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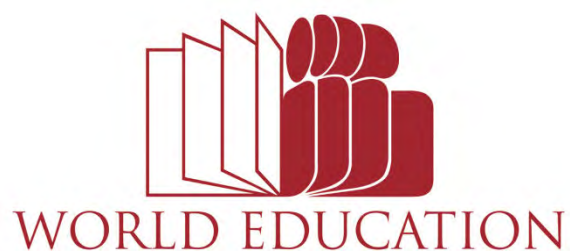
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SAKRIYA

COMPREHENSIVE MONITORING AND EVALUATION PLAN (CMEP)

November 2019



Sakriya Consortium Partners:



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List of Acronyms

AFN	Antenna Foundation Nepal
CBO	Community-Based Organization
CCWB	Central Child Welfare Board
CL	Child Labor
CMEP	Comprehensive Monitoring and Evaluation Plan
CSO	Civil Society Organization
DAP	Data Analysis Plan
FCL	Forced Child Labor
FL	Forced Labor
HCL	Hazardous Child Labor
ILAB	Bureau of International Labor Affairs
M&E	Monitoring and Evaluation
MIS	Management Information System
NGO	Non-Governmental Organization
OCFT	Office of Child Labor, Forced Labor and Human Trafficking
PD	Project Director
PMP	Performance Monitoring Plan
PSA	Pre-Situational Analysis
SAN	Swatantrata Abhiyan Nepal
Tdh	Terre des hommes
TPR	Technical Progress Report
USDOL	United States Department of Labor
UWCC	Unacceptable Working Conditions for Children
WEI	World Education, Inc.
WFCL	Worst Forms of Child Labor

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, and 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 their project objective and also provides evidence of the link between different levels of results, including activities, 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 critical assumptions outlined in the results framework take into consideration the influence of both project interventions and context-related factors, including the effect of other stakeholders' interventions.

The CMEP addresses the following:

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

Measurability: The CMEP utilizes SMART¹ indicator design to help measure outcome and output-based results. Additional CMEP elements such as the data analysis plan help ensure that monitoring data 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.

¹S.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 Overview

A full overview of the project, including a narrative theory of change, can be found in the original project proposal and current project document. This section provides a brief summary of the project objective, expected results, project participants, intervention locations and period of performance for the project.

The Sakriya project (means “active” in Nepali) works to build the capacity of Nepalese civil society organizations to more effectively detect and combat forced child labor and other labor abuses² in Nepal’s brick, embroidery (zari), and carpet weaving sectors. The project will run through September 2021 and support a core group of civil society actors (15 non-governmental organizations) to leverage partnerships across Nepal’s child protection networks to facilitate access to services for survivors of labor abuses and reduce the risk that adults and children will be forced into harmful work in these sectors. The project is also working to improve the capacity of these networks to raise awareness of these problems; and, improve capacity to implement initiatives to address child labor.

Sakriya’s main objectives are as follows:

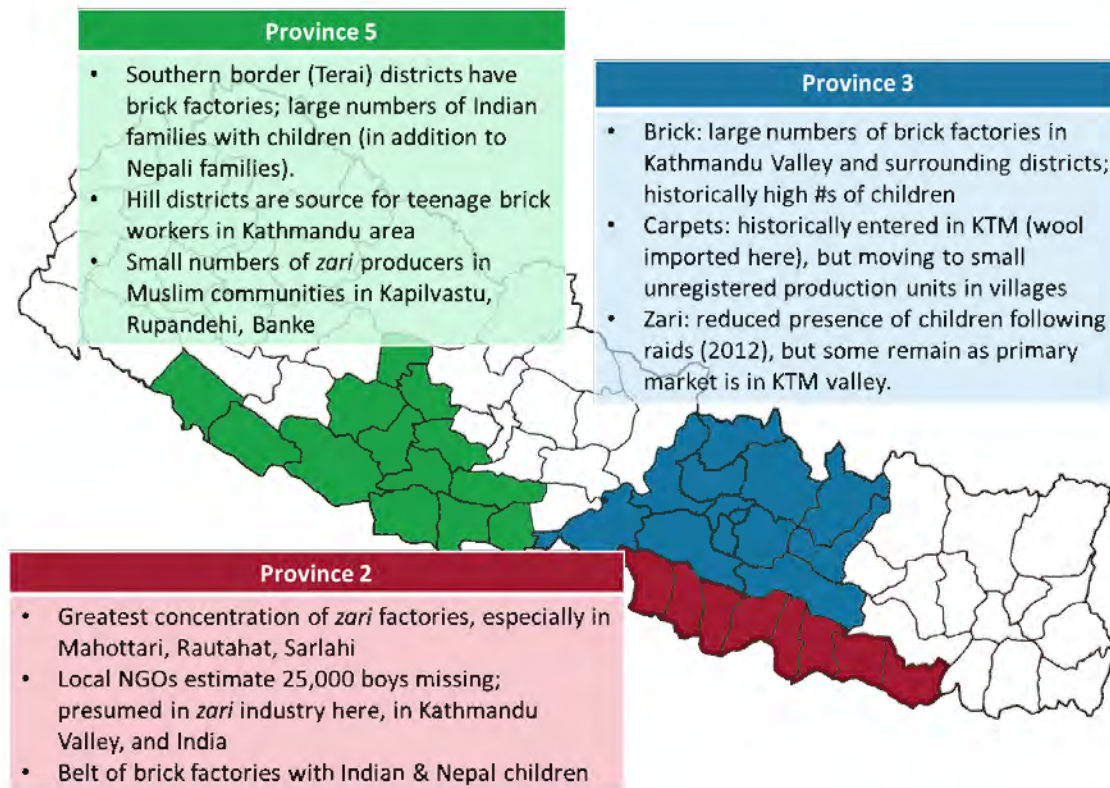
- Project-Level Objective: Improve capacity of civil society to better understand and address child labor in the brick, zari, and carpet sectors
 - Outcome 1: Improved capacity of civil society to identify and document, independent, and objective information on the nature and scope of child labor in a sector and/or supply chain
 - Outcome 2: Improved capacity of civil society to raise awareness for the protection of workers from child labor
 - Objective 3: Improved capacity of civil society to raise implement initiatives to address child labor

To achieve these objectives Sakriya will collaborate and support 15 local and regional non-governmental organizations (NGOs) with a strong presence in the targeted sectors. These 15 NGOs will then work with their networks of smaller Community-Based Organizations (CBOs). This approach will ensure localized, contextually-relevant, community-driven approaches to the diverse drivers and impacts of child labor in different geographic areas and sectors.

The project is implemented by World Education, Inc. (WEI) in partnership with three organizations (technical partners): Swatantrata Abhiyan Nepal (SAN), Antenna Foundation Nepal (AFN), and Terre des hommes (Tdh). WEI will provide the overall leadership of Sakriya, Tdh will work with the CSO networks to engage with local government, while SAN will build CSO research capacity, and AFN will build advocacy and awareness raising capacity.

² Sakriya will focus on child labor. There is a chance the project may encounter cases of forced labor in the course of work targeting child labor, for example in the case of a family in forced labor in the brick sector. Sakriya will address such cases as they arise, primarily by notifying relevant authorities. However, forced labor is not a particular focus of the project.

The consortium of implementing partners will work with locally-focused CSOs in three provinces—Province 2, Province 3, and Province 5—with activities in five districts in each province. Under the new federal system, the project selected an average of two municipalities in each former district to target with activities.



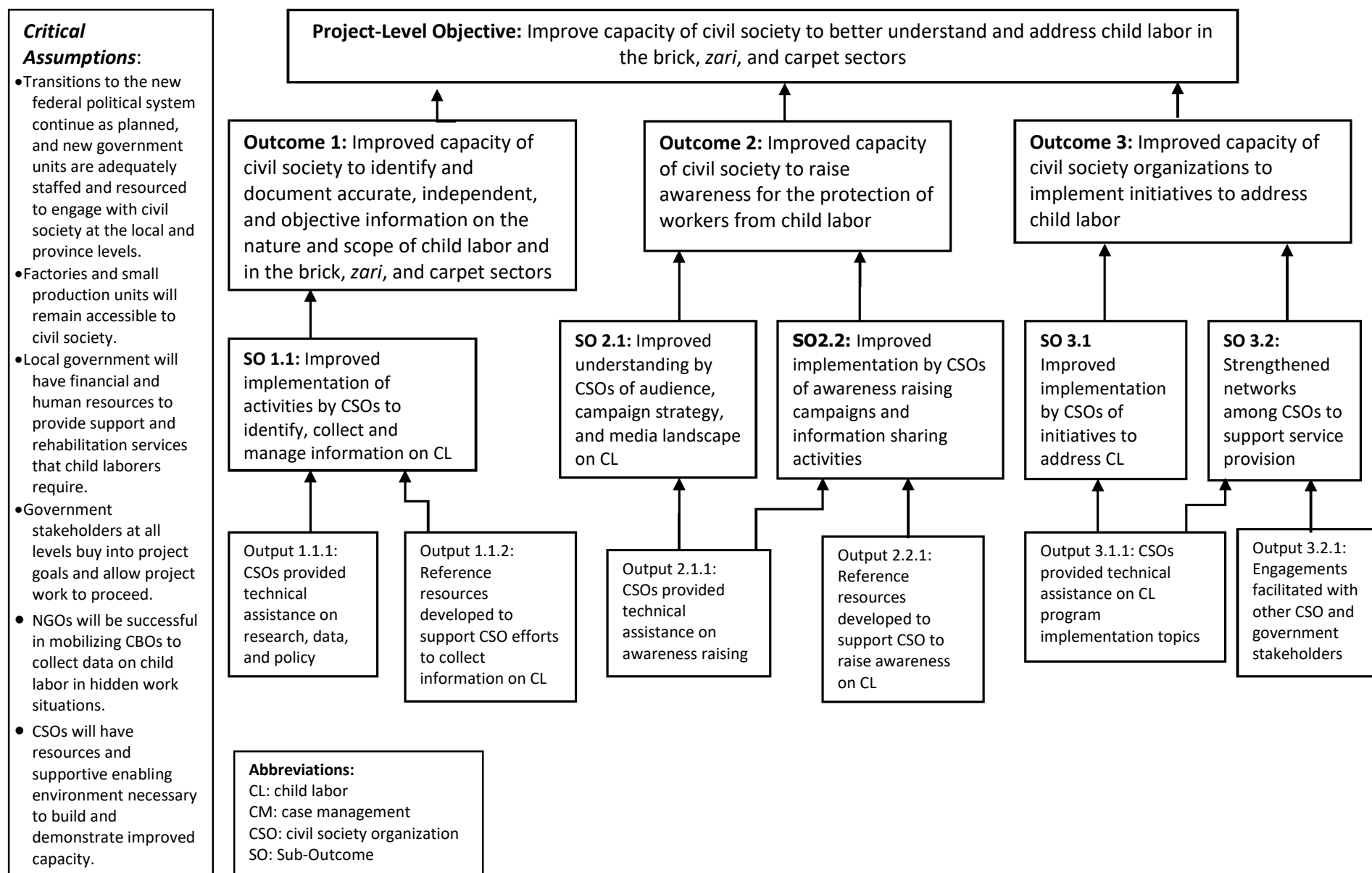
SECTION I: RESULTS FRAMEWORK

The narrative theory of change for the project is included in the project document, and is as follows:

The **Theory of Change** is that building the capacity of competent civil society organizations will result in a more effective action to reduce hazardous child labor. As a result of technical assistance and collaborative action these organizations will produce better data, participatory research and awareness campaigns that will lead to: (a) better public attitudes and support to reduce child labor and improve working conditions for youth, and (b) better programs and services from NGOs and government. Ultimately, these will contribute to the project goal of reduced child labor and improved working conditions for young workers.

This section includes a visual mapping of this theory of change in the form of a results framework and activities mapping.

A. Full Results Framework



B. Activities Mapping to Project Outputs and Results

The table below presents the project outcomes, outputs and activities.

Outputs by Supporting Outcomes	Key Activities (table to include all major activities)
Outcome 1: Improved capacity of civil society to identify and document accurate, independent, and objective information on the nature and scope of child labor in the brick, zari, and carpet sectors.	
Sub-Outcome 1.1 Improved implementation of activities by CSOs to identify, collect and manage information on CL	
Output 1.1.1: CSOs provided technical assistance on research, data, policy	• Design capacity assessment tool for CSOs on child labor (one integrated tool across outcomes). Tool will be used to facilitate the self-assessment which will lead to the action plan. • Conduct capacity assessment of partner NGOs with action planning (one integrated process across outcomes). • Design and conduct trainings for targeted 15 NGOs on community action research, case study, and process tracing. • Provide regular (e.g. monthly or quarterly) coaching and mentoring to CSOs to conduct research. • Conduct policy analysis of existing legislation. • Organize policy level dialogue at Municipal and Provincial Level. • Hold learning events to share research³.
Output 1.1.2: Reference resources developed to support CSO efforts to collect information on CL	• Develop and disseminate research handbook to CSOs. • As part of the research handbook, develop protocols for use by CSOs to safeguard sensitive child labor/forced labor data and ensure compatibility. • Assist NGOs to improve data systems and management as needed (e.g. database development).
Outcome 2: Improved capacity of civil society to raise awareness for the protection of workers from child labor	
Sub-Outcome 2.1 Improved understanding by CSOs of audience, campaign strategy, and media landscape on CL	
Output 2.1.1: CSOs provided technical assistance on awareness raising (note: cross-cutting	• Design capacity assessment tool for CSOs (one integrated tool across outcomes). • Conduct capacity assessment of partner NGOs with action planning (one integrated process across outcomes). • Project team and 15 NGOs complete field assessment of different audience analyses.

³Learning Event - These events will share findings from the project research to identify and document CL (SAN). After the community action research is completed (SAN), it will be shared at the local and municipal level. After the policy review process is completed, SAN will organize and share at the provincial level. After the policy dialogue has been organized at the provincial level, findings will be shared at the national level with key stakeholders.

Outputs by Supporting Outcomes	Key Activities (table to include all major activities)
<i>output; contributes to SO 2.1 and SO2.2)</i>	• Design and conduct trainings for CSOs on awareness raising topics. • Conduct communications planning workshops to orient NGOs on the effective behavior change communication, and campaign design and implementation. This workshop will prepare them for the development of their campaigns. • Conduct second collaborative campaign planning workshops with 15 NGO partners. This workshop will be held after NGOs have completed a campaign to help plan for the next campaign. • Provide regular coaching and mentoring to NGOs to conduct awareness raising activities during and after the campaigns. • Support NGOs to organize and conduct learning workshop to share and disseminate information based on data collected through Outcome 1 activities and Outcome 2 activities. • Provide technical assistance to 15 NGOs to engage with source community CSOs and municipalities for prevention advocacy. This engagement will include sharing campaigns, information, materials, etc. which will enable others to replicate and extend awareness raising efforts.
Sub-Outcome 2.2: Improved implementation by CSOs of awareness raising campaigns and information sharing activities	
Output 2.2.1: Reference resources developed to support CSO to raise awareness on CL (note: cross-cutting output contributes to SO 2.1 and SO2.2)	• Develop database for tracking NGOs campaigns and results. • Use campaign tracker to analyze campaign progress and performance, and based on that refine activities for subsequent NGO campaigns. • Provide technical assistance to support the development of NGOs campaign materials as determined by campaign strategies developed during the workshop (e.g. radio spots, social media posts, news articles, etc.). • Develop fact sheets and policy briefs based on activities under Outcome 1.
Outcome 3: Improved capacity of civil society organizations to implement initiatives to address child labor	
Sub-Outcome 3.1: Improved implementation by CSOs of initiatives to address CL	
Output 3.1.1: CSOs provided technical assistance on CL program implementation topics	• Design capacity assessment tool for CSOs (one integrated tool across outcomes). • Conduct capacity assessment of partner NGOs with action planning (one integrated process across outcomes). • Design and conduct trainings and refresher trainings on case management for CSOs. • Design and conduct trainings and refresher trainings on case management for key Municipality stakeholders (e.g. Child Welfare officer, judicial committee members, Deputy Major, Local Child Rights Committee members, Child

Outputs by Supporting Outcomes	Key Activities (table to include all major activities)
	Psychologist, etc.). • Based on information from the capacity assessment, develop grievance mechanisms⁴, and support systems for children of legal working age (this will be included in the NGOs action plans). • Prepare consolidated capacity development plan on Case Management for CSO/local government use (one plan per district). • Provide regular coaching and mentoring to NGOs to implement case management for identified child labor. • Design guidelines and potential activities for worker-to-worker groups. • Support NGO partners to create and build support systems for worker-to-worker groups (e.g. support networks, worker-to-worker peer groups, etc.) for children of legal working age. • Provide technical assistance to CSOs to use case management for child laborers identified in collaboration with local government. As needed, NGOs will also be able to access emergency funds through TDH to address critical cases. • Assist CSOs to upgrade data keeping and information systems for case management as needed, linking data systems for collection of information.
Sub-Outcome 3.2: Strengthened networks among CSOs to support service provision	
Output 3.2.1: Engagements facilitated with other CSO and government stakeholders	• Provide technical assistance to NGOs on engagement with local community planning processes. • Provide technical assistance to CSOs on engagement with CL related networks. • Organize and run coordination meetings at national, province and municipal levels with relevant stakeholders from civil society, government, private sector. • Conduct training for municipality officials on case management. • Collaborate with other CSOs and government to continue to develop and improve the local grievance mechanisms where exploited workers (both children and adult) can report.

⁴ Grievance mechanism: Any forum, place/location, or system where children (worker) and the adults of the community can raise their concerns and/or make complaints. This mechanism allows the issue to be heard, and a response to be facilitated to solve the problems or address the issues. There should also be a guiding document in place to make functional. This mechanism is also included in the case management plan at the municipality level.

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 tool(s) 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, timeliness, precision, and integrity, and that these data are used to inform managerial decisions and make implementation adjustments. The project’s full PMP can be found below in Table 1.

B. Full PMP

Below is the full project PMP organized by Outcomes. Most definitions are listed in the PMP definition column or provided in Annex 1, however frequently used words/concepts are defined below:

- 1. Non-Governmental Organization (NGO)** – The fifteen local NGOs the project will target for capacity building.
- 2. Community-Based Organization (CBO)** – Small organizations, both formal and informal, working at the local level which includes different types of groups such as Child Protection Committees (CPCs), youth/student organizations, trade unions, Parent-Teacher Associations, Mothers’ Groups, etc.
- 3. Civil Society Organizations (CSO)** – An umbrella term that contains within its NGOs and CBOs.
- 4. Capacity Assessment Tool:** A tool to facilitate the self-assessment of an organization’s capacity in pre-determined priority technical areas which reflect best practices for addressing child labor. The capacity assessment tool is modeled on the format, structure, and process of the USAID Organizational Capacity Assessment developed by JSI in 2013. This tool will provide key data to track the capacity development of the 15 targeted NGOs throughout the project (i.e. project level objective and outcome 1, 2 and 3). The capacity tool will be a self-assessment; however it will be administered by Sakriya staff and include discussions and reviewing supporting documentation (when applicable) to explain each criteria selection. This tool will be administered twice, at the beginning and end of the project’s interaction with the NGOs.

The Sakriya Capacity Assessment Tool has been designed specifically for the Sakriya project to provide a set of criteria to assess the NGOs’ current technical capacity to implement quality

programs, to identify key areas that need strengthening, and highlight project aspects that can serve as a model for other programs working on child labor issues.

The tool focuses on five main organizational/technical groups:

- 1) Organizational Management and Strategy;
- 2) Understanding of CL and mechanisms;
- 3) Identification and documentation of CL;
- 4) Capacity to implement initiatives to address CL; and
- 5) Awareness raising

Under each organizational/technical group are a number of domains, or capacity “areas”, for which an organization scores itself as represented by four different capacity definitions or “Levels”. Capacity definitions are specific to each area and define what different levels of capacity look like for that specific area. In general, definitions follow a basic progression of four different levels for each capacity, the four levels are:

Level 1: Non-existent or nominal capacity

Level 2: Elementary or basic demonstration of skills, capacity, institutionalization; capacity or process may exist but not be uniformly implemented

Level 3: Relatively strong capacity, but some areas for improvement remain.

Level 4: Advanced capacity; high levels of skill, functioning, or institutionalization that can serve as a model for other organizations

Table 1: Performance Monitoring Plan

Performance Monitoring Plan					
Indicator	Indicator Definition, Classification and Unit of Measurement	Indicator Dis-aggregation	Data Collection Instrument (& Question #)	Frequency of collection & reporting, and % verification	Responsibility for collection, reporting and assessment
Project-Level Objective: Improve capacity of civil society to better understand and address child labor in the brick, zari, and carpet sectors.					
PO 1: % of NGOs that report an improvement in at least one capacity area in each organizational group	Definition: <u>Improvement:</u> Increase in ranking (levels 1-4) by at least one level compared to initial assessment (e.g. each area has four levels, so improvement could be from level 1 to 2 or 3 to 4, etc.). <u>Organizational Group:</u> The tool breaks down overall capacity into five categories which are referred to as organizational groups. These include the following: 1) Organizational Management and Strategy; 2) Understanding of CL and mechanisms; 3) Identification and documentation of CL; 4) Capacity to implement initiatives to address CL; and 5) Awareness Raising. <u>Capacity Area:</u> Each organizational group is comprised of various sub-categories which are referred to as capacity areas. Numerator: Number of NGOs that report an improvement in at least one capacity area in each organizational group compared to initial assessment Denominator: Total number of targeted NGOs (15) Indicator Classification: Cumulative Unit of Measure: Percent of NGOs This indicator will count towards DOL's standard indicator C1 (number of countries with increased capacity to address child labor, forced labor, trafficking in persons, or other violations of workers' rights.)	n/a	Capacity Assessment Tool	Collection: Beginning and end of engagement with NGOs⁵ Reporting: April 2020 TPR; Final report. Verification: Sakriya staff will verify self-assessment through probing follow-up questions, group discussion, and review of documents.⁶	Collection: M&E Officer (WEI) Reporting: M&E Officer (WEI) Assessment: N/A

⁵ The capacity assessment was initially planned to be conducted three times. However, due to delays in securing Government of Nepal approval, the number of assessments has been reduced to two. The exact timeframe for engagement with NGOs is still to be determined.

PO 2: % of NGOs who complete at least two priority actions to address CL	Definition: <u>Priority action:</u> Critical tasks that an NGO identifies in their action plan as a result of capacity gaps discovered through the capacity self-assessment process. Numerator: Number of NGOs who complete priority actions Denominator: Total number of targeted NGOs (15) Indicator Classification: Cumulative Unit of Measure: Percent of NGO	n/a	Capacity Assessment Tool	Collection: Beginning and end of engagement with NGOs (action plan developed at beginning) Reporting: April 2020 TPR; Final report. Verification: Sakriya staff will verify through follow-up questions, group discussion, and document review.	Collection: M&E Officer (WE) Reporting: M&E Officer (WE) Assessment: N/A
Outcome 1: Improved capacity of civil society to identify and document accurate independent and objective information on the nature and scope of child labor in the brick, zari and carpet sectors					
OTC 1: % of NGOs that report an improvement in 3 of 7 capacity areas related to identifying and documenting child labor concerns	Definition: <u>Improvement:</u> Increase in ranking (levels 1-4) by at least one level compared to initial assessment. (E.g. Each area has four levels, so improvement could be from level 1 to 2 or 3 to 4, etc.). Numerator: Number of NGOs that report an improvement in capacity areas Denominator: Total number of targeted NGOs (15) Indicator Classification: Cumulative Unit of Measure: Percent	n/a	Capacity Assessment Tool	Collection: Beginning, and end of engagement with NGOs Reporting: April 2020 TPR; Final report. Verification: Sakriya staff will verify through follow-up questions, group discussion, and document review.	Collection: Program officer (SAN) Reporting: M&E Officer (WE) Assessment: N/A

⁶ Explanations for an NGO's score will be documented to provide qualitative data on changes that might not be captured by numerical rankings alone. In cases where Sakriya staff disagree with an NGO's self-assessment, the project will document the discrepancy and provide evidence for the alternative project-assessed score. For example, as noted in the USAID Organizational Capacity Assessment instructions, "In some cases, USAID has found that an organization that has strengthened its capacity will give itself lower scores in a subsequent OCA. This downward trend in scoring may stem from gaining a better appreciation of the components of higher capacity, a more accurate understanding of the organization's actual capacity, or increased trust that USAID and its partners will only use the results for positive purposes" (USAID, OCA Instructions, 2015. Retrieved from: <https://usaidlearninglab.org/library/organizational-capacity-assessment>). In such cases, additional qualitative evidence of the organization's capacity—e.g. from discussion notes or review of documentation—may provide a more accurate assessment of capacity and change in capacity than a simplified numerical scale.

Sub-Outcome 1.1 Improved implementation of activities by CSOs to identify, collect and manage information on CL					
SOTC 1.1.A: # of research activities completed by NGOs on CL	Definition: <u>Research activity:</u> Any research project such as case studies, action research, process tracing, or prevalence study carried out by NGOs. <u>Completed:</u> A research activity that has been designed and implemented by the NGOs. Indicator Classification: Cumulative Unit of Measure: Number of activities	Geographic (Province, municipality) Sector (brick, zari, carpets, multi-sector)	Draft and final copy of research products	Collection: Upon completion of research activity Reporting: semi-annually Verification: n/a	Collection: Program Coordinator (SAN) Reporting: M&E Officer (WE) Assessment: n/a
SOTC 1.1.B: % of NGOs that used project supported techniques to collect and manage information on CL	Definition: <u>Project supported techniques:</u> Topics and skills covered in project trainings and/or TA <u>Used:</u> Comparison between techniques applied before NGO received mentoring vs. techniques applied after mentoring. At least 1 or more project techniques should be applied during that period of time to count as used. Numerator: Number of NGOs that use project supported techniques to collect and manage information on CL Denominator: Total number of targeted NGOs (15) Indicator Classification: cumulative Unit of Measure: Percentage of NGOs	Sector (brick, zari, carpets)	Interview and Observation checklist	Collection: During mentoring (beginning and end of research cycle) Reporting: semi-annually Verification: n/a	Collection: M&E officer (SAN) Reporting: M&E Officer (WE) Assessment: n/a
Output 1.1.1 CSOs provided technical assistance on research, data, and policy					
OTP 1.1.1: # of CSOs provided technical assistance on CL identifying,	Definition: <u>Technical assistance:</u> Training, mentoring, coaching, and other means by which the project carries out activities to build the capacity of the target CSO in a particular area. Technical assistance will be counted when it lasts 3 hours or more (in-person, except when there are extenuating circumstances, e.g.	Sex of participants (for T1)	Field Monitoring Visit report Training attendance	Collection: Monthly Reporting: Semi-annually Verification: n/a	Collection: Program officer (SAN) Reporting: M&E Officer (WE)

documentation, and information management.	flooding, landslides, political unrest). Indicator Classification: Level Unit of Measure: Number of CSOs Note: WEI will use this indicator and the relevant data collection tools to report on DOL's standard indicator T1 (number of individuals provided with training or other support to improve enforcement of, or compliance with child labor, forced labor, or other worker rights laws or policies) semi-annually through the Annex A.		sheet		Assessment: n/a
Output 1.1.2 Reference resources developed to support CSOs efforts to collect information on CL					
OTP 1.1.2: # of reference resources developed by SAN and Sakriya technical partners on child labor to support CSOs	Definition: <u>Reference resources:</u> questionnaire, guidelines, checklist, manual and handbook. <u>Developed:</u> Created/drafted and in final version and shared with NGOs Indicator Classification: Cumulative Unit of Measure: Number of Resources	Types of resources- (e.g. Questionnaire, Guidelines, Checklist)	Project (Resource) tracker (E.g. milestone scale)	Collection: Upon completion Reporting: Semi-annually Verification: n/a	Collection: M&E officer (SAN) Reporting: M&E Officer (WE) Assessment: N/A
Outcome 2: Improved capacity of civil society to raise awareness for the protection of workers from child labor					
OTC 2.A: % of NGOs who organize at least one advocacy event to promote research findings on child labor	Definition: <u>Advocacy event:</u> These could include meetings, community workshops, forums, radio discussions, etc. These events should be held with local governments and concerned stakeholders to share research findings and inform possible future actions or help inform policies of stakeholders. <u>Research Findings:</u> analysis generated from the completed research activities under outcome 1, which depicts and confirms with evidence the existing trends and practices in child labor. Numerator: Number of NGOs who advocated Denominator: Total number of targeted NGOs (15) Indicator Classification: Level Unit of Measure: Percent of NGOs	n/a	Action plans, meeting minutes	Collection: Quarterly Reporting: semi-annually Verification: n/a	Collection: Program officer (SAN) Reporting: M&E Officer (WE) Assessment: n/a
OTC 2.B:	Definition: <u>Improvement:</u> increase in ranking (levels 1-4) by at least one	n/a	Capacity Assessment	Collection: Beginning, and end of engagement	Collection: Project

% of NGOs that demonstrate improvement in 3 of 6 capacity areas related to awareness raising for the protection of workers from CL	level compared to initial assessment (e.g. Each area has four levels, so improvement could be from level 1 to 2 or 3 to 4, etc.). Awareness Raising: activities (e.g. media products, events, celebrations, use of media platforms) carried out to convey priority message to a specific public audience within a specific timeline following a plan. Indicator Classification: Cumulative. Unit of Measure: Percent of NGOs		Tool	with NGOs Reporting: April 2020 TPR; Final report Verification: observation tool; Campaign tracker	Coordinator/M&E staff (AFN) Reporting: M&E Officer (WE) Assessment: n/a
Sub-Outcome 2.1: Improved understanding by CSOs of audience, campaign strategy and media landscape on CL					
SOTC 2.1: % of CSOs whose staff demonstrate increased level of understanding of audience, campaign strategy and media landscape on child labor	Definition: <u>Level of understanding:</u> knowledge demonstrated by answering questions reflective of core topics before and after training. <u>Audience:</u> is the relevant stakeholders that need to be focused on, which includes parents of child laborers, factories and businesses in the supply chain, product users and Municipalities. <u>Campaign strategy:</u> is the selected approach that can reach out, communicate and transmit messages appropriate for the target audience. <u>Media landscape:</u> all the relevant available media, that can reach out the audience in the different Municipalities. Numerator: # of CSO whose staff demonstrate increased understanding Denominator: Total number of CSOs Indicator Classification: Level Unit of Measure: Percentage of CSOs	n/a	pre- and post-test questionnaire	Collection: Quarterly Reporting: semi-annually Verification: Field visit checklist, campaign tracker	Collection: M&E staff (AFN) Reporting: M&E Officer (WE) Assessment: n/a
Output 2.1.1: CSOs provided technical assistance on awareness raising					
OTP 2.1.1.: # of CSOs provided technical assistance on CL awareness raising	Definition: <u>Technical Assistance:</u> Training, mentoring, coaching, and other means by which the project carries out activities to build the capacity of the target CSO in a particular area. Technical assistance will be counted when it lasts 3 hours or more (in-person, except when there are extenuating circumstances, e.g. flooding, landslides, political unrest).	Sex of participants (for T1)	Field Monitoring Visit report Training attendance sheet	Collection: Quarterly Reporting: Semi-annually Verification:	Collection: Project Coordinator, M&E staff (AFN) Assessment: n/a

	Indicator Classification: Level Unit of Measure: Number of CSOs Note: WEI will use this indicator and the relevant data collection tools to report on DOL's standard indicator T1 (number of individuals provided with training or other support to improve enforcement of, or compliance with child labor, forced labor, or other worker rights laws or policies) semi-annually through the Annex A.				
Sub-Outcome 2.2: Improved implementation by CSOs of awareness raising campaigns and information sharing activities					
SOTC 2.2.A: # of awareness raising campaigns implemented by CSOs	Definition: <u>Awareness raising campaigns:</u> set of activities (e.g. media products, events, celebrations, use of media platforms) carried out to convey priority message to a specific public audience within a specific timeline following a plan. Indicator Classification: cumulative Unit of Measure: Number of awareness campaigns	n/a	Campaign documentation and report	Collection: Quarterly and Field visits Reporting: Semi-annually Verification: campaign tracker, observation by AFN	Collection: Project Coordinator/AFN team Reporting: M&E Officer (WE) Assessment: n/a
SOTC 2.2.B: # of outreach materials disseminated by CSOs	Definition: <u>Outreach materials:</u> This refers to a range of media products that may include but are not limited to radio and video public service announcement (PSA) and programs, press releases, social media posts, photo stories, and blog/articles and outreach materials such as posters, pamphlets, stickers, leaflets, billboards and banners, with messages against child labor. <u>Disseminated:</u> Shared with stakeholders through one or more channels (e.g. events, radio, online, etc.) Indicator Classification: Cumulative Unit of Measure: Number of materials disseminated	Geographic (Province, municipality) Sector (brick, zari, carpets, multi-sector)	Copies of materials	Collection: Quarterly and Field verification of use Reporting: Semi-annually Verification: Project (Materials) tracker; AFN observation of dissemination	Collection: Project Coordinator/AFN team Reporting: M&E Officer (WE) Assessment: n/a
Output 2.2.1: Reference resources developed to support CSO to raise awareness on CL					
OTP 2.2.1: # of reference resources on	Definition: <u>Reference resources:</u> A document (e.g. handbook or guidelines) detailing how audio/visual contents such as radio PSAs, social videos, street drama, Day celebration events etc. should be	n/a	Project (Reference resources) tracker	Collection: Quarterly Reporting: Semi-annually	Collection: Project Coordinator/AFN team

audio/visual content shared with CSO members	planned drafted, pre-tested, revised and finalized by the project. <u>Audio/visual content:</u> Messages against child labor in the form of audio or visual content such as radio PSA/program, images, text, photos, poster, pamphlet, sticker, leaflet and billboard. <u>Shared:</u> Documents that have been disseminated (e.g. emailed, handout, etc.) to CSOs. Indicator Classification: Cumulative Unit of Measure: Number of reference resources			Verification: n/a	Reporting: M&E Officer (WE) Assessment: n/a
Outcome 3: Improved capacity of CSOs to implement initiatives to address CL⁷					
OTC 3.A: % of NGOs that demonstrate improvement in 3 of 10 capacity areas related to implementation of initiatives to address CL	Definition: <u>Improved capacity:</u> Reported progress between the four different levels in capacity assessment tool. <u>Capacity areas related to implementation of CL initiatives:</u> Capacity areas from the capacity assessment tool section 4 that represent critical systems, processes, and practices for anti-child-labor programming. These include, for example, case management, rescue, referrals, etc. Numerator: # of NGOs that demonstrate improvement Denominator: Total number of NGOs Indicator Classification: Cumulative Unit of Measure: Number of NGOs	n/a	Capacity Assessment Tool	Collection: Beginning, and end of engagement with NGOs Reporting: April 2020 TPR, final report Verification: n/a	Collection: M&E Manager (Tdh) Reporting: M&E Officer (WE) Assessment: n/a
OTC 3.B: % of actors with an increased number of initiatives to address CL	Definition: <u>Actors:</u> includes NGOs and municipalities (Local government) working with the project. <u>Increased:</u> greater number or additional mechanisms in place for prevention, protection or prosecution. <u>Initiatives</u> refer to activities undertaken to address CL which include identification, registration, documentation, and data	Geographic (Province, municipality) Type of actor: NGO, CBO, local	Case management Checklist	Collection: Beginning, and end of engagement with NGOs and local governments Reporting: April 2020 TPR, final report	Collection: M&E Manager (Tdh) Reporting: M&E Officer (WE) Assessment: n/a

⁷ Under outcome 3, WEI will also track the number of government stakeholders who receive training from the project using existing data collection tools to report on DOL's standard indicator T1 (number of individuals provided with training or other support to improve enforcement of, or compliance with child labor, forced labor, or other worker rights laws or policies) semi-annually through the Annex A. There is no separate indicator included in the PMP.

	keeping, follow up and functioning grievance mechanism through CSOs or workers to workers. Numerator: Number of actors with increased initiatives Denominator: Total number of targeted actors Indicator Classification: Cumulative Unit of Measure: Number	government, other		Verification: n/a	
Sub-Outcome 3.1: Improve implementation by CSOs of initiatives to address CL					
SOTC 3.1: % of wards with at least one functional grievance mechanism in place	Definition: <u>Grievance mechanism:</u> A formal forum, place, or system to process and facilitate responses to complaints and issues brought by individuals, including children in a community. This mechanism is also included in the case management plan at NGOs and the municipality level. <u>Functional grievance mechanism</u> includes the following actions: • Complaint handling guidelines in place. • Forum for lodging complaints (e.g. complaint box) • Response system in place: complaint handling committee will be responsible to open complaint box, document issue, write recommendations, and refer solutions (e.g. refer to legal services; other services) and follow up. <u>Ward:</u> An administrative area comprising a municipality. Numerator: Number of wards with functional grievance mechanisms Denominator: Total number of targeted wards Indicator Classification: Cumulative Unit of Measure: Percent of wards	Geographic (Province, municipality)	NGO reports of written complaints and verbal documentation of complaints received Meeting minutes of complaint handling committee	Collection: Quarterly Reporting: Semi-Annually Verification: n/a	Collection: M&E Officer (WE) Reporting: M&E Officer (WE) Assessment: n/a
Output 3.1.1. CSOs provided technical assistance on CL program implementation topics					
OTP 3.1.1: # of CSOs provided technical assistance on CL program	Definition: <u>Technical Assistance:</u> Training, mentoring, coaching, and other means by which the project carries out activities to build the capacity of the target CSO in a particular area. Technical assistance will be counted when it lasts 3 hours or more (in-person, except when there are extenuating circumstances, e.g.	Sex of participants (for T1)	Field Monitoring Visit report Training attendance	Collection: Quarterly Reporting: Semi-annually Verification:	Collection: CL and Migration Manager (Tdh) Assessment: n/a

implementation	flooding, landslides, political unrest). CL Program implementation: The process of CSOs conducting activities to address CL, such as but not limited to those related to case management, service provision, grievance mechanisms etc. Indicator Classification: Level Unit of Measure: Number of CSOs Note: WEI will use this indicator and the relevant data collection tools to report on DOL's standard indicator T1 (number of individuals provided with training or other support to improve enforcement of, or compliance with child labor, forced labor, or other worker rights laws or policies) semi-annually through the Annex A.		sheet		
Sub-Outcome 3.2: Strengthened networks among CSOs to support service provision					
SOTC 3.2.A: # of CSOs who demonstrate commitment to coordinate on a response system	Definition: <u>Demonstrate Commitment:</u> A formal agreement (e.g. written or verbal) between CSOs to coordinate services between them, including referral and grievance services. Indicator Classification: Cumulative Unit of Measure: Number of CSOs	Geographic (Province, municipality)	Signed commitment with other CSOs and/or municipalities reported by NGOs, verbal confirmation	Collection: Quarterly Reporting: Semi-annually Verification: When available, WEI will verify signed documents with CSOs and municipalities.	Collection: M&E Manager (Tdh) Reporting: M&E Officer (WE) Assessment: n/a

OTP 3.2.B: # of stakeholders that participate in a coordinated CL response at the municipal level	Definition: <u>Stakeholders:</u> Includes NGOs, CBOs, government entities, private sector, other individual community leaders and other entities with responsibilities related to addressing child labor and forced labor. <u>Coordinated CL response:</u> Includes mapping municipal level services, gaining commitment from stakeholders, implementing a Service Referral Mechanism plan that includes: -Coordinating resources -Ensuring timely communication -Ensuring effective triaging of CL cases <u>Participating:</u> Engagement and involvement in the response process (e.g. Priority actions to be taken in the best interest of the child). Indicator Classification: Cumulative Unit of Measure: Number of stakeholders	Geographic (Province, municipality) Type of stakeholder: NGO, CBO, local government, other Sector: brick, carpet, zari, multi-sector	Meeting minutes, coordination meeting attendance	Collection: Quarterly Reporting: Semi-annually Verification: n/a	Collection: CL and Migration Manager (Tdh) Reporting: M&E Officer (WE) Assessment: n/a
OTP 3.2.C: # of CSOs that establish new linkages to CL related networks	Definition: <u>Networks:</u> Formal and informal existing organized connections made at the local and national level. <u>Linkages:</u> Affiliation of CSOs to existing networks at national, provincial and municipal level. <u>New:</u> Established during period of Sakriya's engagement with the CSO. Indicator Classification: cumulative Unit of Measure: Number of CSOs	Geographic (Province, municipality) Sector (brick, zari, carpets)	Affiliation document/meeting minutes	Collection: Quarterly Reporting: Semi-annually Verification: WEI will verify documentation of networks	Collection: CL and Migration Manager (Tdh), Program Officer (WEI) Reporting: M&E Officer (WE) Assessment: n/a
Output 3.2.1: Engagements facilitated with other CSO and Govt stakeholders					
SOTC 3.2.1.A: # of coordination meetings between CSOs to support service provision for CL	Definition: <u>Support:</u> coordinate the service provision required for the identified cases through the case management process. <u>Service provision:</u> services (e.g. health, legal, education, emergencies, psychosocial counselling, livelihood, income generation) provided by GoN, CSOs and private sectors for free or minimum charges. <u>Coordination meeting:</u> Meeting among CSOs for the service provision on CL.	Geographic (Province, municipality)	Meeting minutes reported by CSOs	Collection: Quarterly Reporting: semi-annually Verification: n/a	Collection: M&E Manager (Tdh) Reporting: M&E Officer (WE) Assessment: n/a

	Indicator Classification: Cumulative Unit of Measure: Number of meetings				
OTP 3.2.1.B: # of CSOs who attend orientation on grievance mechanisms	Definition: <u>Orientation:</u> similar to training, but shorter. It is a planned instructional session carried out for CSOs on topics related to prevention and response of CL through grievance mechanism. <u>Grievance mechanism:</u> A formal forum, place, or system to process and facilitate responses to complaints and issues brought by individuals, including children (worker) in a community. There should also be guiding document in place to make functional. This mechanism is also included in the case management plan at the municipality level. Indicator Classification: Level Unit of Measure: Number of CSOs	n/a	Orientation attendance and reports	Collection: Quarterly Reporting: semi-annually Verification: n/a	Collection: NGO, CL and Migration Manager (Tdh), Program Officer (WEI) Reporting: M&E Officer (WE) Assessment: n/a

C. Community & Participant Eligibility & Selection Criteria

The Sakriya project seeks to build capacity of 15 local NGO partners that were pre-selected during the proposal and project design phase. The NGOs were selected to represent a cross-section in terms of child labor sector, thematic focal areas, geography, organization size, and existing capacity and experience. Beyond intentional selection for variety, keys selection factors in determining the NGOs targeted for capacity building were the breadth of their CBO networks and their ability to access marginalized communities prone to child labor. The Sakriya Project will engage with municipalities across 15 districts, focusing on municipalities which are sources and destinations for child labor. These municipalities have been selected based on the prevalence of child labor, though the prevalent sector(s) (brick, zari, carpet) varies by location.

NGOs	District	Prevalence of child labor in district divided by each sector			Years Experience ⁸	CBOs in network
		Brick	Zari	Carpet		
Province 2						
Child Protection Organization	Sarlahi	High	High		18	385
Rural Development Centre	Rautahat	High	low		15	455
Save the Saptari	Saptari	High	Medium		6	815
Aasaman Nepal	Dhanusa	High	High		19	1115
Social Development Centre	Mahottari	High	High		5	123
Province 3						
Child Development Society	Kathmandu	High	High	Medium	27	795
Prayash Nepal	Dhading	High			16	440
Mahila Aatma Nirver Kendra	Sindhupal-chok	Medium		Medium	10	200
Grameen Mahila Sahkari Sanstha	Makawan-pur	High		Medium	12	250
Urban Environment Management Society	Lalitpur	High	Low	Medium	5	100
Province 5						
UNESCO Club Banke	Banke	High	Medium		20	200
Dalit Society Development Centre	Kapilvastu	High	Medium		7	90
Tharu Mahila Utthan Centre	Bardiya	Medium			16	1100
Backward Society Education (BASE)	Dang	Medium			28	739 (Dang only)
Human Rights Awareness Centre	Rolpa	High			4	90

⁸ Years of experience in child labor and child protection; some NGOs with fewer years of experience in these areas have much longer track records in community mobilization.

SECTION III: SUMMARY OF PLANNED EVALUATIONS AND STUDIES

A. Performance Evaluations

Usually, an external OCFT-funded interim and final performance evaluations will be conducted on each Project by a contractor procured by OCFT (funds permitting). However, for some projects, such as those with a shorter implementation timeline, other options in lieu of the OCFT-funded interim evaluations, such as a midterm review or a project-procured limited scope evaluation may be available. The interim evaluation format will be coordinated and agreed upon with OCFT.

External OCFT-funded interim and final performance evaluations are primarily qualitative in nature and will assess project performance and results achieved by the time of evaluation. The performance 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 and both OCFT and the Project/Grantee will have the opportunity to provide inputs about the evaluations' objectives, methodology, timing, evaluation questions, and other aspects. Performance evaluations examine such categories as: 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 and other evaluation formats 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 to 6 months prior to the end of activities, as specified in the Cooperative Agreement. Performance data should be available to inform the evaluations prior to fieldwork. If the project is undertaking an endline prevalence survey, this data should also be available when possible. Fieldwork for each evaluation typically takes 2-3 weeks, depending on travel time needed between sites. Note: USDOL waived the interim evaluation requirement given the short duration of the project. A final evaluation will be completed in late 2021 or early 2022.

B. Prevalence Survey at Baseline and Endline

As a capacity building project and not a direct service project, Sakriya will not conduct prevalence surveys. NGOs targeted for capacity building will conduct their own research into child labor topics they determine; this research will be compiled and is described in the following section.

C. Pre-Situational Analysis and Other Studies

The studies listed and described below will be used to inform or measure project results and include:

- **Pre-situational analysis (PSA):** The overall objective of the PSA is to provide information that will support refinement of the design of interventions to improve civil society's awareness of CL/WFCL in the country and promote acceptable work conditions. The findings from the PSA will inform interventions to strengthen the capacity of CSOs to build awareness and more effectively advocate for policies, resources, and services to reduce CL, WFCL and unacceptable working

conditions for children in the brick, carpet and zari sectors. The PSA was completed in May 2019 by World Education, SAN, AFN, and TdH.

- **Capacity Assessment:** This will be conducted at the beginning and end of the project's engagement with the 15 NGOs targeted for capacity building. Sakriya will compile and analyze the results of facilitated capacity self-assessment processes NGOs to provide a snapshot of each NGO's technical capacity to address child labor in Nepal. Taken together, these assessments will provide an overview of the variation in capacity levels of civil society organizations with regards to child labor as well as help identify common strengths and capacity gaps.
- **Policy Review** (outcome 2): A review and analysis of policies developed at the national, provincial and the municipal levels
- **Compiled research from NGOs Report** (Outcome 1): The NGO representatives will be led through the process to jointly design Community Action Research to identify children in child labor within their community or absent from the community that are known to be in child labor. During participatory workshops NGO leaders will be introduced to experts on labor rights violations, forced labor and child labor supply chains so that they have a broader understanding beyond their local experience and can better understand policy aspects. At the end of the project, SAN will compile a report consolidating the research findings from the 15 NGOs.
- **Audience Assessment** (Outcome 2): As the communities from which children come and locations where they work are so diverse, AFN and the NGOs will conduct an audience assessment in each of the project coverage areas, review literature from these areas, and hold key informant interview (KII) with select stakeholders. This will ensure an understanding of the media landscape and information preferences of key audiences before developing advocacy strategies.
- **Assessment of Campaign** (Outcome 2): This will be a report on the overall effectiveness of the different CSOs campaigns and lessons learned. AFN will conduct interviews with the stakeholders to discuss the changes in attitudes as a result of awareness raising. Campaign impact will be documented in the form of case stories. This study will provide insights into public perceptions about child labor and how CSOs can effectively promote prevention of and protection from child labor.

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 interventions, strategies, and to some extent, project results.

SECTION IV: IMPLEMENTATION AND MANAGEMENT OF CMEP

A. Roles and Responsibilities

Project Director (World Education)

The Project Director leads overall compliance, reporting, management of Sakriya, and implementation of the Cooperative Agreement, ensuring that Sakriya meets deadlines and achieves targets. The Project Director also ensures that the CMEP is operational and responds to arising issues whilst facilitating the achievement of project milestones and all intended outcomes. The Project Director also provides final

approval on data and narratives in the Technical Progress Report (TPR) prior to submission to Home Office and USDOL.

Monitoring and Evaluation Officer (World Education)

The M&E officer oversees the development and implementation of the Sakriya data collection and reporting requirements under the CMEP. With technical assistance from the Home Office and partners, the M&E officer will develop all tools needed to monitor and report on the indicators in the PMP. The M&E officer will also lead all trainings of partners related to data collection instruments, along with overseeing all data collection and management processes. He/she will contribute extensively to the development of summary performance assessments for the TPRs by consolidating and analyzing project-level data across all outcomes, prior to approval by the PD. The M&E officer will also conduct periodic data quality assessments (DQAs) on key outcome and output indicators to assess the quality of these indicators.

Partners

The three partner organizations (e.g. SAN, Tdh, AFN) will also be responsible for collecting and reporting data to WEI. All partners will collect monitoring data to measure key indicators, as specified in the PMP, and will submit quarterly reports to the Sakriya M&E officer (as well as monthly responses to any specific questions as required by WEI). In addition, all partners will be involved in implementing the Capacity Assessment Tool across the different NGOs at the beginning, midline and end of the project.

B. Management Information System and Document Retention

In building the capacity of civil society, there will be lot of data collection for which the project will develop a centralized Project Management Information System (MIS). The overall project MIS will be maintained at WEI. This will initially be an excel document but then maintained in a Windows based application software database developed using Visual Studio and saved to the SQL Server.

The project will do an initial capacity assessment of 15 local NGOs. The data related to the all the domains of the capacity assessment will be held by WEI and the relevant domains by technical partner. After the capacity assessments are conducted, the project will initiate activities with the NGOs focusing first on identification of child labor and documentation.

Swatantrata Abhiyan will develop the capacity of the NGOs in data collection and data management. To help retain the data on child labor, Swatantrata Abhiyan will develop action research tools which are compatible with the Child Protection - Management Information System (CP-MIS) used by local governments and central child protection agencies such as the Central Child Welfare Board⁹. For the tool development, to ensure it uses international best practices and produce data for international reporting and comparability, Swatantrata Abhiyan will be assisted by Griffith University and Hong Kong University.

⁹ UNICEF and GoN are collaborating to develop and finalize the CP-MIS. This is outside of the project, but for sustainability and smooth coordination, the project's tools and data need to be compatible with this system.

NGO partners (15 targeted for capacity building) mobilize their networks of CBOs in each municipality to collect data on child labor. NGOs will collect the data and then feed it into the research tool for its respective district. Based on the findings from the action research, Antenna Foundation will develop the campaign tracker and Tdh will build their capacity building training on case management.

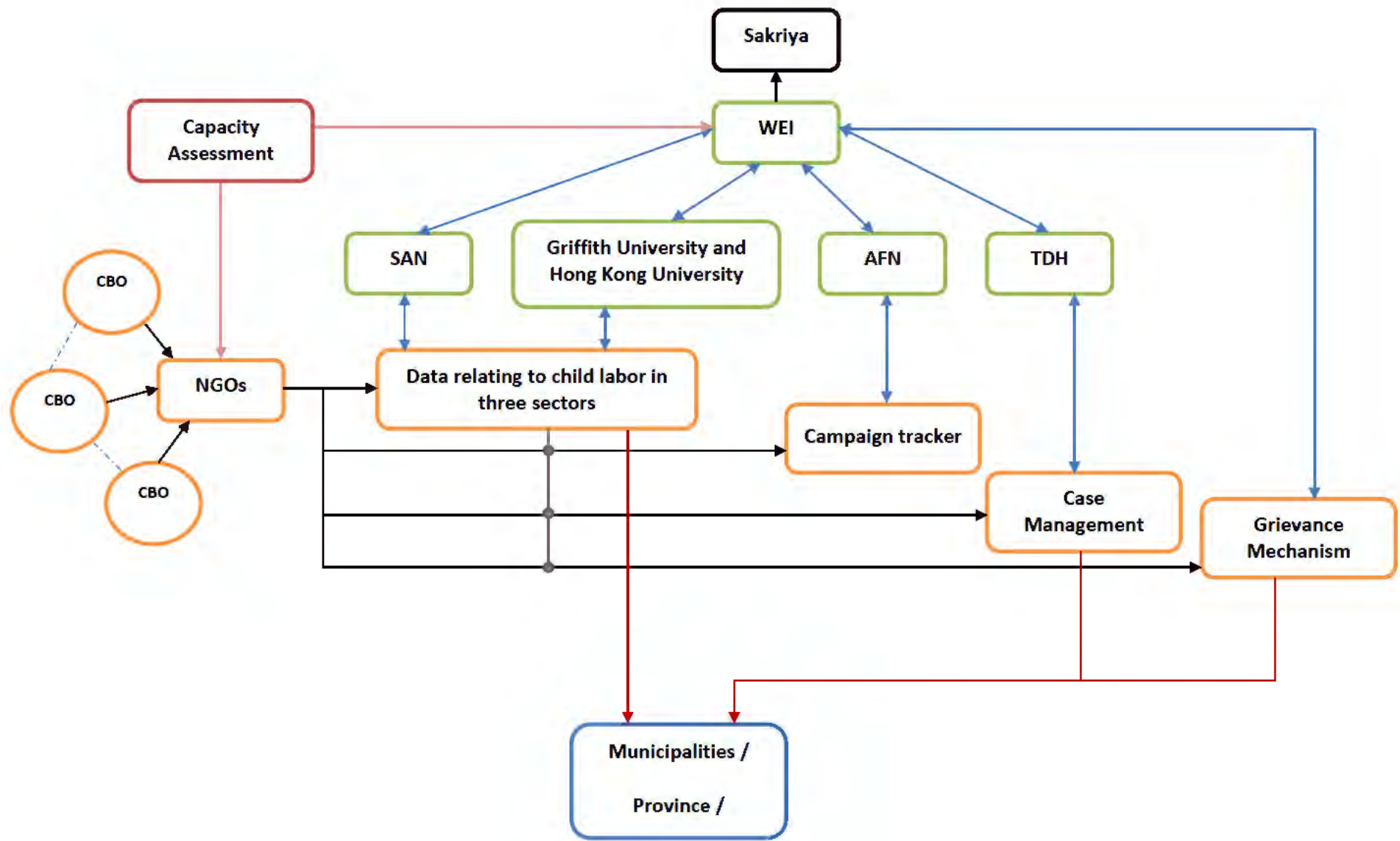
This processed data on child labor will be collated and stored in a centralized MIS based at WEI (same database described mentioned above) with appropriate access for the technical partners. The access with the NGOs will be at collection and data entry point for its each specific district. SAN will be mentoring and providing feedback to the NGOs on data collected.

Antenna Foundation will have access to data from the campaign tracker development and Tdh will have access to case management data which makes data security important. Data safety guarding systems that can regulate data use and storage (e.g. degrees of access, usage authorization, etc) will be used to protect sensitive data. Data protocols that are developed in conjunction with development of Case Management data systems will be applied to the project MIS as well.

As government bureaucrats tend to be overly confident about the security of their data systems, the CSOs must play a leading role in establishing confidentiality restrictions, secure communication protocols, as well as retention and disposal policies. Project partners will hold a series of consultative meetings and interactions with local government officials and other relevant stakeholders to build consensus on these systems so that there is compatibility between systems used by civil society and the government.

The project will incorporate strict confidentiality safeguards on sensitive data to protect the privacy of individuals such as child laborers or adults in forced labor at the NGO data collection level, at Technical Partners and also at World Education.

The Sakriya MIS will incorporate the data collected at baseline; midline and endline based on performance indicators, capacity development indicators and project specific indicators jointly developed with USDOL and will provide suitably detailed reports in an accurate, consistent, and timely manner.



SECTION V: DATA ANALYSIS PLAN

A. Purpose and Use of the Data Analysis Plan

A data analysis plan (DAP) is a roadmap that indicates how a project will assess the data generated by project monitoring activities and, if relevant, data obtained from other sources. The DAP should help projects assess how they are progressing toward expected outcomes, help unveil unexpected outcomes, inform implementation, justify course corrections, and help projects understand how they are, to a limited extent, affecting change. Detailed DAPs of direct service projects will likely be more rigorous than DAPs of other 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 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, so as to establish on-going mechanisms to 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 Sakriya's plan for analyzing CMEP data in a timely manner throughout the life of the project.

B. Plan for Data Analysis and Utilization

Sakriya's DAP lays out an integrated process of generating and analyzing information that promotes sharing of data and improves the quality of the decision-making process to be carried out by project management and field staff. The M&E system will measure progress on the project indicators described in the PMP for the semi-annual Technical Progress Report (TPR) and the DAP will ensure that the results are systemically assessed and thus contributes to progress toward achieving the overall project goal. Following is a brief of Sakriya's plan for analyzing CMEP data in a timely manner throughout the life of the project.

Project data reviews will take place on a semi-annual basis and coincide with the USDOL TPR cycles. Data related to indicators will be collected from technical partners through quarterly reports and monthly activity reports, allowing Sakriya staff time to review and analyze data from the project activities every six months. Project staff will review the targets and achievements annually to validate the results from the past year, understand lessons learned and make required adjustments to improve project quality and effectiveness. Semi-annual reviews will examine a subset of key indicators depending on information needs. In terms of updating the DAP, it will be the responsibility of the (WEI) M&E officer to coordinate all project team members (technical and field officers) to extract valuable information. The M&E officer will guide project staff, partners and NGOs on reporting needs and will update the DAP according to need.

The results from each reporting cycle will feed into the TPR, providing results and analysis, for any gaps between targets and results. There may also be revisions in the DAP based on the experience using the Data Reporting Forms (DRF) and learning from the first data review/validation processes.

The project will apply various methods for analyzing project data, including assessments, quantitative totaling of participation, and observational/qualitative review of plans, advocacy and engagement. These methods will be applied as appropriate to measure progress and understand challenges related to outcomes, outputs, and indicators for capacity building, training, research, awareness reflected in the Results Framework.

In the early stages of implementation, Sakriya will collect and analyze data through the PSA and the NGO capacity assessments to establish baselines and targets. Subsequent data collection and analysis will reflect progress on these targets and provide learning to inform any adjustments needed in project approaches and interventions. Initial analysis of data collected from partners and WEI will be shared with them as needed before finalizing reports to verify and reflect important perspectives needed for accurate and useful learning.

At the mid-project and the end of the project, a more rigorous internal review of data and analysis of progress on indicators and targets will be led by the Sakriya M&E officer and project staff and partners. The mid-project reflections will complement the external USDOL-led evaluation to help determine in any significant mid-project corrections in design and focus are needs.

The analysis of the final PMP data will further a final learning opportunity for the project staff and partners and feed into the final project evaluation led by USDOL. In addition, the final analysis of PMP data may provide important information for design of future child labor projects and interventions by USDOL, other donors, governments, and local organizations.

C. Data Quality Assurance Procedures

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

World Education will organize a regular review process with target NGOs and consortium partners to ensure high quality data and timely deliverables. Standardized data collection tools will be developed collaboratively with the technical partners; during the trainings and orientations the tools relevant to the NGO partners will be provided to them.

World Education will make sure the same procedures are followed each time. Regular monitoring and routine cross checking-mechanisms will be conducted for systematic review of collected data. Quality issues and limitations will be identified during cross-checks.

Validity of data on whether it provides true representations of the indicator of interest will be assessed. Data cleaning and recording will be done regularly for data verification and to maintain consistency by

removing duplication or repeated records and identifying missing information. World Education will organize project review meetings throughout the project and share its review on data quality with partners.

D. Performance Reporting

The project will submit a Technical Progress Report (TPR) to OCFT biannually. Required with each TPR submission is the project's Data Reporting Form (DRF-TPR Annex A), which reports actual progress against pre-established targets for 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. Sakriya's DRF is attached to this CMEP in Annex 3.

E. Revisions to the CMEP

The project is responsible for the implementation and revision of the CMEP. Projects may revise their CMEP as needed during the life of the project. In cases of minor modifications to the CMEP, such as small alterations in indicator wording or M&E management processes internal to the project, the project must notify the GOR and M&E POC of any and all changes and then submit a revised CMEP.

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

If there is a substantive project modification that alters the outputs and activities of the project or adds/removes countries from the work plan, the project should initiate a CMEP revision. The project should consult the OCFT GOR and M&E POC to confirm whether a revision will be required.

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

Sakriya Project Definitions:

1. **Child:** A person who has not completed 18 years of age.
2. **Legally Working Children:** Child who has completed at least 14 years of age who is engaged in non-hazardous employment that meets all conditions of Nepali law (described below).
3. **Children engaged in Child Labor (CL):** Children below the age of 14 engaged in gainful work; *and* children age 14-17 working in hazardous conditions, other Worst Forms of Child Labor, and/or in non-compliance with Nepali law, including provisions for reasonable hours and prohibitions against specific industries/occupations.
4. **Children engaged in Hazardous Child Labor (HCL):** Child who has not yet completed 18 years of age engaged in any “*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*” (based on ILO Convention 182). This includes work in industries/occupations listed among hazardous types of work in Nepal’s Child Labor Prohibition and Regulation Act 2056, Section 2 (3.2). *In addition to these*, the Sakriya project considers the following types of work Hazardous Child Labor:
 - a) Zari industry
 - b) Brickmaking
 - c) Domestic work in the home of a third party
 - d) Recycling waste materials
 - e) The use of children for begging
 - f) Children sent abroad for employment
 - g) Children engaged in entertainment sector
5. **Children engaged in other Worst Forms of Child Labor (oWFCL):**

Based on ILO Convention 182, the Sakriya project defines other Worst Forms of Child Labor as including the following:

 - 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;
 - b) the use, procuring or offering of a child for prostitution, the production of pornography or for pornographic performances;
 - c) the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties.

Table of National and International Legal Frameworks Relevant to Child Labor Definitions (Output 1)

Child	<u>National Legal Framework</u> As per the Child Labor Prohibition and Regulation Act 2056 B.S.¹⁰, Section 1 (2), a child is a person below the age of 18. Analysis / Remarks: The current definition aligns with the international definitions. Earlier, 16 was the age of adulthood, but the recent Amendment Act 2074/2075 has amended the definition of the child and now is at par with the International Conventions. This has major implications for the sectors under the project. For the carpet industry, this will mean the majority of the workforce that is currently 16 and 17 years of age will need to be removed and replaced. This legal change is so recent this has not even been communicated to the factory owners. If the brick and zari industry are added to the hazardous list under the new Act this would mean employers in these sections would also need to remove large numbers of young workers. <u>International Legal Framework:</u> Individuals under the age of 18 years.
Legally Working Children	<u>National Legal Framework:</u> As per the Child Labor Prohibition and Regulation Act 2056, Section 2 (3. 1) it is illegal to employ a child below the age of 14. As per the Child Labor Prohibition and Regulation Act 2056, children from the age of 14 to 17 are the children who can be engaged in child labor, but the section 3 (2), prohibits the engagement of children in hazardous works. According to the Constitution 2072 of Nepal, Article 39 (4) specifies that it is the right of children not to be employed in factories, mines or in any other hazardous works. The Children Act 2075 listed children in adult entertainment sector is crime against children. The Child Labor Prohibition and Regulation Act 2056 prescribes that an organization that employs children above the age of 14 are to inform to Labor Office of this. Legal working hours for children as per the Child Labor Prohibition and Regulation Action 2056, Section 9 specifies the working hours as follows: - Children should not be working after 6 pm evening to 6 am in the morning. - The child can be allowed to work for 6 hours a day and 36 hours in a week. - After every 3 hours of work, a half-an-hour break is prescribed. One day leave per week is prescribed. Analysis / Remarks: Per ILO Convention 138 on the Minimum Age (1973)¹¹, developing economies may specify age 14 as the minimum age <i>for ordinary work</i>. Thus, the national legal framework aligns with the international framework. <u>International Legal Framework</u> Any child engaged in 'acceptable work'. "<i>Acceptable work</i>," while not specifically defined in the ILO Conventions, includes work that is performed by children who are of legal working

¹⁰ Throughout, the Nepali Bikram Sambat (B.S.) calendar is used. Dates are approximately 56.7 years ahead of the Gregorian calendar. The year 2076 B.S. will begin in mid-April 2019.

¹¹ ILO Convention 138:

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C138

	age, in accordance with national legislation and international standards, namely ILO Conventions 182 and 138; non-hazardous; non-exploitative; and does not prevent a child from receiving the full benefit of an education. In addition, “acceptable work” would generally include light work that is compatible with national minimum age legislation and education laws. <i>Light Work</i> is defined in Article 7 of Convention 138¹² as employment or work performed by children age 13 to 15 that is: - <i>not likely to be harmful to their health or development; and</i> - <i>not such as to prejudice their attendance at school, their participation in vocational orientation or training programs approved by the competent authority or their capacity to benefit from the instruction received.</i> The ICLS recommends that, where no national legislation on light work is available, <i>light work for children should not exceed 14 hours during the referenced week</i> (i.e. more than 14 hours of light work per week for children age 13 – 15 should be considered child labor).¹³
Children engaged in Child Labor (CL)	<u>National Legal Framework:</u> As per the Child Labor Prohibition and Regulation Act 2056, Section 2 (3. 1) it is illegal to employ a child below the age of 14. <u>Analysis / Remarks:</u> There are few details in the national legal framework around what constitutes child labor, and there is currently no national guidance for acceptable “light work”. A new Child Labor Prohibition Act has been drafted that provides greater clarity and more clearly defines which work is determined to be hazardous. This new draft Act is in Nepali and is currently being translated in to English. It has been proposed for discussion in the current sitting of the Legislature and it expected to come up for discussion by the end of 2019. This would result in major changes to the national legal framework and is expected to bring it in to line with international frameworks unless the current draft undergoes major changes. <u>International Legal Framework:</u> “Child labor” is defined by a combination of three international conventions and individual countries’ legal frameworks: 1) U.N. Convention on the Rights of the Child (1989)¹⁴ (UN CRC) and its Optional Protocols provide an overall framework of human rights for children, including their right to protection from economic exploitation, including hazardous work and specifications related to other worst forms of child labor. (See WFCL definition for more details). Article 32 states: <i>1. States Parties recognize the right of the child to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.</i> 2) ILO Convention 138 on the Minimum Age (1973)¹⁵ sets age 15 as the minimum age for ordinary work, age 18 as the minimum age for hazardous work, and age 13 as the minimum age for light work. Developing economies may specify age 14 as the minimum

¹² ILO Convention 138: http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C138

¹³ ILO. Resolution II: Resolution Concerning Statistics of Child Labor. ICLS 18th Conference, 2008. pg. 56-66.

Available at: http://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/meetingdocument/wcms_101467.pdf

¹⁴ UN Convention on the Rights of the Child: <http://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

¹⁵ ILO Convention 138 :

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C138

	age for ordinary work, per the full convention text. 3) Much more specific is ILO Convention 182 on the Worst Forms of Child Labor (1999)¹⁶, which prohibits the use of children in slavery, commercial sexual exploitation, and other illicit activities (such as drug trafficking), and hazardous work, or “work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.” While ILO’s Worst Forms of Child Labor Recommendation, 1999 (No. 190) attempts to further define the Worst Forms, according to Article 4 of Convention 182, countries are able to define hazardous work in their own context, meaning that there is no single legal definition of child labor that can be used around the world. Taken together, ILO Conventions 182 and 138 and ILO Recommendation 190 provide the definitional basis for the following terms: child labor, worst forms of child labor, and hazardous work for children. See more detail on this term in the WFCL definition below.
Children engaged in Hazardous Child Labor (HCL)	National Legal Framework: As the right of the child as prescribed by the Constitution, no child shall be employed in factories, mines or in any hazardous works. Child Labor Prohibition and Regulation Act 2056, Section 2 (3.2) prescribes that in the following hazardous works children cannot be employed: - Tourism related businesses such as motels, hotels, casinos, restaurants and bars, pubs, resorts, skiing, gliding, water rafting, cable cars, pony-trekking, mountaineering, hot-air ballooning, trekking, Para-sailing, golf, polo and horse-riding. - Workshops, laboratories, slaughter houses and cold-storages. - Local transport and construction. - Cigarette factories, carpet, knitting, coloring, dying, wool cleaning, tannery, cement production and packing, match-sticks making, explosives and other inflammable products and their sales and distribution. - Beer and alcoholic beverage production - Soap production - Bitumen production - Pulp and paper production - Slate and pencil production - Pesticides and insecticides production - Lubricants production - Garbage Collection and Recycling - Electroplating - Photo-processing - Rubber and synthetic, plastic, glass and lead-related production - Hydro, Solar, Wind, Coal, natural oil and gas, bio-gas and other energy sources production, transmission and distribution related works - Mine, mineral, natural oil and gas extraction, refining, distribution and related works - Rickshaw and Cart - Work related with cutting machine

¹⁶ILO Convention 182 :

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C182

	t. Under-ground, under-water and height related works u. Works related with chemicals. v. Other hazardous work as prescribed in local laws. Analysis / Remarks: Work in the carpet industry is clearly listed as hazardous work and is therefore illegal even for children of legal working age. Until the recent change in the definition of a child, hazardous work was permitted for children 16 and older. The final item on the existing list, “other hazardous work as prescribed in local laws” will become increasingly important as the new federal structure gives significant authority to local governments to develop laws. The list of the hazardous works is not an exhaustive list. Other hazardous types of work that should be listed include the following: a. Zari industry b. Brickmaking c. Portering d. Recycling waste materials e. the use of children for begging f. Children sent abroad for employment (By foreign employment Act, this is illegal) International Legal Framework: Hazardous Child Labor (HCL) is a subset of the Worst Forms of Child Labor. The international legal framework for ‘hazardous child labor’ stems from Part D of ILO Convention 182¹⁷: <i>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.</i> According to ILO Convention 182, hazardous work “shall be determined by national laws or regulations or by the competent authority, after consultation with the organizations of employers and workers concerned, taking into consideration relevant international standards...” As this suggests, forms of work identified as “hazardous” for children [Article 3(d)] may vary from country to country. ILO Recommendation 190¹⁸ gives additional guidance on identifying “hazardous work.” Recommendation 190 states in Section II, Paragraph 3 that, “[i]n determining the types of work referred to under Article 3(d) of the Convention [ILO Convention 182], and in identifying where they exist, consideration should be given, inter alia to: (a) work which exposes children to physical, psychological, or sexual abuse; (b) work underground, under water, at dangerous heights or in confined spaces; (c) work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads; (d) work in an unhealthy environment which may, for example, expose children to
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¹⁷ILO Convention 182 :

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C182

¹⁸ILO Recommendation 190 : <http://www.ilo.org/public/english/standards/relm/ilc/ilc87/com-chir.htm>

	hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health; (e) work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer. ILO Recommendation No. 190 goes on to state in Paragraph 4 that, “[f]or the types of work referred to under Article 3(d) of the Convention and Paragraph 3 above, national laws or regulations or the competent authority could, after consultation with the workers’ and employers’ organizations concerned, authorize employment or work as from the age of 16 on condition that the health, safety and morals of the children concerned are fully protected, and that the children have received adequate specific instruction or vocational training in the relevant branch of activity. Recommendation No 190 also suggest to define sector and occupation, not just list.
Children engaged in other Worst Forms of Child Labor (oWFCL) (if applicable)	National Legal Framework: Nepal has ratified ILO Convention 182 on the Worst Forms of Child Labor. The worst forms of child labor have not been defined in the Child Labor Prohibition and Regulation Act, 2056. The Child Act, the Bonded Labor (Prohibition) Act; and the Human Trafficking and Transportation Control Act; all restrict use of children in commercial sexual exploitation, bonded labor and illicit activities. The new amendment 2075 Article 66 subsection 2 retains these prohibitions. The Amendment Act 2074 Article 7 (9) specifies that children below the age of 14 cannot be employed either as domestic workers or as ‘<i>Kamlari</i>¹⁹’ along with the engagement in other forms of hazardous works. The act under amendment specifies that no child can be employed in hazardous work. Analysis / Remarks: The government is in the process of revising all of these acts to align with federalism. We expect to see these protections continue, as in the case of amendment 2075 Article 66 subsection 2. International Legal Framework: For the project definition, Other Worst Forms of Child Labor (oWFCL) should include Parts (a)-(c) as defined in ILO Convention 182: (a) all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labor, including forced or compulsory recruitment of children for use in armed conflict; (b) the use, procuring or offering of a child for prostitution, the production of pornography or for pornographic performances; (c) the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties. OCFT defines the Worst Forms of Child Labor using ILO Convention 182²⁰, although the UN

¹⁹*Kamlari* – this is a form of bonded domestic servitude in Tharu communities. The *kamaiya* bonded labor system was outlawed in 2000 and the associated *kamlari* in 2006.

	Convention on the Rights of the Child (UN CRC) also specifically outlines other related protections: The UN Convention on the Rights of the Child and Optional Protocols²¹ supports ILO Convention 182 related to the use of children in drug production and trafficking (CRC Article 33); the sale or trafficking of children, and the use of children in prostitution and pornography (CRC Articles 34-35 and Optional Protocol ²²); and the involvement of children in armed conflict (CRC Article 38 and Optional Protocol ²³).
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Visual Framework

Age group		Children's work and employment		
		(1) Work not designated as hazardous	(2) Worst forms of child labor (WFCL)	
		Forms of work not designated as hazardous	(2a) Hazardous work	(2b) WFCL other than hazardous work
Children below minimum age specified for work	Children aged 5-13 years		Hazardous work (in industries and occupations designated as hazardous by Nepali law); work for hours beyond those allowed by law for non-hazardous work; Or, as defined by the project, work in	Trafficked children forced and bonded child labor, commercial sexual exploitation of children, use of children for illicit activities
Children at or above the general minimum working age	Children aged 14-17 years	Work designated as non-hazardous employment that meets all conditions of Nepali law performed for 6 hours a day and 36 hours in a week	a) Zari industry b) Brick industry c) Domestic work in the home of a third party d) the use of children for begging e) children sent abroad for employment	

²⁰ILO Convention 182:

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C182

²¹UN Convention on the Rights of the Child: <http://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

²²Optional Protocol on the Sale of Children, Child Prostitution, and Child Pornography:

<http://www.ohchr.org/EN/ProfessionalInterest/Pages/OPSCCRC.aspx>

²³Optional Protocol on the Involvement of Children in Armed Conflict:

<http://www.ohchr.org/EN/ProfessionalInterest/Pages/OPACCRC.aspx>

Annex 2– Routine Data Quality Assessment Checklist Suggested Format

See Separate excel document for RDQA Template.

Annex 3 –Data Reporting Form Template

See Separate excel document for DRF Template.

(b) (4)

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2021

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2021

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