International Labour Organization

Call for Expressions of Interest

Independent Final Evaluation

The ILO Evaluation Office is seeking expressions of interest for one consultant for an Independent Final Evaluation of the project "Promoting decent work through good governance, protection and empowerment of migrant workers: Contributing towards implementation of the Sri Lanka National Labour Migration Policy (NLMP) - Phase IV" (LKA/20/03/CHE).

The consultant will conduct the Independent Final Evaluation as described in the Terms of Reference attached.

Candidates intending to submit an expression of interest must supply the following information:

1) A description of how the candidate's skills, qualifications and experience are relevant to

the required qualifications of this assignment.

2) A list of previous evaluations that are relevant in relation to the context and subject

matter of this assignment.

3) A statement confirming the availability of the candidates to conduct this assignment and

the daily professional fee expressed in US dollars.

4) A copy of the candidates' CVs (which must include information about the qualifications

held by the candidates).

5) A statement confirming that the candidates had no previous involvement in the delivery of the project nor have a personal relationship with any of the ILO Officials who are engaged in the project.

6) The names of two referees (evaluation managers who managed the relevant evaluation conducted by the applicant.)

The deadline to submit an expression of interest for undertaking the Independent Final Evaluation is **by 12 May 2024**.

Please send an e-mail with the subject header "Independent Final Evaluation of project LKA/20/03/CHE" to Mr. Nguyen Son Ngoc, Evaluation Manager at ngocn@ilo.org, and copy Pamornrat Pringsulaka at pamornrat@ilo.org

TERMS OF REFERENCE (TOR)

Independent Final Evaluation

Project " Promoting decent work through good governance, protection and empowerment of migrant workers: Contributing towards implementation of the Sri Lanka National Labour Migration Policy (NLMP) -Phase IV (LKA/20/03/CHE)

1. Key facts

Title of project being evaluated	"Promoting decent work through good governance, protection and empowerment of migrant workers: Ensuring the effective implementation of the Sri Lanka National Labour Migration Policy Phase IV – consolidation" (LKA/20/03/CHE)
Project DC symbol	LKA/20/03/CHE
Programme Date	18 January 2021 – 31 August 2024
Type of evaluation	Independent Final Evaluation
Date of Evaluation	May– August 2024
Donor	Swiss Agency for Development Cooperation (SDC)
Administrative Unit in the ILO responsible for administrating the project	ILO Country Office for Sri Lanka and the Maldives (CO-Colombo)
Technical Unit(s) in the ILO responsible for backstopping the project	ILO Decent Work Technical Support Team for South Asia, New Delhi (DWT South Asia)
P&B outcome (s) under evaluation	Outcome 7 of the ILO's Programme and Budget (P&B) 2020-21 and P&B 2022-2023: 'Adequate and effective protection for all'. Output 7.5: 'Increased capacity of constituents to develop fair and effective labour migration frameworks, institutions and services to protect migrant workers'. DWCP Outcome 3.2 and LKA 154
SDG(s) under evaluation	The Project supports achievements of SDG Target 5 on gender equality and women and girls' empowerment by mainstreaming gender as a cross cutting theme across interventions; SDG Target 8 on growth and decent work, specifically Target 8.8. on protecting labour rights and promoting safe and secure working environments for all workers including migrant workers, in particular women migrants, and those in precarious employment; and SDG Target 10 on reducing inequalities, specifically Target 10.7 on facilitating orderly, safe and regular migration of people, through the implementation of planned and well-managed migration policies. Lastly, SDG Target 17 on global partnerships on sustainable development which includes improving data.
External Implementing	Key stakeholders are the Government of Sri Lanka (particularly the Ministry of Labour & Foreign

Partners	Employment, the Sri Lanka Bureau of Foreign Employment, the Ministry of Education, Ministry of Foreign Affairs, Tertiary & Vocational Education Commission; the Association of Licensed Foreign Employment Agencies representing recruiters; Migrant Workers associations or societies representing women and men migrant workers and the Employers' Federation of Ceylon; trade unions that are membership organizations of workers in the national labour market; Civil Society Organisations and HELVETAS Swiss Intercooperation
Budget	USD 1,033,932

List of Acronyms and Abbreviations

ACTRAV	Bureau of Workers' Activities
ALFEA	Association of License Foreign Employment Agencies
DWCP	Decent Work Country Programme
DWT	Decent Work Team
EXCOL	External Collaborators
GOALS	Governance of Labour Migration in South & South East Asia
HQ	Headquarters
CO-Colombo	ILO Country Office for Sri Lanka and the Maldives
EVAL	ILO Evaluation Department
ROAP	ILO Regional Office for Asia and Pacific
IA	Implementation Agreement
ILO	International Labour Organization
ILS	International Labour Standards
IOM	International Organization for Migration
LFEA	License Foreign Employment Agencies
MIGRANT	Migration Branch (MIGRANT)
ML&FE	Ministry of Labour & Foreign Employment
SDGs	Sustainable Development Goals
SME	Small and Medium Enterprises Unit
TOR	Terms of Reference
UNEG	United Nations Evaluation Group
UNSDCF	United Nation Sustainable Development Cooperation Framework

1. Background information

A developing country, migration for employment in Sri Lanka has played an important role in easing pressure on the domestic labour market by providing alternative opportunities for higher waged work. Migration for employment has also played an important role in easing pressure on the domestic labour market by providing alternative opportunities for higher waged work.

Since the 1980s, overseas employment has been a key contributor to Sri Lanka's economy mainly in the form of foreign exchange remittances. In 2022, private remittances sent to Sri Lanka amounted to USD 3,789.4 million, with over 90 per cent of Sri Lankan employees working abroad were employed in the Arab States.

However, over the past years, the context within which labour migration takes place has also changed. Since 2015, Sri Lanka has witnessed a downward trend in the numbers of those registered temporary migrants for employment overseas, including for women.

The COVID in 2019 further exposed migrant workers to more breaches of rights and protection in the form of unpaid wages, abysmal living and working conditions in countries of destination, and the current issues related tore-integrating returnee migrants and providing alternatives to aspirant migrants, following the COVID19 crisis.

These developments have underscored the crucial importance of efficient and effective governance mechanisms, which are inclusive of all stakeholders including migrant workers themselves; and the critical role of whole-of-government-approaches to the return and sustainable reintegration of migrant workers.

Project " Promoting decent work through good governance, protection and empowerment of migrant workers: Contributing towards effective implementation of the Sri Lanka National Labour Migration Policy' is the International Labour Organisation (ILO) component of the Safe Labour Migration Programme (SLMP) in Sri Lanka, supported by the Swiss Agency for Development and Cooperation (SDC) Global Programme for Migration and Development since 2010.

The three previous phases of the ILO Project supported by SDC, have assisted the Government of Sri Lanka and other stakeholders to implement Sri Lanka's National Labour Migration Policy (adopted in 2008) by strengthening the governance of labour migration to ensure that migration for employment is safe, orderly and regular for women and men workers.

Over Phases I-III, the Project had supported the Government of Sri Lanka to formulate an Operational Manual for Labour Sections of Sri Lankan Missions in Countries of Destination (2012 and revised in 2019); to develop the Sub-Policy and National Action Plan on Return and Reintegration of Sri Lankan Migrants (adopted in 2015); and to update and strengthen the National Labour Migration Policy National Policy on Migration for Employment (in 2019-2020), among other activities.

In this exit phase of the Project, intervention now shift from policy making to enhanced policy implementation through assumption of ownership of the Safe Labour Migration Programme by the Government of Sri Lanka and other stakeholders.

The four core thematic areas of the National Policy on Migration for Employment are:

- Policy Area 1: Governance of labour migration to promote decent and productive employment
- Policy Area 2: Secure rights and protection of migrant workers and ensure well-being of their families
- Policy Area 3: Promotion of employment opportunities for skilled and semi-skilled migrant workers in local and global economies
- Policy Area 4: Enhance benefits of migration and its nexus with national development

Phase IV of the Project aligns itself with these core themes through its three Outcomes:

- Outcome 1: Outward Labour Migration policies and plans are better monitored for implementation, by the Government of Sri Lanka
- Outcome 2: Fair and ethical recruitment, skills recognition and certification, and sustainable reintegration is fostered through institutional enhancement and the 'Whole-Of-Government-Approach'
- Outcome 3: Improved Evidence Base on Labour Migration to inform knowledge, dialogue, policy and action

The main strategies for implementation in this phase of the Project are to (i) capacitate duty-bearers where necessary for improved governance of labour migration; (ii) focus on process sustainability and institutionalisation of roles and functions in monitoring and review of implementation by duty-bearers; (iii) promote the 'Whole-Of-Government-Approach' through dialogue and coordinated interventions; (iv) mainstream rights-based approaches and gender responsiveness in the governance of labour migration; and (v) boost civil society participation in the process and mechanisms of governance, including through recognition and voice for migrant workers and joint actions with trade unions. These approaches are informed by the learnings from previous phases of the Project, and particularly the end evaluation of Phase III.

The Project contributes to Outcome 7 of the ILO's Programme and Budget (P&B) 2020-21 and

P&B 2022-2023: 'Adequate and effective protection for all'. Specifically, it speaks to Output 7.5: 'Increased capacity of constituents to develop fair and effective labour migration frameworks, institutions and services to protect migrant workers'. It contributes to Output 7.5.2 to deliver inclusive, non-discriminatory and gender responsive services to promote decent work for migrants and families by enhancing skills and providing opportunities for women and men migrants. Finally, it contributes to Output 7.5.3 by building capacity to improve bilateral labour migration agreements.

In relation to Sri Lanka's Decent Work Country Programme (DWCP) 2018-2022, the Project contributes to achieving Country Priority 3: Rights at work for all, Outcome 3.2. Labour market outcomes of (low skilled) migrants are improved and their vulnerability to exploitation (forced labour) reduced.

The Project is aligned with the following national policy frameworks of the Government of Sri Lanka including National Policy on Migration for Employment for Sri Lanka, Sub-Policy and National Action Plan on Return and Reintegration of Migrant Workers (NAPRR).

The project took into consideration lessons learn from previous evaluations and reviews, especially from the Phase III's findings and recommendations of the end of Project evaluation of phase III in its design and implementation; the MTR of phase IV and also drawing on

observations of the State Ministry of Foreign Employment Promotion & Market Diversification; SDC in Sri Lanka, and within the ILO Country Office in Sri Lanka.

2. Introduction and rational for this final independent evaluation

ILO considers evaluation as an integral part of the implementation of technical cooperation activities. Findings and recommendations from evaluations ensure accountability and learning to the ILO constituents and stakeholders and learning for future programming. The findings and recommendations are also to be used as organizational learning to improve the design and implementation of future relevant projects and programmes.

The independent final evaluation of project LKA/20/03/CHE is to be guided by the above and to be built on a mid-term internal review (MTR) of the project which was conducted in August 2023. The MTR reviews the project progress, achievements, and challenges, informs the ILO, project stakeholders, and the donor of key lessons learned, and proposes recommendations for any improvement or adjustment needed for the remaining project implementation period. It had identified (i) gaps to be addressed to fulfil further sustainability of project initiatives beyond phase III; (ii) common gaps in the migration sector for broader intervention; and (iii) replicable good practices in the migration sector. It made key recommendations and areas for improvement, with identification of responsible agencies to move them forward.

This final independent evaluation will adhere to and apply the evaluation criteria established by the Organisation for Economic Cooperation and Development (OECD) / Development Assistance Committee (DAC) Quality Standards for Development Evaluation, and the United Nations Evaluation Group (UNEG) Code of Conduct for Evaluation in the UN System.

This final independent evaluation follows guidelines on results-based evaluation of the ILO Evaluation Department (EVAL) contained in the "ILO Policy Guidelines for Evaluation (4th edition)" and, more specifically, the checklist "Preparation of the Evaluation Report".

3. Purpose and objectives of the evaluation

The purpose of the evaluation is to ensure accountability and learning. The findings and recommendations are to be used as organizational learning to improve the future relevant projects and programmes.

The objectives of the evaluation are to:

- Assess the relevance, coherence, efficiency, effectiveness, impact and sustainability of proposed outcomes, and test underlying assumptions about contributions to broader economic and social impacts;

- Evaluate the extent to which the project has achieved its planned objectives, and whether there are any factors contributing or hindering the achievement of the project;

- Assess the extent to which the project has addressed the midterm evaluation's recommendations;

- Assess the ILO cross-cutting criteria (ILS, social dialogue, gender and non-discrimination, disability inclusion, and environmental sustainability). In particular, the extent to which

gender equality consideration has been considered in the design, M&E framework (indicators and data collection), and during the project implementation; and

- Document lessons learned and good practices.

In addition, since it is the exit phase of a long-term safe labour migration program since 2010 and there have been many timely initiatives, the focus of evaluation will also be on assessing the sustainability of the investments of the project and to make recommendations to ensure sustainability and highlight the importance of the continuation of ILO interventions which lead to the desired impacts.

Users of the evaluation:

The following are the potential users of the evaluation

Internal

- Project team, Colombo CO colleagues, DWT/SA colleagues (migration, skills, ACTEMP, ACTRAV etc.).
- ILO Regional Office for Asia and Pacific (ROAP)
- Migration Branch (MIGRANT)

External

- Ministry of Labour & Foreign Employment
- Ministry of Foreign Affairs
- Ministry of Education
- Ministry of Ministry of Women, Child Affairs and Social Empowerment/Ministry of Health
- Ministry of Defence
- Office for Overseas Sri Lankan Affairs
- Sri Lanka Bureau of Foreign Employment
- Tertiary & Vocational Education Commission
- Employers Federation of Ceylon
- Association of Licensed Foreign Employment Agencies
- Selected Trade Unions
- Selected Civil Society Organizations
- UN Network of Migration
- HELVETAS Sri Lanka
- Swiss Agency for Development and Cooperation (SDC- Donor)
- IOM

4. Evaluation Scope

The evaluation covers activities, outputs and outcomes of the projects for the period between 15 January 2021 to 31 August 2024. It covers all the planned outputs and outcomes under the project to achieve the program goal of the project which is Labour migration in Sri Lanka is well-governed, orderly and regular for all women and men, ensuring decent, safe and productive employment. As the project operates at the national level, with a greater emphasis on policy-level

engagements rather than service delivery, due consideration will be given to national-level deliveries. Further attention is to be paid to assess the sustainability of the investments of the project and to recommend for its sustainability as the project ends.

The evaluation will assess integration of ILO's cross-cutting issues, including norms and social dialogue, gender equality, disability inclusion, other non-discrimination concerns, and medium and long-term effects of capacity development initiatives throughout the evaluation methodology and all deliverables.

In relation to gender equality, where possible, the evaluation must be conducted with gender equality as a mainstreamed approach and concern. This implies (i) applying gender analysis by involving both men and women in consultation and evaluation's analysis; (ii) inclusion of data disaggregated by sex and gender in the analysis and justification of project documents; (iii) the formulation and/or analysis of gender-sensitive strategies and objectives and gender-specific indicators; (iv) inclusion of qualitative methods and utilization of a mix of methodologies; (v) forming a gender-balanced team, and (vi) assessing outcomes to improve lives of women and men. Thus, analysis of gender-related concerns will be based on the ILO Guidance Note 3.1: Integrating Gender Equality in Monitoring and Evaluation, and the Supplementary Guidance Note: integrating gender equality in ILO M&E (Nov. 2023). The evaluation will be conducted following UN evaluation standards and norms.

It will attend to how the intervention is relevant to the ILO's programme and policy frameworks at the national and global levels, UNSDCF and national sustainable development strategy or other relevant national development frameworks, including any relevant sectoral policies and programme.

5. Evaluation criteria and questions

Evaluation criteria:

The evaluation will be based on the following OECD/DAC evaluation criteria: Relevance, coherence, effectiveness, efficiency, impact and sustainability as defined in the ILO Policy Guidelines for results-based evaluation, 2020.

Assessment on coherence is integral to the evaluation. The evaluation also conducts evaluation of cross cutting issues/issues of special interest to the ILO. It will comply with evaluation criteria related to ILO's mandate in cross-cutting policy drivers and pro-poor focus and inclusion issues, namely, project's responsiveness to issues relating to gender equality, non-discrimination and disability inclusion as well as other core ILO cross-cutting priorities, including promotion of labour standards, social dialogue and tripartite processes. .

Indicative main evaluation questions:

The following are indicative main evaluation questions that can be used to guide the evaluation. These questions are not intended to be exhaustive and can be adapted or other questions or aspects of the questions can be added as proposed by the evaluators.

The evaluators may adapt the evaluation questions, but any fundamental changes should be agreed between the evaluation manager and the evaluators, and reflected in the inception report.

Relevance and validity of design (is the intervention doing the right things)

1. To what extent did the project strategies contribute to the promotion of decent work through good governance, protection and empowerment of migrant workers? E.g. through improving monitoring of governance mechanisms, facilitating stronger links between migrant workers' associations, civil society organisations, trade unions and government counterparts; enhancing implementation of critical issues such as skills for employment and sustainable reintegration; and consolidating knowledge production and management.

2. How have the project's objectives been aligned and contributed to the needs and expectations of primary stakeholder?

3. How did the project contribute to the relevant International Labour Organisation Programme & Budget Outcomes, Sri Lanka's DWCP and to the UNSDCF?

4. Does the Theory of change exist? And to what extent it is used to guide project implementation towards the project objectives? Were the indicators clearly defined, describing the changes to be brought about? Were the risks properly identified, assessed and what recommended risks can be added to be mitigated against?

5. To what extent did the political and economic situation of Sri Lanka have adverse impact on the planned achievements and strategy etc. and the extent to which the project has been able to adapt and to respond to the unexpected consequences of the above events and whether the project adjusted its design to respond to the challenges?

Coherence (The extent to which ILO strategy and actions have been coherent and complementary to the related efforts and creating synergies and interlinkages)

1. To what extent have the strategy and interventions created synergies and interlinkages with other interventions being carried out by ILO?

2. Were the strategy and interventions consistent with the relevant international norms and standards to which the ILO adheres to?

3. To what extent have the interventions been coherent and complementary to activities being carried out by constituents, United Nations (UN) partners, and other multilateral and bilateral organizations?

4. What are the contributions of the project to National Development framework and other relevant policies and strategies, and the donors' programme strategies? E.g. synergies / indirect alliances / networks developed through the SLMP Programme.

Effectiveness (is the intervention achieving its objectives, and effectiveness of project governance)

1. To what extent have the project objectives been achieved, including skilling migrants for employment and transferring ownership of the Programme to the Government of Sri Lanka and other stakeholders including licensed foreign employment agents, Employers' Associations, civil society organisations, and migrant workers societies?

2. What were the main internal and external factors that influenced the achievement or non-achievement of the project's shift from policy making to enhanced policy implementation

through the assumption of ownership of the Safe Labour Migration Programme by the Government of Sri Lanka and other stakeholders?

3. To what extent did the results benefit the target beneficiaries i.e. returnees and aspiring migrant workers, and their families?

4. To what extent were the institutional set-up, capacity for project implementation, coordination mechanisms and the use and usefulness of management tools effective?

5. What are the constraints/limitations in various types of partnerships that the project had made used of?

6. Have the project partnership strategies been appropriate and effective towards achieving the expected results? E.g. how has the project contributed to deepening the role and inclusion of non-state stakeholders especially migrant workers societies; the private sector (recruitment agencies and employers'; and trade unions and civil society organisations, in the governance of labour migration?

7. How effective was the project in stimulating interest and participation of partners towards strengthening ownership? E.g. partners continues and completes the journey to self-resourcing of the national machinery for implementation of the National Policy on Migration for Employment and the Sub-Policy and National Action Plan on Return and Reintegration.

8. How has the M&E strategy that the project developed enhanced accountability, learning and fed into management? Including how the behavioural change anticipated vs. achieved to contribute to the effectiveness.

Efficiency (how well are resources being used)

1. To what extent did the project leverage resources (financial, partnerships, expertise) to achieve outcomes and outputs? Could resources have been allocated in a more cost-effective manner ?

2. Was the project implemented as planned, what have been the factors that affected timely delivery of activities and finance? How did the project adapt to challenges to project implementation?

3. Does the project allocate sufficient resources to integrate gender, gender disability and for M&E?

Impact (what differences does the intervention make?)

1. To what extent did the project bring lasting changes in norms and policies that strengthen governance, capacity-building and information and data management on labour migration?

2. Have the interventions made a difference in providing key beneficiaries with appropriate mechanisms, where missing, to expedite monitoring and review of implementation of the Government of Sri Lanka's own national policies and plans? If so, how have the interventions made a difference? (explicitly or implicitly)

3. What were the intervention's long-term effects in terms of capacitating duty-bearers in protecting rights of migrant workers in areas such as governance of labour migration,

monitoring and review of implementation, dialogue and mainstreaming rights-based approaches and gender responsiveness in the governance of labour migration and boosting civil society participation.

Sustainability (will the benefits last?)

1. What are institutional sustainability and policy level sustainability premised on?

2. What is financial sustainability premised on?

3. What are the factors that may hinder sustainability?

4. How effective are project activities and interventions in building and sustaining institutional ownership of project interventions?

5. How likely will the results of the intervention be owned and carried forward by existing cadre of state officials and existing institutions?

6. To what extent the project has exit strategy to ensure that the project's benefit will be sustained after the project ended?

7. To what extent targeted public and private institutions have changed institutional level practices, system , approaches, and targeting, in order to govern the labour migration in Sri Lanka in a well-governed, orderly and regular manner of all women and men, ensuring decent, safe and productive employment.

Cross-cutting issues (Gender equality, non-discrimination, disability inclusion, International Labour Standards, social dialogue and tripartism)

1. To what extent did the project design identify and integrate specific targets and indicators to capture:

    i. Gender equality and non-discrimination concerns?

    ii. Concerns regarding persons with disabilities?

2. What are the key achievements of the project on gender equality and women's empowerment so far?

3. Within its overall objectives and strategies, what specific measures were taken by the project to address issues relating to:

    i. Gender equality and non-discrimination?

    ii. Inclusion of persons with disabilities?

4. To what extent did the project bring lasting changes in norms and policies that favour/promote:

    i. Gender equality and non-discrimination?

    ii. Inclusion of persons with disabilities?

5. How has the project been able to leverage the ILO contributions, through its comparative advantages including ILS, in social dialogue and tripartism?

Project's responsiveness to SDGs

1. To what extent did the project consider relevant SDG targets and indicators?

2. To what extent did the project increase stakeholders' awareness on SDG targets, objectives of Global Compact of Migration (GCM) and indicators relevant to Decent Work Agenda? (explicitly or implicitly)

3. To what extent did the project leverage partnerships (with constituents, national institutions and other UN/development agencies) that enhanced projects relevance and contribution to priority SDG targets and indicators? (explicitly or implicitly)

6. Methodology

The methodology for the evaluation will follow the [EVAL evaluation policy guidelines](#) and the ILO/EVAL checklists. The methodology will include multiple methods, with analysis of both quantitative and qualitative data, and be able to capture intervention's contributions to the achievement of expected and unexpected outcomes.

The methodology will ensure involvement of key stakeholders in the implementation as well as in the dissemination processes, including through meetings, interviews, validation workshops, etc.

The Consultant will develop the final evaluation methodology in consultation with the evaluation manager. The methods will be selected for their rigor and their ability to produce empirical evidence to meet the evaluation criteria, answer the evaluation questions, and meet the objectives of the evaluation.

- During the data collection process, the Consultant will compare and cross-validate data from different sources (project staff, project partners and beneficiaries) to verify their accuracy, and different methodologies (review documentary, field visits and interviews) that will complement each other. The Consultant will ensure that women's views and perceptions, as well as those of persons with disabilities are also reflected in databases, interviews and that gender-specific questions are included in the questionnaires. All efforts are made to ensure conflict-sensitivity in the methodology (e.g. making sure informants and focus group discussions include representatives from different ethnic, religious, returnee/host community groups, and that interviews are conducted in a respectful way).

- In particular, the gender dimension will be considered as a cross-cutting concern throughout the methodology, deliverables and final report. The evaluation is required to meet the UN SWAP requirements as follows:
  o The background section of the draft and final evaluation reports must include: Intersectional (gender) analysis of the specific social groups affected by the issue; Normative frameworks, and; Specific objective on gender.
  o The methodology should have: mixed-methods approach with clear integration of gender equality; Stated ethical standards; Appropriate sampling framework (include sample of both men and women beneficiaries); include interview questions that explore how the project address gender, e.g. how had the project considered/addressed

issues of concerns and interest of women end beneficiaries and strategic gender needs for women

o The findings and recommendations should have: Discussion of unintended effects on gender equality; conclusions addressing GEWE issues; Specific recommendation that includes gender equality.

Desk review[i]: desk review of all relevant documents, including but not limited to project document and its theory of change. The Consultant will examine the intervention's Theory of Change with particular attention to the identification of assumptions, risk and mitigation strategies, and the logical connection between levels of results and their alignment with ILO's strategic objectives and outcomes at the global and national levels, as well as with the relevant SDGs and related targets and objectives of Global Compact of Migration (GCM). Consultant will also evaluate the logical framework, funding agreement, relevant minute sheets, implementation plan, performance evaluation plan, progress reports, mid term evaluation report, other relevant documents and studies.

Meetings with the ILO Country Director (CD), NPC and project staff in Colombo: upon suggestion by project, Consultant will meet the CD, NPC and relevant project staff to secure a thorough common understanding, support and engagement for the evaluation of the project.

Meetings with backstopping units and the donor: upon suggestion by project, the international Consultant may meet with the relevant regional technical backstopping units and, if necessary, relevant units in HQ virtually. These meetings aim to reach a common understanding in relation of the technical and financial status of the project.

Field visits, collection of data, and interview with stakeholders: the Consultant can visit selected districts to meet field level government officers and if necessary. Locations are to be advised by the project team. Long-distance communications with relevant ILO staff based in Colombo, Delhi and Geneva can be made, if necessary.

The Consultant will meet with relevant project beneficiaries and organize interview or focus group discussions with them. Interpretation will be arranged by the project team.

To the extent possible, the data collection, analysis and presentations should be responsive to and include issues relating to ILO's normative work, social dialogue, peace and resilience, diversity and non-discrimination, including disability issues. The data and information will be collected, presented and analyzed with appropriate gender disaggregation.

Validation Meeting will be conducted at the end of the data collection phase. The Consultant will present preliminary findings to the ILO project team and relevant stakeholders in sessions to clarify, discuss, refine and validate the findings and fill information gaps.

7. Main Deliverables

The international Consultant will produce and deliver in English the following:

Deliverable 1

Evaluation inception report: provides the Consultant's plan of action and timeline for conducting the evaluation based on the TOR. The quality of the Evaluation inception report and

its adherence to ILO guidance and formatting requirements will follow guidance in the Checklist 4.8 writing the inception report Date: Feb 2021, v. 3 (v.1 -2012).

The evaluation inception report will, among others:

- describe the conceptual framework planned for undertaking the evaluation in line with the scope and purpose described in the evaluation TOR;
- describe the way that the chosen data collection methods, data sources, sampling and indicators will support the evaluation questions
- review evaluation questions in the TOR, add and/or modify based on the initial review of documents and briefings through the use of Evaluation Question Matrix (EQM);
- Interview guides and other data collection tools
- Identify a list of key stakeholders to be interviewed and the tools to be used for interviews and discussions;
- Set the outline for the final evaluation report; and
- contain a work plan, which indicates the phases of the evaluation, the timing, key deliverables and milestones.

Deliverable 2

Validation Meeting: The meeting is to present the preliminary findings of the evaluation. At the end of the data collection, the Consultant will present a draft report and preliminary findings for validation with key stakeholders. The project team will provide necessary administrative and logistic support including interpretation to the organisation of this Validation Meeting.

Deliverable 3

Draft evaluation report: The draft evaluation report reflects the evaluative reasoning and critical thinking that were used to draw values-based conclusions following the evidence. It answers the questions related to the evaluation criteria, including the recommendations, lessons learned, good practices, technical recommendations for the key stakeholders.

The Consultant will submit the first draft of the report to the evaluation manager, who will circulate it to the EVAL, REO, backstopping units, the donors, the key national partners, and relevant stakeholders for comments. The Evaluation Manager will collect the feedback on the first draft, consolidate and send it to the Consultant.

Deliverable 4

Final evaluation report: completes the draft evaluation reports according to the TOR and the work plan agreed upon in the inception report. Components of the final evaluation include:

- Cover Page with key intervention and evaluation data
- Executive Summary
- Brief background
- Purpose, Scope and Clients of evaluation
- Methodology
- Review of implementation
- Presentation of findings
- Recommendations
- Lessons learned and Good practices

- Annexes: TOR, Questionnaires, list of informants etc.

A summary of the final evaluation report will be sent, together with the final report, to the Evaluation Manager following ILO template. The template is accessible through this link: https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_746811.pdf

A power point based on the summary will also be made and sent to the Evaluation Manager together with the summary.

Lessons learnt and good practices will be sent, together with the final report, to the Evaluation Manager following ILO template. Template for lessons learned is accessible through this link https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_746820.pdf;

and Template for good practices can be found in https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_746821.pdf

The final evaluation report will ensure full rigor in the method, quality of the data, credible evaluation findings and valid evaluation conclusions as specified in the ILO Evaluation Management Handbook – 3rd Edition 2021.

The report and all other outputs of this evaluation must be produced in English. All draft and final reports, including other supporting documents, analytical reports and raw data will be provided in electronic version compatible with Microsoft Word for Windows.

8. Management Arrangements and Work plan

Management arrangements

The evaluation is adhered to and respect the technical and ethical work standards, and the main criteria of professionalism, impartiality and credibility.

Evaluation Manager

The evaluation manager is responsible for executing the evaluation processes in accordance with the ILO Policy for Evaluation, the ILO Evaluation Policy Guidelines for Evaluation and the UNEG Norms and Standards. The evaluation manager encourages internal communication among the evaluation team and is responsible for promoting participatory processes that lead to the achievement of the common-value goals.

The evaluation manager has the role and function as specified in the Guidance Note 4.1: The Evaluation Manager: Role and Function Date: June 2020, v. 4 (v.1 – 2012), including:

- Planning the evaluation and drafting and finalizing the TOR
- Selecting and contracting evaluators
- Managing the consultant
- Approve inception report
- Support and facilitate in finalizing the evaluation

The evaluation will be managed by Mr Nguyen Ngoc Nguyen (ngocn@ilo.org) who has no prior involvement in the project, will manage this evaluation with oversight provided by the Regional Evaluation Officer -ROAP, and final approval by Senior Evaluation Officer, ILO Evaluation Office. The consultant reports to the evaluation manager.

Project Team

The National Project Coordinator (NPC) and the project staff facilitate and support the implementation of the evaluation at the national level, including:

- Provide inputs to draft TOR, draft evaluation reports and final report.
- Assist in providing data and information within the purview of the project team to facilitate the smooth and effective conduct of the evaluation.
- Coordinate and arrange validation meeting.
- Provide transport for the Consultant only for outstation missions and pay a daily subsistence allowance to cover food and lodging[ii].
- Introduce the Consultant to partners/Key Informants for meetings and exchanges between the Consultant and partners, and arrange interpretation.
- Provide additional information and comments to the evaluation manager and consultant.
- Co-ordinate follow-up plans.

After the evaluation, the NPC is responsible for developing management response, preparing a plan for follow-up, taking appropriate action, and disseminating the evaluation outcomes together with the ILO responsible official.

Evaluation Focal Point in the region

As the Evaluation Focal Point in the region, the Regional Evaluation Officer provides support in evaluation oversight, approves the final version of the TOR for independent evaluations and the choice of Consultant. The Evaluation Focal Point may also provide methodological inputs to the evaluation process. At the end of an independent evaluation, the evaluation focal point reviews the final evaluation report prior to submission to EVAL for approval.

Consultant

Role and responsibilities of the Consultant:

The Consultant is responsible for delivering the main deliverables as written in "Main Deliverables" of this TOR, including in the development and application of the evaluation's methodology, the evaluation approach used, description of evaluation methods and data collection instruments; description of the sources of information/data used is described; and type of analysis (qualitative data analysis, descriptive statistics).

Expected expertise and qualifications

- Advanced university degree in economics, social sciences, business management or related qualifications.
- A minimum of 10 years of proven track record as evaluator (or in a similar capacity) in projects and programme.
- Extensive experiences in labour migration governance and in fair and ethical recruitment, skills recognition and certification, and sustainable reintegration.

- In depth knowledge of rights-based approach to migrant workers and their families, international commitments on governance of labour migration; including reporting on relevant Sustainable Development Targets in the 2030 Agenda for Sustainable Development as well as on implementation of the Global Compact on Migration.
- Track record in producing relevant reports for large international organizations, preferably with the UN and ILO for a diverse audience of development entities, government authorities, private sector actors, etc.
- Knowledge of Sri Lanka's Labour Migration Governance and ILO's roles and mandate and its tripartite structure as well as UN evaluation norms and its programming is desirable.
- Knowledge and expertise on gender and non-discrimination will be an advantage.
- Excellent command of written and spoken English.
- Be flexible and responsive to changes and demands.
- Be client oriented and open to feedback.

Indicative Work Plan

Activities	Responsible	Number of working days for Consultant	Timeline (activities to be completed by the below date, indicative)
Complete recruitment of a consultant, including obtain approval for their recruitment from the Evaluation Focal Point, and request a contract based on the ToR.	Evaluation Manager	0	End of May
Inception phase: briefing with the Evaluation Manger, Project Manager on the ILO policy and other relevant internal documents to ensure a smooth evaluation process, documents review and development and approval of the inception report	Evaluation Manager, NPC, Consultant	4	1-14 June (Inception report approved by 14 June)
Data collection phase (fieldwork as per agreed itinerary, interviews)	Consultant	10	17-28 June
Debriefing and Validation Meeting	Consultant, Evaluation Manager	2	04 July
Report writing submitted to the evaluation manager for review and approval (Consultant prepares Final Evaluation	Consultant and Evaluation manager	7	Submission of draft report by 19 July

Report, full draft with annexes, a summary of the final evaluation report (ILO/EVAL template) and a power point based on the summary, lessons learnt and good practices			
Circulating the draft report for comments from stakeholders	Evaluation Manager	0	22 July to 2 August
Consolidate feedback from stakeholders and send feedback to the consultant.	Evaluation Manager	0	5 Aug
Submission of revised report incorporating inputs from key stakeholders	Evaluators	2	12 August
Submit the final evaluation report to the REO for final review (EVAL provides final approval).	Evaluation manager	0	Mid August
Once the approved final evaluation report is sent by EVAL to the ILO project responsible official, send copies to all other relevant evaluation stakeholders, including national partners.	Evaluation Manager	0	By end of Aug
TOTAL		25	

9. Legal and ethical matters

The evaluation will be conducted in full alignment with ethics, respect for human rights and cultural sensitivity as written in accordance with the International Ethical Guidelines for Evaluation UNEG, 2020.

The evaluator will abide by the EVAL's Code of Conduct for carrying out the evaluations, should not have any links to project management, or any other conflict of interest that would interfere with the independence of the evaluation.

Ownership of data from the evaluation rests exclusively with the ILO. All raw data files, consent forms and relevant documentation must be returned to ILO before the release of final payment. 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. All

deliverables will be paid for on satisfactory completion and certification by ILO evaluation manager and in line with the ILO Evaluation report checklist.

10. Attachments

Annexes

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

Microsoft Word - Evaluators_code%20of%20conduct_Final_EVAL_7.11.18.doc (ilo.org)

2- EVAL's Protocol on collecting evaluative evidence on the ILO's COVID-19 response measures through decentralized evaluation https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_757541.pdf

3- Guidance Note 3.1: Integrating gender equality in monitoring and evaluation, Date: June 2020 v.3 (v.1 - 2013) wcms_746716.pdf (ilo.org)

4- Guidance Note 3.2: Adapting evaluation methods to the ILO's normative and tripartite mandate Date: June 2020 (v.1) wcms_746717.pdf (ilo.org)

5- CHECKLIST 4.8 WRITING THE INCEPTION REPORT X Date: Feb 2021, v. 3 (v.1 -2012) wcms_746817.pdf (ilo.org)

6- Checklist 4.4: Preparing the Evaluation Report Summary X Date: April 2021, v.2 (v.1 2012) wcms_746811.pdf (ilo.org)

7 - Template 4.1: Lessons learned X DATE: MARCH 2021https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_746820.pdf;

8- Template 4.2: Emerging good practices X DATE: MARCH 2021https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_746821.pdf

9- SDG related reference materials Evaluation & SDGs (Evaluation Office) (ilo.ch)

10- Rating the quality of evaluation report http://www.ilo.org/eval/Evaluationguidance/WCMS_165968/lang--en/index.htm

11- Guidance note 4.5 Stakeholders participation in the ILO evaluation https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_746724.pdf

12- Guidance note 3.1. Integrating gender equality in M&E https://www.ilo.org/wcmsp5/groups/public/@ed_mas/@eval/documents/publication/wcms_165986.pdf

13- Template for evaluation title page

26 Apr

http://www.ilo.org/eval/Evaluationguidance/WCMS_166357/lang--en/index.htm

14- Template for evaluation summary http://www.ilo.org/legacy/english/edmas/eval/template-summary-en.doc

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

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[i] Key documents reviewed at the Desk Review for the Inception Phase include, but not limited to, following documents;

- Project proposal (PRODOC) and related annexures
- NLMP Policy 2008
- SLBFE Corporate Plan
- National Action Plan
- TVEC Agreement
- Progress reports
- SLMP Mid-term TOR and
- Other relevant Reports

[ii] Notes for consultant: For field mission of local consultant- The project will pay an agreed daily subsistence allowance for outstation visits. The consultant should manage food and lodging within the DSA. Transport- Only for outstation districts, the project will provide a vehicle. Within Colombo, no transport provided.