Call for Proposal

Independent Final Evaluation

ILO is seeking expressions of proposal from a team of consultants (both Team leader and national consultants based in Sri Lanka) to conduct an independent final evaluation of “EQUIP: Equipping Sri Lanka to Counter Trafficking in Persons” Project.

Teams of consultants or firms intending to submit an application must supply the following information:

1) Technical proposal detailing research methodologies and Budget proposal including the daily professional fee expressed in US dollars.

2) A statement confirming their availability to conduct this assignment

3) CV of all individual team members (which must include information about the qualifications held by the candidate).

4) A statement confirming that the individual team members have no previous involvement in the delivery of the EQUIP: Equipping Sri Lanka to Counter Trafficking in Persons, or a personal relationship with any ILO Officials who are engaged in the project.

5) The names of two referees who are able to be contacted.

Please note that we will consider only applications from teams of consultants based in Sri Lanka.

The deadline to submit the application is by 5.00 pm (Bangkok time) on Tuesday, 8 September 2020. Please send an e-mail with the subject header “EQUIP Project” to the Evaluation Manager, Rattanaporn Poungpattana (poungpattana@ilo.org) and copied to Ms. Pamornrat Pringsulaka (pamornrat@ilo.org)

For further details about the evaluation, please see the Terms of Reference below.
1. Introduction for the final evaluation

This Terms of Reference (TORs) covers a final Evaluation of the **EQUIP: Equipping Sri Lanka to Counter Trafficking in Persons** Project. The project started in Sep 2017 and it will end in January 2021. The internal midterm evaluation was conducted in between April to May 2019. As per ILO evaluation policy the project is subject to a final independent evaluation. The aim of the project evaluation is to assess the relevance, efficiency, effectiveness and sustainability of proposed outcomes, and test underlying assumptions about contributions to broader development impacts and organizational learning. In addition, project evaluation will also assess the project’s progress against the project’s 12 performance indicators listed on Page 7.

The MTE will be managed by an independent evaluation manager, Ms Rattanaporn Poungpattana, Monitoring and Evaluation Officer based at ILO Regional Office for Asia and the Pacific. The evaluation manager prepares this TOR and will subsequently finalize it in a consultative process involving project team, ILO tripartite constituents, other key stakeholders of the project including the donors. The evaluation will comply to the United Nations Evaluation Guidelines (UNEG) Norms and Standards¹, ILO policy guidelines (3rd edition)² and the ethical safeguards will be followed.

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2. Background of the Project

The ILO’s EQUIP Project (Equipping Sri Lanka to counter trafficking in persons) aims to reduce human trafficking in Sri Lanka by intervening via a three pronged approach (3P’s): Prevention, Protection and Prosecution through conducting research and awareness to inform regulations and practice, ensuring fair and ethical business recruitment practices are adopted, improving protection services for identified victims and prosecuting and investigating offenders.

The goal of the project is to “Combat trafficking via the enhancement of the knowledge base, the reinforcement of prevention and protection capacities at the national and local levels, increased prosecutions, the strengthening of support services, and the formulation of policy and regulation at the local, district and national levels.”

The figure below provides a Synopsis of Interventions under Project EQUIP

This project is implemented by ILO, TAF and Helvetas. The Asia Foundation (TAF) commenced its work on February 2018 following finalisation and signing of the agreement between TAF and the ILO. Outcome 1 and 2 of the project are managed by the ILO, Outcome 3 and 4 will be looked after by the TAF and Helvetas while ILO takes responsibility in managing the entire project.

3. Project management

The EQUIP project is implemented by the ILO’s Country Office in Colombo led by a National Project Coordinator (NPC) who is responsible for the overall management of the project including, implementation and technical progress and reporting. A Finance/Administrative Assistant supports the NPC in the implementation and reporting of project finances by assisting with preparation of the budget, disbursement of payments and financial reporting.
Technical support is provided by the ILO Regional Specialist on Fundamental Principles and Rights at Work, based in the ILO Decent Work Team in New Delhi, as well as relevant departments at ILO headquarters in Geneva. The ILO Regional Specialist on Fundamental Principles and Rights at Work also coordinates with Labour Migration Specialist with regard to the labour migration element of the project.

4. Stakeholders and target groups

There are two main target groups of beneficiaries: 1) men and women victims of trafficking or those at risk of being trafficked, and 2) the individual or collective change agents from government bodies, policymakers, businesses who can positively influence policy and practice to counter trafficking. The project is implemented at national, district and community levels. The project implementation areas include the districts of Colombo, Kandy, Gampaha and Kurunegala.

5. Strategic fits

The project contributes to the following SDGs:

- SDG 8.7 Take immediate and effective measures to eradicate forced labour, end modern slavery and human trafficking and secure the prohibition and elimination of the worst forms of child labour, including recruitment and use of child soldiers, and by 2025 end child labour in all its forms
- SDG target 8.8- Protect labour rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment
- SDG target 10.7- Facilitate orderly, safe, regular and responsible migration and mobility of people, including through the implementation of planned and well-managed migration policies.

It is also aligned to the ILO’s Programme & Budget outcome7: Adequate and effective protection at work for all and (DWCP) outcome 3.2 Labour market outcomes for (low-skilled) migrants are improved and vulnerability to exploitation (forced labour) reduced.

6. Purpose, objective and Scope of the Evaluation

The main purpose of this final independent evaluation is to promote accountability to ILO key stakeholders and donor, and to enhance learning within the ILO and key stakeholders. The findings will be used to improve the design and implementation of future relevant projects/programs.

The main objective of the evaluation is to assess the extent to which the project objectives have been achieved (effectiveness) and to assess the impact of the project particularly on improving the status of the direct and indirect beneficiaries. It will also assess efficiency, strengths and weaknesses, opportunities and challenges and any external factors that have affected the achievement of the outcomes and immediate objectives, and the delivery of the project outputs. The focus will also be on assessing other emerging impacts of the interventions (either positive or negative) and the sustainability of the project. The final evaluation will also identify good practices for both accountability and lessons learnt for possible similar future interventions.
The final evaluation will also assess the extent to which the project has responded to the recommendations of the 2019 mid-term reviews.

**Scope of the evaluation**

The final evaluation will cover all the interventions that are implemented both by ILO and the implementing partners (TAF and HELVETAS Swiss Intercooperation), and all the project outputs and outcomes. The period to be evaluated encompasses the entire project period from design to implementation.

The geographical scope of the evaluation concerns the entire project implementation areas at both the national and community levels. While the evaluation is expected to have a national coverage in general, it will also cover the specific initiatives (including capacity building initiatives) done by the project at the district levels.

The evaluation will integrate gender equality as a cross-cutting concern throughout the methodology, deliverables and final report of the evaluation. It should be addressed in line with EVAL guidance note n° 4 and Guidance Note n° 7 to ensure stakeholder participation (see annex).

Data must be disaggregated by sex and gender where possible.

7. **Clients and users of the evaluation:**

- Government of Sri Lanka
- ILO Country office in Colombo
- Partners-TAF and Helvetas
- Workers’ and Employers’ organizations
- ILO HQ and DWT - New Delhi
- Donor – United States Department of State, Bureau of South and Central Asian Affairs (SCA)
- J/TIP and USAID’s TIP-related programs in Sri Lanka
- ILO Regional Office for Asia and Pacific (ROAP)
- The project team and the ILO Country Office
- Other relevant ILO policy departments, branches and programmes

8. **Evaluation criteria and Key evaluation questions**

**Evaluation criteria**

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3 Project mid term reviews were undertaken between April to May 2019. Review of Outcome 1 and 2 was done by ILO’s M&E Officer, and Outcome 3 and 4 by an independent evaluator recruited and managed by TAF. The review, conducted by the ILO’s M&E Officer, also focused on a broader analysis for all the four outcomes of the project, including on examining the project result framework and its performance indicators. In both reviews, evaluation criteria including relevance, effectiveness, efficiency, sustainability and orientation to impact, were used to assess the performance of the interventions. The reviews provided key lessons and challenges, and recommendations to reinforce or realign activities to improve implementation and ensure the achievement of these objectives. In addition, the performance indicators in the result framework were modified as a result of the recommendations from the mid term review.
The evaluation will address the overall ILO evaluation concerns including relevance, validity of design, coherence, effectiveness, efficiency, impact, sustainability, gender and non-discrimination.

In addition, the selected evaluation team will assess the project’s progress against the project’s performance indicators listed in page 7. Data collection methods for collecting those data will be proposed by the evaluation team, and will be agreed by ILO.

8.1. Key Evaluation Questions

The evaluation should address the questions belows. Other aspects can be added as identified by the evaluator in accordance with the given purpose and in consultation with the evaluation manager and project stakeholders. Any fundamental changes to the evaluation criteria and questions should be agreed between the evaluation manager and the evaluator, and reflected in the inception report.

The evaluation team shall examine the following key issues:

a) Relevance

- Examine the extent to which the intervention objectives and design respond to beneficiaries’, global, country, and partner/institution needs, policies, and priorities?
- How far project is impacted by the Covid 19 pandemic and what strategies have been taken by the project to remain relevant to the communities and other stakeholders

b) Validity of intervention design

- Are the intervention strategies, outcomes and assumption appropriate for achieving the planned results and the stated purpose within the given timeframe, resources available and the social, economic and political envirnment?
- To what extent did the project effectively mainstream international labor standard, tripartite mechanism and social dialogue, gender and non-discrimination in project strategies and interventions?
- Were the risks and assumptions to achieve project objectives properly identified, assessed and managed

c) Coherence

- The extent to which other interventions and policies support or undermine the project interventions, and vice versa.
- The extent to which that the project have complemented and/or harmonized or well-coordinated with other actors working on human trafficking of Sri Lanka.

d) Effectiveness:
What is the project progress towards achieving the overall objective, outputs and outcomes as measured using the project performance indicators?

Identify both positive and negative factors affecting the achievement of project objectives and results.

How effective was the project at stimulating interest and participation of project partners at the micro, meso and macro levels? To what extent were the constituents able to fulfil the roles expected in the project strategies? How did the project address the capacity challenges?

How effective was the support provided to the programme team by the ILO, donors, and tripartite constituents in delivering results? What could have been done differently?

To what extent was results-based management implemented in the programme? To what extent the lessons learned and monitored data fed into the decision-making process of project stakeholders, including USDOS and national partners.

e) Efficiency of resource use

How efficiently have resources (human resources, time, expertise, funds etc) been allocated and used to provide the necessary support and to achieve the broader project objectives and results? What aspects of the project could be done differently to cut costs while still delivering achievements and achieve outcomes?

To what extent has the project leveraged partnerships and synergies (with constituents, national institutions, and other UNs and development agencies) that enhance the projects’ relevance and effectiveness and that contribute to combating human trafficking in Sri Lanka?

f) Impact orientation and sustainability

What are the impacts of the project (both intended and unintended)?

To what extent have the relevant government institutions institutionalized strategies, policies, mechanism and capacities to combat human trafficking specifically within the migration sector?

Which results appear likely to be sustained after the project and how?

To what extent the project was able to change the lives of both men and women who are victims of trafficking or at a risk of being trafficked.

Assess the level of operationalization of the project exit strategy and its effectiveness.

g) Gender equality and non-discrimination

What are so far the key achievements of the project on gender equality and women’s empowerment? How far had the project mainstreamed gender and non-discrimination?
8.2 List of Project’s Performance indicators

As part of the effectiveness, the evaluation team will assess the project progress against the following 12 performance indicators:

1. Performance Indicator 1.1 – Percentage of policymakers, government officials and prospective migrant workers who demonstrate knowledge on forced labour and trafficking.
2. Performance Indicator 1.5.A – Effectiveness of campaign materials developed.
3. Performance Indicator 2.1 – Percentage of targeted recruitment agents, Migration Development Officers, and migrant workers that commit to applying fair recruitment principles and guidelines in their work.
4. Performance Indicator 2.5 – Number of recruitment agents adopting fair recruitment practices.
5. Performance Indicator 2.5.A % of recruitment agents adopting fair recruitment Practices.
6. Performance Indicator 2.6 – Percentage of trafficking cases reported by Migration Development Officers.
7. Performance Indicator 3.1 – Percentage of identified victims who demonstrate level of satisfaction on counselling services.
8. Performance Indicator 3.4 – Percentage of identified victims receiving shelter services.
9. Performance Indicator 4.1 – Percentage of prosecutions of trafficking cases owing to trained prosecutors, which leads to reductions in trafficking.
10. Performance Indicator 4.2 – Percentage change in investigation of trafficking cases.
11. Performance Indicator 4.3 – Number of government and international reports recording increased investigations, prosecutions and convictions in trafficking cases.
12. Performance Indicator 4.5 – Number of individuals from low income or marginalized communities who received legal aid or victim’s assistance with USG support (disaggregating for men and women)

9. Evaluation Methodology

The independent final evaluation will comply with evaluation norms and standards and follow ethical safeguards, all as specified in ILO’s evaluation procedures. The ILO adheres to the United Nations Evaluation Group (UNEG) evaluation norms and standards as well as Evaluation Quality Standards. The evaluation is an independent evaluation and the final methodology and evaluation questions will be determined by the evaluation team in consultation with the Evaluation Manager.

The evaluation will apply an appropriate mix of qualitative and quantitative methods to gather data and information in order to offer diverse perspective to the evaluation and to promote engagement of key stakeholders of the project at all levels during the design, field work, validation and reporting stages. To collect the data for analysis, the evaluation will

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4 The result matrix and M&E plan and indicator tracking sheets will be shared with the evaluation team upon signing the contract.
make use of the techniques listed below (but not limit to). The data from these sources will be triangulated to increase the validity and rigor of the evaluation findings.

**Desk review** of project design and strategy documents (PRODOC), progress reports, MTR, activity documents, communications, research, and publications.

**Key informant interviews/Focus Groups** with project staff, relevant ILO specialists and technical support units, Government agencies/service providers (i.e. Ministry of Skills Development, Employment and Labour Relations, MSDEL- Foreign Employment Division⁵), tripartite constituents, civil society organizations and other stakeholders and partners, recruitment agencies and FGDs with beneficiaries, i.e. migrant workers and victims of trafficking and forced labor.

**Field In-depth interviews**: The Evaluation team is expected to meet and conduct in-depth interview with project beneficiaries to understand the results and impact of the project on the beneficiaries. The evaluator must indicate the criteria selection for individuals to interview in the proposal and inception report.

Evaluation approach and method should be determined by the evaluator in consultation with the evaluation manager on the basis of what is appropriate and feasible to meet the evaluation purpose, objectives and answer to evaluation questions. Selection of the field visits locations should be based on criteria to be defined by the evaluation team, and to be approved by the Evaluation Manager.

*Due to the current COVID19 situation, the methodology may need to be flexible and field visits to the project sites may face some challenges. The evaluation team once on board will review relevant documents and will discuss with the project management to prepare a detailed inception report. The inception report will elaborate in details proposed methods of data collection (face-to-face or remotely etc.) and that they have to be reliable, most practical and sensitive to the situation faced by different key stakeholders whom to be interviewed etc.*

At the end of the field work the evaluation team will present preliminary findings to the project key stakeholders in a workshop to discuss validate and refine the findings and fill information gaps.

### 10. Main Deliverables

a) An inception report - upon the review of available documents and an initial discussion with the project management team and the donor, the inception report will:

- Describe the conceptual framework that will be used to undertake the evaluation;
- Elaborate the methodology proposed in the TOR with adjustments and precisions as required;

⁵ See Full list of stakeholders in the Annex
- Set out the evaluation matrix to indicate how information and data for addressing each evaluation question and project’s performance indicators will be gathered. This must include data sources, (emphasizing triangulation as much as possible) data collection methods, and sampling;
- Selection criteria for locations to be visited at national and sub-national levels and criteria for beneficiaries to be interviewed;
- Detail the work plan for the evaluation, indicating the phases in the evaluation, their key deliverables and milestones;
- Set out the list of key stakeholders to be interviewed and the guides to be used for interviews, observation, focal groups and other techniques that may be applied;
- Develop data collection tools and questionnaires;
- Set out the agenda for the stakeholders workshop.

The Evaluation Manager before proceeding with the fieldwork should approve the Inception report in consultation with the project team.

b) Stakeholders’ workshop to present preliminary findings at the end of field work phase. The evaluator will organize a half day meeting to discuss the preliminary findings of the evaluation after data collection is completed. The workshop will be technically organized by the evaluation team with the logistic support of the project.

c) First draft of Evaluation Report (see outline below). The report will be reviewed methodologically by the evaluation manager. After that, it will be shared with all relevant stakeholders for two weeks for comments. The comments will be provided to the evaluator to arrive to a final version that integrates the comments.

d) Final version of the evaluation report incorporating comments received (or a specific justification for not integrating a comment). The report should be no longer than 50 pages excluding annexes. The quality of the report will be assessed against the EVAL checklist 6. The report should also include a section on output and outcome level results against indicators and targets as well as comments on each one.

The final version is subjected to final approval by EVAL (after initial approval by the Evaluation manager/Regional evaluation officer)

e) Executive summary and Lessons learned and Good Practices in ILO EVAL template

The draft and final versions of the evaluation report in English (maximum 50 pages plus annexes) will be developed under the following structure:

1. Cover page with key project data (project title, project number, donor, project start and completion dates, budget, technical area, managing ILO unit, geographical coverage); and evaluation data (type of evaluation, managing ILO unit, start and completion dates of the evaluation mission, name(s) of evaluator(s), date of submission of evaluation report).
2. Table of contents
3. Acronyms
4. Executive Summary
5. Background of the project and its intervention logic
6. Purpose, scope and clients of evaluation
7. Methodology and limitations
8. Review of project results
9. Presentation of findings (by evaluation criteria)
10. Conclusions and Recommendations (including to whom they are addressed, resources required, priority and timing)
11. Lessons learnt and potential good practices
12. Annexes (TOR, table with the status achieved of project indicators targets and a brief comment per indicator, list of people interviewed, Schedule of the field work overview of meetings, list of Documents reviewed, Lessons and Good practices templates per each one, other relevant information).

All reports, including drafts, will be written in English. Ownership of data from the evaluation rests jointly with the ILO and the evaluator. The copyright of the evaluation report will rest exclusively with the ILO. Use of the data for publication and other presentations can only be made with the written agreement of the ILO. Key stakeholders can make appropriate use of the evaluation report in line with the original purpose and with appropriate acknowledgement.

11. Management arrangements and work plan

**Evaluation Manager**, who has not had prior involvement in the project, will manage this final evaluation. Evaluation team leader reports to the evaluation manager.

The Evaluation Manager is responsible for completing the following specific tasks:

1. Draft and finalize the evaluation TOR with inputs from key stakeholders (draft TORs to be circulated for comments);
2. Develop the Call for expression of interest and selection of the independent evaluation team in coordination with Regional Monitoring and Evaluation Officer and EVAL;
3. Brief the evaluator on ILO evaluation policies and procedures;
4. Initial coordination with the project team on the development of the field mission schedule and the preliminary results workshop;
5. Approve the inception report
6. Circulate the first draft of the evaluation report for comments by key stakeholders;
7. Ensure the final version of the evaluation report address stakeholders’ comments (or an explanation why for anyone that has not been addressed) and meets ILO requirements.
8. Share the report with EVAL for final approval and uploading in the public e-discovery repository.
Evaluation team
The evaluation will be undertaken by a team of consultants (based in Sri Lanka). The evaluation team will have the final responsibility for the evaluation report and ensure the quality of data (validity, reliability, consistency, and accuracy) throughout the analytical and reporting phases. The evaluator will agree on the distribution of work and schedule for the evaluation and stakeholders to consult. It is expected that the report will be written in an evidence-based manner.

Qualifications
Team Leader (Principal evaluator) and members
- University Degree with minimum 10-12 years of experience in international project/program evaluations
- Hands on experiences on developing projects and programmes in human trafficking, migration
- Demonstrates knowledge and experience with the application of rights based approach, an understanding of human rights and trafficking issues in Sri Lanka (both prevention, protection and prosecution), relevant national and international frameworks
- Experience in using the Theory of change approach on evaluation.
- Background in Human Rights Based Approach programming and Results Based Management;
- Extensive experience in applying, qualitative and quantitative research methodologies including participatory approaches;
- Knowledge of ILO’s roles and mandate and its tripartite structure as well as UN evaluation norms and its programming is desirable;
- Proven ability to produce analytical reports in good command of English
- Ability to bring gender dimensions in to the evaluation including design, data collection, analysis and report writing.
- Excellent analytical skills with the ability to analyse and interpret data from a range of sources;
- Excellent understanding local context in relation to migration and human trafficking as well relevant international frame work pertaining to the subject
- Be flexible and responsive to changes and demand
- Be client oriented and open to feedback

12. Administrative and logistic support
The project management team of ILO-Colombo Office will provide all required logistical support to the evaluation team and will assist in organizing a detailed evaluation mission agenda. The project management will ensure that all relevant documentation is up to date and easily accessible by the evaluator.
13. Roles of key stakeholders

All stakeholders, particularly the relevant ILO staff, the donor, tripartite constituents, relevant government agencies, NGOs and other key partners will be consulted throughout the process and will be engaged at different stages during the process. They will have the opportunities to provide inputs to the TOR and to the draft final evaluation report. The main stakeholders that should be consulted as following:

- Government of Sri Lanka (members of Programme Advisory Committee of the Safe Labour Migration Programme, chaired by the Secretary of the MFE).
- ILO Country office in Colombo
- Workers’ and Employers’ organizations
- ILO HQ and DWT - New Delhi
- Donor --United States Department of State, Bureau of South and Central Asian Affairs (SCA)
- TAF and Helvetas
- ILO Regional Office for Asia and Pacific (ROAP)
- The project team

14. Evaluation Timetable and Schedule

The final evaluation will be conducted tentatively between the 3rd week of September and end of December 2020 (field mission takes place between mid October to 1st week of November tentatively)

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible person</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing and drafting TOR Evaluation Manager</td>
<td>Evaluation Manager</td>
<td>July 2020</td>
</tr>
<tr>
<td>Sharing the TOR with all stakeholders for comments/inputs</td>
<td>Evaluation Manager</td>
<td>July 2020</td>
</tr>
<tr>
<td>Finalization of the TOR</td>
<td>Evaluation Manager</td>
<td>July 2020</td>
</tr>
<tr>
<td>Approval of the TOR EVAL</td>
<td>EVAL</td>
<td>July 2020</td>
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<tr>
<td>Circulation of TOR</td>
<td></td>
<td>Mid Aug 2020</td>
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<tr>
<td>Selection of consultant</td>
<td>Evaluation Manager/ROAP/EVAL</td>
<td>8 September 2020</td>
</tr>
<tr>
<td>Sign the contract (vendor registration requires 2 weeks)</td>
<td></td>
<td>15 September 2020</td>
</tr>
<tr>
<td>Brief evaluators on ILO evaluation policy</td>
<td>Evaluation Manager</td>
<td>15 September 2020</td>
</tr>
<tr>
<td>Desk review, and audio/skype/video conference with project, and inception report</td>
<td>Project and evaluators (at home based)</td>
<td>Submission of inception report – last week of September</td>
</tr>
<tr>
<td>Data collection</td>
<td>Evaluator</td>
<td>2nd -4th week of Oct (Phased approach to interviews and data collection so that different methods can be used at different stages as COVID-19 restrictions adjust. Allocated 3 weeks)</td>
</tr>
<tr>
<td>Stakeholder consultation workshop (included in the evaluation mission)</td>
<td>Evaluator/PM</td>
<td>4th week of Oct</td>
</tr>
<tr>
<td>Drafting of evaluation report and submitting to the Evaluation Manager</td>
<td>Evaluator</td>
<td>3rd week of November</td>
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<tr>
<td>Sharing the draft report to all concerned for comments</td>
<td>Evaluation Manager</td>
<td>4th week November - 1st week of December</td>
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<tr>
<td>Consolidated comments on the draft report, send to the evaluator</td>
<td>Evaluation Manager</td>
<td>1st week of December</td>
</tr>
<tr>
<td>Finalisation of the report</td>
<td>Evaluator</td>
<td>2nd week of December</td>
</tr>
<tr>
<td>Review of the final report</td>
<td>Evaluation Manager</td>
<td>3rd week of December</td>
</tr>
<tr>
<td>Submission of the final evaluation report</td>
<td>Evaluation Manager</td>
<td>1st week of January 2021</td>
</tr>
<tr>
<td>Approval of the final evaluation report</td>
<td>EVAL</td>
<td></td>
</tr>
</tbody>
</table>

### Proposed workdays (payable days) for the evaluation team

<table>
<thead>
<tr>
<th>Phase</th>
<th>Responsible Person</th>
<th>Tasks</th>
<th># days</th>
</tr>
</thead>
</table>
| I | Evaluator | - Briefing with the evaluation manager, the project team and the donor  
- Desk Review of programme related documents  
- Inception report | 10 |
| II | Evaluator organisation al support from ILO | - In-country (Sri Lanka) consultations with programme staff  
- Field visits  
- Interviews with projects staff, partners beneficiaries  
- Survey (if needed)  
- Stakeholders workshop for sharing findings  
- Debriefing with the CO – Colombo | 15 |
| III | Evaluator | - Draft report based on consultations from field visits and desk review and the stakeholders’ validation workshop | 12 |
| IV | Evaluation Manager | - Quality check and initial review by Evaluation Manager  
- Circulate revised draft report to stakeholders  
- Consolidate comments of stakeholders and send to team leader | 0 |
| V | Evaluator | - Finalize the report including explanations on why comments were not included | 3 |
| TOTAL | | | 40* |

* 40 days are maximum. Working days of each team member may be varied depending on specific tasks assigned to them.

### 15. Resources

Funding will come from LKA/17/01/USA Project in Sri Lanka, estimated resource requirements at this point:
- Evaluator: consultant fee, travel to project target areas including flights and DSA days as per the ILO rules and regulations
16. ANNEX

RELEVANT POLICIES AND GUIDELINES

Code of conduct form (To be signed by the evaluators)

Checklist No. 3: Writing the inception report

Checklist 5: preparing the evaluation report

Checklist 6: rating the quality of evaluation report

Template for lessons learnt and Emerging Good Practices

Guidance note 7: Stakeholders participation in the ILO evaluation

Guidance note 4: Integrating gender equality in the monitoring and evaluation of projects

Template for evaluation title page

Template for evaluation summary

UNEG Ethical Guidelines for Evaluation
http://www.unevaluation.org/document/download/548

ILO Integrated Strategy on Fundamental Principles and Rights at Work
General principles and operational guidelines for fair recruitment and definition of recruitment fees and related costs


PROJECT DOCUMENTS

Project documents such as project profile, logframe, and achieved milestones, will be shared with interested applicants upon request. Please send email to poungpattana@ilo.org

STAKEHOLDERS (including but not limited to)
1. ILO/TAF/Helvetas Government Partners
2. Ministry of Justice
3. Attorney General’s Department
4. Institute of Forensic Medicine and Toxicology
5. Criminal Investigation Department, Sri Lanka Police
6. Department of Immigration and Emigration
7. National Police Academy
8. Ministry of Skills Development, Employment and Labour Relations
9. Ministry of Women and Child Affairs and Social Security (MWCASS)
10. Sri Lanka Bureau of Foreign Employment (SLBFE)
11. Legal Aid Commission
12. National Trade Union Federation
13. SLNSS - Sri Lankan Nidahas Sewaka Sangamaya
14. The Ceylon Workers' Congress
15. IOM
16. Women in Need
17. Lanka Childrens' & Youth Theatre
18. Community Development Services
19. UNODC Global Programme Against Trafficking in Persons
20. J/TIP and USAID’s TIP-related programs in Sri Lanka