. coffee buyers/brands that implement components of the SCS | Definition:<br>Number of coffee producers that are part of IHCAFE's supply chain and are linked to U.S. coffee buyers/brands that implement components of the SCS created by the project.                                                                                                                                                                                    | Location (municipality)  | Instrument:<br>IHCAFE reporting        | Frequency:<br>End of project<br><br>%<br>Verification:50<br>% | IHCAFE, SC Specialist, M&E Officer |

| Performance indicator                                                                                                | Indicator definition and unit of measurement (UM)                                                                                                                                                                                                                                     | Indicator disaggregation | Data collection instrument & questions                  | Frequency of collection, reporting, and % verification     | Responsibility for Verification |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------|------------------------------------------------------------|---------------------------------|
|                                                                                                                      | UM: Number of coffee producers<br><br>Type: Quantitative<br><br>Classification: Cumulative                                                                                                                                                                                            |                          |                                                         |                                                            |                                 |
| <b>Output 2.2 A strategy designed for the application of a SCS in specific CSCs from farm to US buyer</b>            |                                                                                                                                                                                                                                                                                       |                          |                                                         |                                                            |                                 |
| OTP 2.2: Strategy for application of SCS developed and validated                                                     | Definition: A strategy will be designed for application of the social compliance system that will then be validated by the project, in consultation with USDOL.<br><br>Type: Qualitative<br><br>Classification: Cumulative                                                            | N/A                      | N/A                                                     | Frequency: Semi-annual via TPR<br><br>% Verification: 100% | SC Specialist, M&E Officer      |
| <b>Outcome 3. New social compliance tools on CL and acceptable work conditions piloted in target municipalities.</b> |                                                                                                                                                                                                                                                                                       |                          |                                                         |                                                            |                                 |
| OTC 3. Number of local level suppliers – producers who have demonstrated a commitment to adopting the SCS            | Definition: Measurement of the number of the local level suppliers – producers in the target municipalities who have demonstrated a commitment to adopt the SCS. Demonstrating a commitment can include developing an action plan, dedicating resources (personnel, financial, etc.), | Location (municipality)  | Instrument: Meeting reports, trip reports, action plans | Frequency: End of project<br><br>% verification: 50%       | SC Specialist, M&E Officer      |

| Performance indicator                                                                                                           | Indicator definition and unit of measurement (UM)                                                                                                                                                                                           | Indicator disaggregation | Data collection instrument & questions | Frequency of collection, reporting, and % verification            | Responsibility for Verification |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------|-------------------------------------------------------------------|---------------------------------|
|                                                                                                                                 | <p>etc. The SC Specialist will determine –with pre-established criteria – whether a supplier/producer demonstrates enough commitment to adopting the SCS.</p> <p>UM : N/A</p> <p>Type : Quantitative</p> <p>Classification : Cumulative</p> |                          |                                        |                                                                   |                                 |
| <b>Output 3.1. Complementary tailor-made tools on CL and acceptable work conditions developed.</b>                              |                                                                                                                                                                                                                                             |                          |                                        |                                                                   |                                 |
| OTP 3.1<br>Toolkit developed for each CSC                                                                                       | <p>Definition: Toolkit on CL and acceptable conditions of work developed by project for use in the CSC.</p> <p>Type: Qualitative</p> <p>Classification: Cumulative</p>                                                                      | N/A                      | N/A                                    | <p>Frequency: Semi-annual via TPR</p> <p>% verification: 100%</p> | SC Specialist, M&E Officer      |
| <b>Output 3.2. Tailor-made tools on CL and acceptable work conditions piloted by coffee businesses and their supply chains.</b> |                                                                                                                                                                                                                                             |                          |                                        |                                                                   |                                 |
| OTP 3.2.<br>Number of coffee producers in IHCAFE's supply chain who are piloting social compliance tools                        | <p>Definition: Measurement of the number of coffee producers in IHCAFE's supply chain who are implementing the tailor-made tools from Output 3.1. Tools may include case</p>                                                                | Location (municipality)  | Instruments: IHCAFE reporting          | <p>Frequency: Semi-annual via TPR</p> <p>% Verification: 50%</p>  | SC Specialist, M&E Officer      |

| Performance indicator                                                                                                     | Indicator definition and unit of measurement (UM)                                                                                                                                                                                | Indicator disaggregation | Data collection instrument & questions | Frequency of collection, reporting, and % verification       | Responsibility for Verification |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------|--------------------------------------------------------------|---------------------------------|
|                                                                                                                           | <p>studies, sample contract language, guidance, etc.</p> <p>UM: Number of coffee producers</p> <p>Type: Quantitative</p> <p>Classification : Cumulative</p>                                                                      |                          |                                        |                                                              |                                 |
| <b>Output 3.3. IHCAFE's experience preventing and eradicating CL and promoting acceptable work conditions documented.</b> |                                                                                                                                                                                                                                  |                          |                                        |                                                              |                                 |
| OTP 3.3. A document systematized the experiences of the SCS pilots.                                                       | <p>Definition: The project will complete a document that contains a systematization of the experiences of the SCS pilots.</p> <p>UM : Document</p> <p>Type : Qualitative</p> <p>Classification : Level</p>                       | N/A                      | Instrument: Final document             | <p>Frequency: End of project</p> <p>% Verification: 100%</p> | Project Director                |
| OTP 3.4. Strategy created for dissemination of project results                                                            | <p>Definition: This indicator captures the completion of a strategy detailing how the results of the project will be disseminated. The strategy does not need to be a formal written document.</p> <p>UM : n/a</p> <p>Type :</p> | N/A                      | N/A                                    | <p>Frequency: End of project</p> <p>% Verification: 100%</p> | Project Director, M&E Officer   |

| Performance indicator | Indicator definition and unit of measurement (UM) | Indicator disaggregation | Data collection instrument & questions | Frequency of collection, reporting, and % verification | Responsibility for Verification |
|-----------------------|---------------------------------------------------|--------------------------|----------------------------------------|--------------------------------------------------------|---------------------------------|
|                       | Qualitative                                       |                          |                                        |                                                        |                                 |
|                       | Classification : Cumulative                       |                          |                                        |                                                        |                                 |

## SECTION III: SUMMARY OF PLANNED EVALUATIONS AND STUDIES

### A. Implementation Evaluations

External DOL-funded interim and final implementation evaluations will be conducted by a contractor procured by USDOL (funds permitting). Implementation evaluations are primarily qualitative in nature and will assess project performance and results achieved by the time of evaluation. The implementation evaluation will be 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 the implementation of the project. A detailed TOR will be prepared by the Project / ILO and the USDOL will have the opportunity to provide inputs about the evaluations' objectives, methodology, timing, evaluation questions, and other aspects. Implementation evaluations examine such categories as: Relevancy, effectiveness, efficiency, sustainability, and impact. The evaluation TOR will outline the specific issues to be addressed within the time allowable. Evaluation questions will be developed as part of the Terms of Reference process.

Timing: Interim evaluations are to be carried out at an appropriate mid-term point of the project, to be decided jointly between the Project and USDOL. Final evaluations are to be carried out within the 3 months prior to the end of activities, as specified in the Cooperative Agreement. End line data and CMEP data should be available to inform the final evaluation prior to fieldwork. Fieldwork for each evaluation typically takes 2-3 weeks, depending on travel time needed between sites. As the project has a duration of only 36 months and implementation has been delayed, USDOL and ILO have determined that there will be an internal review rather than an independent mid-term evaluation. This review will take place in September/October 2019. The final evaluation will take place in September/October 2020.

### B. Brief Description of Pre-Situational Analysis and Other Studies

The following studies will qualify as pre-situational analyses for the project. The studies listed and described below will be used to inform or measure project results and include:

1. An assessment of perceptions among the different actors participating in the CSC (outcome 1),
2. Comprehensive analysis of producers of the CSC to define different levels of intervention in the adoption and implementation of the code of conduct for the CSC (outcome 1);

3. CSC map to identify the areas of greatest risk of labor violations and to identify areas for data collection (outcome 3);

4. Conduct baseline study in the CSCs identified (outcome 3).

The timing for each is detailed in the M&E category of the Project timeline/work plan and can also be found in the Project's M&E budget category. These studies are to inform on interventions, strategies, and to some extent, project results.

## SECTION IV: IMPLEMENTATION AND MANAGEMENT OF CMEP

### A. Roles and Responsibilities

The Project Addressing Child Labor in the CSC in Honduras, “El Café de Honduras Sí Cumple” has a specialized team of five staff members based in Tegucigalpa - Honduras: 1. The Institutional Relations National Officer, 2. Project Director, 3. Social Compliance Officer, 4. Monitoring and Evaluation Officer, and 5. Administrative Assistant; this team is based in Tegucigalpa Honduras and will be moving around the areas of intervention of the project (Comayagua, El Paraíso and Santa Bárbara). The Project team is under the responsibility and direction of the Director of the ILO Office for Central America, Panama, the Dominican Republic and Haiti and will also receive support from the child labor and ACT/EMP<sup>7</sup> specialists based in the ILO's sub regional office in Costa Rica as well as other specialists as needed; these specialist are available for any specific thematic or as requested from any of the stakeholders – IHCAFE and/or COHEP.

**The Institutional Relations National Officer:** The Institutional Relations National Officer is responsible for the inter-institutional relations between the ILO and the different partners or stakeholders, among them: Ministry of Labor and Social Security, Honduran Council of Private Enterprise, Workers' Centers, Agencies of the United Nations System, Embassies, others; aiming to provide synergies between this and the projects goals.

**Project Director:** The Project Director is responsible for the fulfillment of all the programmed activities up on established timelines. As well maintain an open and constant communication with stakeholders for providing the information towards the advance (or difficulties) of the project. Elaborate and draft periodical reports to ILO's headquarters, USDOL and stakeholders as requested. Taking into account the established in the CMEP design internal controls to measure the advances or failures of the execution of the Project. Review all the documentation that the SCS Specialist, M&E Officer, Administrative Assistant and any other Technician or stakeholders provide for the projects implementation.

**Social Compliance Officer:** The Social Compliance Officer is responsible for the development of actions and/or activities towards the design and completion of the SCS in CSC in the three Municipalities of intervention of the project giving to IHCAFE all the information, tools, guidelines, workshops, trainings for

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<sup>7</sup> ACT/EMP: Bureau for Employer's Activities from the International Labor Organization.

the SCS established in IHCAFE at the end of the project, acting with liaison between the project and stakeholders for all the activities and business necessary focusing on a reliable operation of the project and the future sustainability of interventions. Support the procedures that are defined in the CMEP for the different actions with stakeholders and other business involved, as well delivering the information towards the verification for each indicator. Field execution of the activities for accomplishment of the set of indicators and its verification documentations. Ensure that the information requested per the CMEP manual is delivered to the project timely and with the quality standards requested.

**M&E Officer:** The M&E Officer will lead the design, development, implementation and oversight of the CMEP and will work closely with the Project Direct, National Director, SCS Specialist, HQ ILO and IHCAFE's and COHEP technical team for ensuring data collection meets, data quality standards and Measurement Quality Standards. M&E Officer will gather and review data from the SCS Specialist for providing feedback on project performance to the project management and generate reports suitable for reporting to USDOL and general use for program staff and stakeholders. The M&E Officer is responsible for providing technical assistance and support to the technical team from ILO and as well for COHEP and IHCAFE as needed regarding data collection in the field and management of it. Organize the M&E procedures from obtaining collection of data during the course of the project and the preparation of required reports. Organize (fiscally and electronically) data collected from the activities developed for the accomplishment of results of the project and fulfillment of the CMEP; Develop a data quality control strategy and implement it to guarantee the validity and reliability of the project information; monitor the indicators, their means of verification, products, activities and tasks that are part of the project and oversee the collection of information processes. In accordance with the Project Director, establish meetings for handing information about timely detection of problems or challenges related to the process of collecting stakeholder's data by Outcomes. Guarantee the availability of information in due time and proper form when requested by the Project Director, ILO's Headquarter, USDOL or the Stakeholders.

**Administrative Assistant:** The Administrative Assistant is responsible for developing all procedural management towards the activities design for the project in time and with the transparency ILO demand. Prepare all documentation and organization required for the management of the budget and their reporting in timely manner. Keep update and organize the documentation of the expenses and financial movements that the project has made to fulfill its goals among the duration of the project.

## B. Management Information System and Document Retention

The management information system for the project will be stored in the computer assigned to the M&E Officer and will be periodical uploaded to ILO's Cloud. Also, the documentation produced from all the activities, outputs and outcomes will be in a physical storage space inside the Honduras ILO's Office during the next five years - this according to the procedures and standards established by the ILO.

## SECTION V: DATA ANALYSIS PLAN

### A. CMEP Data Analysis Plan - Expectations and Resources

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, affecting change. Detailed DAPs of direct service projects will likely be more rigorous than DAPs of non-direct service projects. 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 will 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 on-going mechanisms that promote sharing of data 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 systemically assessed and thus progress toward achieving the overall project goal, as it pertains to all stakeholders involved, is accurately represented for the interim and final evaluations. The description below details Addressing Child Labor in the CSC in Honduras "El Café de Honduras Sí Cumple" plan for analyzing CMEP data in a timely manner throughout the life of the project.

## B. Plan for Data Analysis and Utilization

Regarding the information that is going to be produced by the follow up of each indicator, the project stipulates to deliver these results/advances in periodical meetings<sup>8</sup> and with the Institutional Relation National Officer and Project Director to determine what actions shall be taken for accomplishing these results.

Some matters to consider for a better understanding, data analysis and utilization may be:

- Recognize the type of information necessary for making decisions that require immediate attention as well as that which will lead to continued improvement.
- Select the most useful data indicators that will focus on the causes or concerns of issues or problems facing the context of CSC.
- Consider the ways in which data fits with the context among the Social Compliance System for the CSC. Disregard data that is not relevant.
- Collect and study both quantitative and qualitative data without undue interference with the instructional process, with careful attention to ethical issues, and without compromising the validity of the data.
- Allow to have lessons learned to see what is working and not working correctly. See differences between the areas of intervention.

## C. Data Quality Assurance Procedures

A Data Quality Assessment (DQA) will be conducted at least once during the life of the project in order to assess the quality of indicators and the quality of data being reported to USDOL. The DQA emphasizes five key data quality standards: validity, reliability, precision, integrity and timeliness. Addressing Child Labor in the CSC in Honduras "El Café de Honduras Sí Cumple" will carry out a Data Quality Assessment on at least one outcome and output indicator per objective and on USDOL required indicators sometime during

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<sup>8</sup> The project staff holds meetings once per week.

the life of the project. The project is willing to have the exercise of the Data Quality Assessment by September 2019. The M&E team will review forms and procedures for data collection to ensure quality control.

#### D. Performance Reporting

This sub-section corresponds to the reporting requirements of the required technical progress report (TPR). Required with each TPR submission is the project's Data Reporting Form (DRF), which reports actual progress against pre-established targets under each indicator and provides context to the results being reported. TPRs are due every six months (in October and April). Reporting periods run from April 1st – September 30th, and from October 1st – March 31st. Addressing Child Labor in the CSC in Honduras “El Café de Honduras Sí Cumple” DRF is attached to this CMEP in Annex 1 (CMEP Templates).

#### E. Annual Review and Revisions to the CMEP

Addressing Child Labor and in the CSC in Honduras “El Café de Honduras Sí Cumple” will undertake an annual CMEP review process after each October TPR submission. This process will help Addressing Child Labor in the CSC in Honduras “El Café de Honduras Sí Cumple” take stock in what is working with CMEP implementation, what is challenging, and promote opportunities for recognizing emerging good practices in M&E. Following the project's interim evaluation, the project will undertake a CMEP review in consultation with OCFT to determine whether CMEP revisions are needed. This review will be informed by the interim evaluation's findings and recommendations.

In cases of minor modifications to the CMEP, such as small alterations in indicator wording or M&E management processes internal to the project, the project will notify the GOR and M&E POC and then submit a revised CMEP. 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) will be discussed with and approved by the OCFTGOR and M&E staff POC, and then a revised CMEP will be submitted for full review and approval by USDOL.

## LIST OF ANNEXES

### Annex 1 – Project-level Child Labor or Forced Labor definitions

Definitions set on the first table of this annex 1 will be permanently used. They are based on the national regulations for the prevention and eradication of Child Labor in Honduras and international legal frameworks.

| TERM            | DEFINITION                                                                                                                                                                                                |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Child</b> | <b>National Framework</b><br>According to the Code on Childhood and Adolescence, Art. 1. A child is defined as any human being below eighteen years old, who has special provisions by the Government. In |

|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           | <p>Honduras, the majority is attained at 18 years old.</p> <p><b>International Legal Framework</b><br/>Individuals under the age of 18 years.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>2. Minimum Age for admission to employment.</b></p> | <p><b>National Framework</b><br/>In Honduras, under Constitutional Law Article 128, Inc. 7, the minimum age for admission to work is set at fourteen years (14). According to article 32 of the Labor Code for Children and Adolescents, the legal minimum age for employment is fourteen (14) years and that having reached that age, remain subject to education under the national legislation, are not allowed for any kind of work. The authorities in charge of monitoring the work of these Minors may authorize their occupation when they consider it indispensable for their subsistence, or of their parents or siblings, and provided that this does not prevent compliance with the minimum of mandatory instruction.</p> <p>From the Code of Childhood and Adolescence Art. 120 specifies that the authorizations to work will be granted on an individual basis and must be limit the hours of work and establish the conditions under which the services will be develop. Under no circumstances will a child under fourteen (14) years be authorized to work. In Art. 125 establishes the maximum duration of children's working hours shall be subject to the following rules:</p> <p>a) The major of fourteen (14) years and less than sixteen (16) may only perform work in journeys not to exceed four (4) hours per day;</p> <p>b) The senior of sixteen (16) years and less than eighteen (18) may only work in days and do not exceed six (6) hours per day and,</p> <p>c) Night work for working children is prohibited. However, the older of sixteen (16) years and minors of eighteen (18) may be authorized to work until the eight (8) at night as long as their regular attendance at an educational center is</p> |

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          | <p>not affected or caused with damages to their physical and moral health.</p> <p>Executive Agreement no. STSS-211-01 approving the Regulation on Child Labour in Honduras. Its purpose is to develop administrative sanctions applicable to infractions committed in connection with the provision of services by adolescents and apprentices and their employers or trainers; the orientation that must be given to adolescent workers, their parents, siblings and legal representatives, as well as employers regarding the rights and duties imposed by Honduran current legislation, including those contained in the Code of Childhood and Adolescence that include work prohibited for adolescents, working days and measures on occupational health.</p> <p><b>International Legal Framework</b></p> <p>This fundamental convention sets the general minimum age for admission to employment or work at 15 years (13 for light work) and the minimum age for hazardous work at 18 (16 under certain strict conditions). It provides for the possibility of initially setting the general minimum age at 14 (12 for light work) where the economy and educational facilities are insufficiently developed.<sup>9</sup></p> |
| <b>3. Minimum Age for Hazardous work</b> | <p><b>National Legal Framework</b></p> <p>According to the National Honduras Constitution, Article 128, Inc. 7. The legal minimum age for employment for hazardous work is prohibited for people under 18 years old. The adoption of Executive Agreement STSS-441-2016 reformed the Regulation on Child Labor in Honduras (STSS-211-01) and established in its article 8–B that work in agriculture or the agroindustry will be considered hazardous work by nature if a competent authority determines that the work is detrimental to health.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

<sup>9</sup> <https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/child-labour/lang--en/index.htm>

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             | <p><b>International Legal Framework</b></p> <p>Where the minimum age for admission to types of employment or work which are likely to jeopardize the health, safety or morals of young persons is still below 18 years, immediate steps should be taken to raise it to that level.</p> <p>(1) In determining the types of employment or work to which Article 3 of the Minimum Age Convention, 1973, applies, full account should be taken of relevant international labor standards, such as those concerning dangerous substances, agents or processes (including ionizing radiations), the lifting of heavy weights and underground work.</p> <p>(2) The list of the types of employment or work in question should be re-examined periodically and revised as necessary, particularly in the light of advancing scientific and technological knowledge. Where, by reference to Article 5 of the Minimum Age Convention, 1973, a minimum age is not immediately fixed for certain branches of economic activity or types of undertakings, appropriate minimum age provisions should be made applicable therein to types of employment or work presenting hazards for young persons.<sup>10</sup></p> |
| <p><b>4. Worst forms of child labor</b></p> | <p><b>National Legal Framework</b></p> <p>Honduran legislation Constitution Article 124 includes all the worst forms of child labor of the ILO Convention 182, as child trafficking, commercial sexual exploitation of children, forced labor, among others. Because of the nature of the work in agriculture and agroindustry, this is classified as one of the activities prohibited for people under 18 years old. As well the Executive Agreement (EA) STSS-211-01 (Art. 8. Annex 4, Art. 8.) Enumerates a List of Hazardous work for conditions, Art. 8 B List of Hazardous work for nature, Art. 8. D List of no hazardous work, training and vocational activities, Art. 10.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

<sup>10</sup> [https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100\\_ILO\\_CODE:R146](https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:R146)

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>International Legal Framework</b></p> <p>For the project definition, Worst Forms of Child Labor will include Parts (a)-(c) as defined in ILO Convention 182:</p> <p>(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;</p> <p>(b) the use, procuring or offering of a child for prostitution, for the production of pornography or for pornographic performances;</p> <p>(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;</p> <p>(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.<sup>11</sup></p> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Annex 2 – Data Quality Assessment Checklist

### DRAFT OCFT DATA Quality Assessment Checklist

|                                                                                                                                                                                                                                                                                    |                                                                              |              |          |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------|----------|--|
| Indicator:                                                                                                                                                                                                                                                                         |                                                                              |              |          |  |
| Data Source(s): <i>(information can be copied from the PMP)</i>                                                                                                                                                                                                                    |                                                                              |              |          |  |
| Implementing Partner Who Provided the Data:                                                                                                                                                                                                                                        |                                                                              |              |          |  |
| Period for Which the Data Are Being Reported:                                                                                                                                                                                                                                      |                                                                              |              |          |  |
| Data Quality Assessment Methodology: <i>Describe the method for assessing the quality of the indicator data—e.g. reviewing data collection procedures and documentation, interviewing those responsibilities for data analysis, checking a sample of the data for errors, etc.</i> |                                                                              |              |          |  |
| Date of Assessment:                                                                                                                                                                                                                                                                |                                                                              | Assessed by: |          |  |
|                                                                                                                                                                                                                                                                                    | YES                                                                          | NO           | COMMENTS |  |
| <b>VALIDITY-Data should clearly and adequately represent the intended result.</b>                                                                                                                                                                                                  |                                                                              |              |          |  |
| 1                                                                                                                                                                                                                                                                                  | Does the information collected measure what is supposed to measure? (a valid |              |          |  |

<sup>11</sup> [https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100\\_ILO\\_CODE:C182](https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C182)

|                                                                                                                                                           |                                                                                                                                                                                       |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|                                                                                                                                                           | measure of overall nutrition is healthy variation in diet; age is not valid measure of overall health.)                                                                               |  |  |  |
| 2                                                                                                                                                         | Do results collected fall within a plausible range?                                                                                                                                   |  |  |  |
| 3                                                                                                                                                         | Is there reasonable assurance that the data collection methods do not produce systematically biased data (e.g. consistently over-or under-counting)?                                  |  |  |  |
| <b>REALIABILITY-Data should reflect stable and consistent processes and analysis methods over time.</b>                                                   |                                                                                                                                                                                       |  |  |  |
| 1                                                                                                                                                         | When the same data collection method is used to measure the same things multiple times, is the same result produced each time? (a ruler always indicates the same length for an inch) |  |  |  |
| 2                                                                                                                                                         | Are data collection/analysis methods documented in writing and used to ensure same procedures are followed each time?                                                                 |  |  |  |
| <b>TIMELINESS-Data should be available at a useful frequency, should be current, and should be timely enough to influence management decision making.</b> |                                                                                                                                                                                       |  |  |  |
| 1                                                                                                                                                         | Are data available frequently enough to inform program management decisions?                                                                                                          |  |  |  |
| 2                                                                                                                                                         | Are data reported the most current practically available?                                                                                                                             |  |  |  |
| 3                                                                                                                                                         | Are data reported as soon as possible after collection?                                                                                                                               |  |  |  |
| <b>PRECISION-Data have a enough level of detail to permit management decision making; e.g. the margin of error is less than the anticipated change.</b>   |                                                                                                                                                                                       |  |  |  |
| 1                                                                                                                                                         | Is the data collection method used to collect the data exact enough to register the expected change? (a yardstick                                                                     |  |  |  |

|                                                                                                                       |                                                                                      |                 |  |  |
|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------|--|--|
|                                                                                                                       | may not be precise enough to measure change for a few millimeters.)                  |                 |  |  |
| <b>INTEGRITY-Data collected should have safeguards to minimize risk of transcription error or data manipulations.</b> |                                                                                      |                 |  |  |
| 1                                                                                                                     | Are safeguards in place to minimize data transcription errors?                       |                 |  |  |
| 2                                                                                                                     | Is there independence in key data collection, management, and assessment procedures? |                 |  |  |
| 3                                                                                                                     | Are mechanisms in place to prevent unauthorized changes to data?                     |                 |  |  |
| <b>SUMMARY</b>                                                                                                        |                                                                                      |                 |  |  |
| Based on assessment relative to the 5 standards, what is the overall conclusion regarding the quality of the data?    |                                                                                      |                 |  |  |
| Significance of limitations (if any):                                                                                 |                                                                                      |                 |  |  |
| Actions needed to address limitations:                                                                                |                                                                                      |                 |  |  |
| <b>IF NO DATA AVAILABLE FOR THE INDICATOR</b>                                                                         |                                                                                      | <b>COMMENTS</b> |  |  |
| If no recent relevant data are available for this indicator, why not?                                                 |                                                                                      |                 |  |  |
| What concrete actions are now being taken to collect and report data as soon as possible?                             |                                                                                      |                 |  |  |
| When will data be reported?                                                                                           |                                                                                      |                 |  |  |

### Annex 3 – Data Reporting Form

The Data Reporting Form is included in a separate Excel file.

### Annex 4 – Data Collection Instruments

| Type of Instrument | Relevant Indicator | Description of Tool                                                                                                                                                                               |
|--------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pre-test           | SOTC 2.1           | A preliminary test administered to technicians from IHCAFE to assess their knowledge of social compliance. It could be developed by a questionnaire, interview or expositions on specific themes. |
| Post-test          | SOTC 2.1           | A test given to technicians from IHCAFE's after completion of an instructional program or segment                                                                                                 |

|                                                                                                     |          |                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                     |          | and developed in conjunction with the pretest to measure their achievements and the effectiveness of the program.                                                                                                                                                          |
| Trainee intake form                                                                                 | SOTC 2.1 | A form that will ask the information of the beneficiaries that will receive the course. Some of the information that will be required are: name, region, academic level, position in the institution the person works, and it will be develop a code for each beneficiary. |
| Self-assessment form<br><br>Note: Will be developed under outcome 1                                 | OTC 2    | It's a tool that measures the compliance of the guidelines defined on the code of conduct and it must be applied in each year to monitor the guidelines included in the code of conduct.                                                                                   |
| Checklist on social compliance system implementation<br><br>Note: Will be developed under outcome 1 | OTC 3    | A list of verification of adopted/accepted policies or procedures from each CSC of the social compliance system.                                                                                                                                                           |

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