

Terms of Reference

An Evaluation of Impact of the ILO's Child Labour Interventions in Viet Nam

Programme/Project Name	International Labour Organisation in Viet Nam – Hanoi Office
Name of Institutional Service Provider	N/A
Duration of the contract	From 15th September to 15th December 2024
Total value of contract (USD/VND)	N/A
Source of funding (AFF/PTAEO)	

The TOR concerns an evaluation of impacts¹ of the ILO's interventions on child labour in Viet Nam by generating information and knowledge regarding the sustainable results/longer-term changes² that have occurred. The specific objectives are to evaluate the impact of ILO interventions on child labour in Viet Nam over the past decade, including legal and policy changes, changes in the perception, the changes in the enabling environment, and changes for direct beneficiaries. The assignment also aims to assess the achievement of high-level outcomes, sustainability of results, and the effectiveness of direct support activities. Additionally, the objectives include generating good practices, lessons learned, and recommendations for future projects to enhance impact and sustainability. The evaluation employs both quantitative and qualitative methods to not only demonstrate the impact or change, but also the "how" and "why," enabling the ILO to provide evidence about the effects of policy changes, the organization's contributions, and the significant efforts of other partners.

1. BACKGROUND

Viet Nam has demonstrated a strong commitment to protecting children's rights by being the first country in Asia and the second in the world to ratify the Convention on the Rights of the Child. The Country has ratified the ILO Convention on the Worst forms of Child Labour, 1999 (No 182) as well as the ILO Convention on the Minimum Age, 1973 (No 138). Moreover, Viet Nam, as a Pathfinder Country for Alliance 8.7³, has shown a strong commitment to eradicating forced labour, modern slavery, human trafficking, and the worst forms of child labour. This commitment aligns with the Sustainable Development Goal (SDG) Target 8.7.

¹ Under this assignment, we follow the DAC definition of "impact", i.e. "The extent to which the intervention has generated or is expected to generate significant, higher-level effects." Impacts include positive and negative, primary, and secondary long-term effects produced by the intervention, directly or indirectly, intended, or unintended.

² This refers to a lasting and enduring modification in behaviour that persists over time. It also refers to the holistic and enduring changes in systems or norms, that have potential effects on people's wellbeing, human rights, gender equality, and the environment. Long-term changes also include other areas such as organisational capacity and policy as well.

³ Alliance 8.7 is a global alliance of governments, civil society organisations and international organisations to fight against child labour, and indeed forced labour.

To overcome the challenges and fulfil its role as a pioneer country of the 8.7 Global Alliance, the Government of Viet Nam has been developing a roadmap for the implementation of SDG 8.7. The program for prevention and reduction of child labour for the period of 2021-2025, with a vision to 2030 (the Program), has also been approved by the Prime Minister.

1.1 CHILD LABOUR IN VIET NAM

The National Child Labour Survey conducted in 2014 revealed that approximately 9.6% of children aged 5-17 in Viet Nam were engaged in child labour, equating to around 1.75 million children. By 2018, the second National Child Labour Survey reported a reduction in the child labour rate to 5.3%, involving over 1 million children. Despite this decrease, the survey still found that more than half of these children were engaged in hazardous work. Child labour remains a significant issue, particularly in the informal sector, which poses challenges for law enforcement and intervention efforts. More than 84% of child labourers reside in rural areas, with over 43% engaged in household work. Many of these children work without pay in small-scale production and business operations within the informal sector, contributing to supply chains by producing goods, products, and services within small household enterprises. The causes and factors contributing to child labour are complex, centred on poor socio-economic conditions in some communities, limited societal awareness of the types of work that are appropriate and not appropriate for children, alongside limited capacities of relevant agencies to systematically address and enforce laws.

1.2. ILO AND THE WORK ON PREVENTION AND REDUCTION OF CHILD LABOUR IN VIET NAM

The International Labour Organization (ILO) has been supporting Viet Nam in its efforts to prevent and reduce child labour over the past decades. In 2015, during the process of designing interventions to support Viet Nam in preventing and reducing child labour, consultations with key stakeholder confirmed three key factors contributing to the child labour problem in Viet Nam:

1. Insufficient capacity of national stakeholders to identify, monitor, and respond to child labour in light of International Labour Standards.
2. Limited awareness of the hazards related to child labour and the legal prohibitions against it among various sectors of society.
3. The need for effective models to address child labour directly in specific locations, particularly in the garments, handicraft, agriculture, and fisheries sectors.

Since 2015, the ILO's strategy to address the identified gaps and needs has been based on three pillars of intervention including building capacity of national stakeholders to identify, monitor and respond to child labour in the context of International Labour Standards, awareness raising on hazards related to child labour and legal prohibitions against it among various sectors of society, and developing effective models to reduce child labour in specific locations. At the national level, the ILO has provided technical assistance to enhance the national framework of laws and policies, as well as the capacity to implement these laws, policies, and associated programs. At the provincial level, the ILO has supported the development of direct intervention models to reduce and prevent child labour in selected economically diverse locations where child labour was prevalent in priority sectors. Additionally, raising awareness among responsible agencies and across a broad cross-section of society has been a cross-cutting strategy at both national and local levels.

ILO's Key ILO's initiatives included the technical support to enhance government efforts to counter child labour and aimed to build a comprehensive response for its prevention and reduction. The ILO also

supported Viet Nam in implementing the National Plan of Action on the Prevention and Reduction of Child Labor for the phases 2015-2020 and 2021-2025, which aimed/aims to raise community awareness, improve the legal framework, and contribute to Viet Nam's international commitment on eliminating the worst forms of child labour. Furthermore, the ILO has been working on capacity building, strengthening international cooperation, and assisting Viet Nam in improving policies and laws on child labour prevention such as expanding the scope of the implementation of the Labour Code 2019 to informal sector to cover workers without industrial relation including young workers and relevant circulars on the protection of minor workers. These initiatives underscore the ILO's continued assistance to supporting Viet Nam in tackling child labour and protecting children's rights.

1.3 PROGRESS AND OUTCOME LEVEL ACHIEVEMENTS

For the last ten years, ILO's supported legal framework and knowledge base strengthening, as well as its training modules and activities have contributed to national capacity improvements. One of the key project achievements under this technical assistance was the National Child Labor (NCLS) survey 2018, which provided reliable estimates of working children and child labour (CL) disaggregated by sex; urban versus rural; and economic, social, and geographical domains. The survey provided the empirical foundation needed to develop, implement, and monitor national programs and policies aimed at preventing and reducing child labor in Viet Nam. It also enabled evidence-based decision-making and helped align national efforts with international labour standards. Another achievement was the ILO's provision of technical assistance and the organization of policy dialogues, which resulted in the 2019 Labor Code revision with new articles and circulars on the protection of minor workers. With this reform, the scope of labor laws was extended to include the informal sector, where most CL is prevalent. Additionally, ILO's interventions contributed to improve MOLISA's and DOLISA's capacities to implement the national action program on CL by providing support for management guidelines, training methodologies, communication materials, and technical assistance for monitoring progress.

The ILO's support over the past decade has also contributed to open dialogue about child labour, especially among policy and program makers, and the media, to progress raising awareness and changing attitudes and practices among other key target groups and the public. With ILO's support, a communication strategy has been carried out using both traditional and nontraditional methods and channels. The reach of communication activities exceeded expectations for most target groups.

The ILO's education and livelihood intervention models have utilized existing ILO methodologies, community needs assessments, and market evaluations, while also engaging relevant technical service providers. These intervention models not only helped children remain in school and gain vocational skills but also empowered household members to develop new, market-oriented income-generating activities. For the past years, the ILO's direct support interventions have been provided to beneficiaries in Hanoi, Ho Chi Minh City, and An Giang, leading to positive changes. With benefits to children and their families such as improving education, vocational skills, and household income generation, the ILO's direct support interventions have contributed to the prevention and elimination of child labour.

With its contributions to harmonizing laws with International Labour Standards (ILS), an emphasis on building stakeholder capacity and ownership, and progress in mainstreaming child labour into existing

policy frameworks and programs, the ILO has contributed to sustainable action against child labour in Viet Nam. The commitment of the Government of Viet Nam (GVN), a key factor supporting sustainability, was evident in its active involvement in project work planning and oversight, as well as its efforts to scale up project activities (especially training and communication) to reach non-project provinces using its own resources. The ILO facilitated these actions by ensuring that its methodologies and materials were appropriately reviewed, tested, and validated by GVN counterparts. Other promising factors suggesting that national efforts to prevent and reduce child labour in Viet Nam will be sustained include the Prime Minister's validation of the next National Plan of Action (NPA) covering 2021–2025, Viet Nam's pathfinder status within the Alliance 8.7, and its Free Trade Agreement commitments, which require progress in eliminating CL in supply chains.

2. PURPOSE AND SCOPE AND OF THE EVALUATION

The overall purpose of this assignment is to promote learning through evaluating the impact of ILO's interventions in preventing and reducing child labour in Viet Nam by generating information and knowledge regarding the sustainable results/longer-term changes⁴ that have occurred.

In response to this purpose, it is expected that the evaluation will look at high-level outcomes in the ILO results framework, explore extent to which these outcomes were achieved, validate the project's outcome data (some of which were listed in section 1.3 above), and document changes and identify unintended changes, as well as mapping pathways toward the achieved changes using different approaches and methods such as theory based approach, contribution analysis, process tracing, etc. It will also assess if, the type of intervention and approaches within an intervention, may have had more impact and contributed to these changes. This will allow ILO and its stakeholders to better understand what long-term or sustainable changes have occurred, and also will allow for a better understanding of what seems to work better and what can be improved in the future design of similar ILO interventions to ensure sustainability.

The specific objectives include:

1. Assess the extent to which the decade-long ILO interventions have made a difference to the child labour situation and context in Viet Nam, identify changes and link the changes with the outcome-level changes contributed by the project e.g. in terms of legal changes, perception changes, enabling environment, and changes for individuals who received the support, and made holistic impact on the child labour landscape in Viet Nam.
2. Assess the extent to which the high-level outcomes stated in the ILO results framework were achieved and identify unintended positive and negative effects, directly or indirectly brought about by the ILO interventions.
3. Assess the sustainability of the outcomes of the key ILO's interventions in preventing and reducing of child labour in Viet Nam as well as the partners' strategy and capacity to sustain them.

⁴ This refers to a lasting and enduring modification in behaviour that persists over time. It also refers to the holistic and enduring changes in systems or norms, that have potential effects on people's wellbeing, human rights, gender equality, and the environment. Long-term changes also include other areas such as organisational capacity and policy as well.



4. Evaluate the extent to which the ILO intervention had reached the targeted number of direct beneficiaries and whether the ILO's interventions have desired impact on the groups of beneficiaries and their families and the extent to which the specific direct support activities/ intervention, services and support contribute to the changes/effects on the beneficiaries.
5. Generate good practices and lessons learned from the implementation of the ILO's activities and the outcomes achieved that will be useful for having greater impact and sustainability of similar projects in the future to prevent and reduce child labour in Viet Nam.
6. Develop specific recommendations for ILO Country Office and/or future projects in preventing and reducing child labour with respect to strategies, approaches, strategies, partnership, implementation mechanism and overall project cycle management.

Regarding the scope, the Evaluation will cover all interventions that the ILO has been implementing from the start in 2015 until the time of the Evaluation. The Evaluation will cover all geographic coverage of ILO's interventions in prevention and reduction of child labour in Viet Nam namely Hanoi, HCMC, An Giang province and at national level. The ILO's cross-cutting issues such as gender equality and non-discrimination, disability inclusion, promotion of international labour standards, tripartite processes and constituent capacity development should also be considered in this assessment/ study.

The Evaluation's findings, conclusions and recommendations will be primarily addressed to the national stakeholders, the ILO CO-Hanoi, Decent Work Technical Support Team (DWT)-Bangkok, FPRW, Ministry of Invalids and Social Affairs (MOLISA) and the US Department of Labour (USDOL).

3. KEY EVALUATION QUESTIONS

The evaluation team should be guided but not limited to the scope of the questions listed below. The evaluation team may propose alternative Evaluation Questions (EQs) if they found that they would better meet the specific objective of the assignment, but any change to the EQs need to be agreed by the evaluation manager. The selected consultants should raise and discuss any emerging issue during the Evaluation.

- To what extent have the capacity of the government, workers, and employers (at national, sectoral, provincial and community levels) that had worked with the ILO, been improved in prevention and reduction of child labour, as a result of the ILO's interventions? What sustainable changes have been observed in preventing and reducing child labour in Viet Nam (e.g., changes in capacity of national institutions and stakeholders in identifying and monitoring and responding to child labour, changes in the awareness of society on child labour, etc)? The extent of ILO's intervention in contributing to this change? What has been the evidence? What interventions and approaches appear most impactful? What are key contextual features for these?
- How, in what way and to what extent has the ILO interventions impacted the lives of the beneficiaries and their families? What changes have been observed among the beneficiaries and their families? What is the extent to which the specific direct support activities/ intervention, services and support by the ILO can be shown to have contributed to the changes in the lives of beneficiaries?
- What is believed to be the causal mechanism behind the observed changes? What evidence can suggest that factors from the intervention and from outside it is involved? To what extent had the high-level outcomes elaborated in the ILO results framework been achieved? Are there any

unintended impacts (including consideration of different segments of society)? Were they positive or negative?

- To what extent have the outcomes of ILO's interventions in preventing and reducing child labour in Viet Nam been institutionalized and/or are likely to be durable? Can they be maintained, or even scaled up, and replicated by partners after major assistance has been completed? What are the major factors which will have or will influence the continuity of the ILO supported interventions' benefit?
- What are the good practices and lessons learned from the implementation of the ILO's supported interventions that can be applied for having greater impact and sustainability of similar interventions or projects in the future to effectively prevent and reduce child labour in Viet Nam?

4. SUGGESTED METHODOLOGY

The Evaluation will focus on documenting the changes and to what extent the interventions of ILO contributed to these changes.

The evaluation team is expected to work closely with the evaluation manager, ILO Country Office and its partners. They are required to thoroughly study the listed questions in this TOR then develop a detail methodology, including method, tools and approaches in the inception report that demonstrates how the specific objectives will be addressed and evaluation questions answered. The assessment methodology and tools are subjected to discussion and agreement with ILO Country Office team.

The evaluation uses both quantitative and qualitative methods to not only demonstrate the impact or change, but also the "how" and "why", which will enable ILO to provide evidence about the impact of policy changes, the contribution of ILO, and the important work done by other partners.

In addition, the evaluation will also document the changes in the lives of beneficiary children and their families, the selected consultants may adapt and apply the tracking/ tracer study methodology as appropriate. The fieldwork will be qualitative and participatory in nature. Qualitative information will be obtained through field visits and questionnaires for: beneficiary children, representatives of beneficiary children and relatives /friends of beneficiary children. Key informant interviews, and focus groups will be conducted when appropriate. Opinions coming from stakeholders will improve and clarify the quantitative data obtained from project documents. The participatory nature of the assessment will contribute to the sense of ownership among stakeholders. Quantitative data will be drawn from relevant documents and data such as the Technical Progress Reports (TPRs) and the Comprehensive Monitoring and Evaluation Plan (CMEP) including data from the Direct Beneficiary Monitoring and Reporting (DBMR) system. Attempts should be made to collect data from different sources by different methods for each assessment question and findings be triangulated to draw valid and reliable conclusions. Data shall be disaggregated by sex where possible and appropriate.

Given the wealth of project M&E data, and the limited time for this exercise, desk review will form the main methods used by the evaluation. The project has gathered outcome and impact data that can be capitalized by the evaluation, through the following M&E activities/studies.

Outcome areas	Project M&E key documents/studies
Capacity Building	Technical, Institutional, Capacity Building Need Assessment (TICNA), Legal Review, Project's good practices documentations; Project's Mid-term and Final Evaluation Reports, Evaluation Report on National Program of Action on preventing and reducing child labour in Viet Nam (2016-2020); Technical Progress Reports (TPR)
Awareness raising	Baseline and Endline KAP survey reports, Media Assessment, Project's good practices documentations; Project's Mid-term and Final Evaluation Reports, Evaluation Report on National Program of Action on preventing and reducing child labour in Viet Nam (2016-2020), Technical Progress Reports (TPR)
Direct support	Baseline endline survey reports, Project's good practices documentations; Project's Mid-term and Final Evaluation Reports, Evaluation Report on National Program of Action on preventing and reducing child labour in Viet Nam (2016-2020); Technical Progress Reports (TPR)

The methodology for collection of evidence should be implemented in three phases (1) an inception phase based on a review of existing documents to produce inception report; (2) a fieldwork phase to collect and analyze primary data; and (3) a data analysis and reporting phase to produce the final Evaluation report.

The gender dimension should be considered as a cross-cutting concern throughout the methodology, deliverables, and final report of the assessment. In terms of this assignment, this implies involving both boys and girls and men and women in data collection, analyses and if possible, within the assessment team.

The core ILO cross-cutting priorities, such as gender equality and non-discrimination, promotion of international labour standards, tripartite processes, and constituent capacity development should be considered in this assessment. Gender dimension will be considered as a cross-cutting concern throughout the methodology, deliverables, and final report of the assessment. To the extent possible, data collection and analysis should be disaggregated by sex and age group.

The assessment should include parents' and children's voices regarding their participation in this project using child-sensitive approaches to interviewing children following the ILO-IPEC guidelines on research with children on the worst forms of child labor and UNICEF Principles for Ethical Reporting on Children.

5. MAIN DELIVERABLES AND KEY TASKS

The evaluation team is expected to produce the following deliverables and tasks:

Deliverable 1: An inception report

The assignment will start with the inception phase, which includes a review of the relevant ILO's documents, indicators, evaluation reports, technical progress reports, documentation of good practices, case-studies, and review of available information of the ILO's interventions including the review of theory of change and related stakeholders.

The inception report should include the following: refined assessment questions and methodology, selected communes/ wards to undergo in-depth case studies, list of sampled beneficiary children, list of key stakeholders, revised timeframe, and data collection instruments. Assessment methods should ideally include structured and in-depth desk review, semi-structured interviews (beneficiary child questionnaire, household questionnaire, Friend and/or relative questionnaire), key informant interview questions, questions for focus group discussions and a sample of in-depth case studies, as appropriate. The selected group of consultants or research company will be provided with the complete project's theory of change.

During the inception phase, the evaluation team shall conduct preliminary desk review and interviews with ILO staff and make the necessary arrangements for engaging internal stakeholders in the assessment process. The selected group of consultants or research company shall integrate gender as a crosscutting theme in every deliverable whenever possible, including in data collection instruments.

Deliverable 2: A draft comprehensive report

To develop a draft report, the selected group of consultants or research company will lead data collection, analysis, and triangulation in collaboration with ILO Country Office team.

The selected group of consultants or research company shall prepare, in collaboration with the ILO Country Office, a draft report including an executive summary, a description of the methodology and data sources used, a detailed analysis of the findings, conclusions and good practices/lessons learned grounded on solid evidence, which includes a summary of the in-depth case studies.

This phase also includes a presentation of preliminary findings, conclusions, recommendations and/or lessons learned to relevant stakeholders, as needed. After the presentation, the draft report will be submitted to these stakeholders for review and comments.

Deliverable 3: Final report

The selected group of consultants or research company shall prepare, in collaboration with the ILO Country Office, the final report of the Evaluation. The final report shall incorporate stakeholders' comments to the extent possible, and include the following:

(a) Executive summary.

- (b) Background, purpose, objectives, scope, and description of the methodology.
- (c) Response to all the questions, as defined in the Evaluation's TOR.
- (d) Evidence-based findings, conclusions, and actionable recommendations with closing criteria.

6. TENTATIVE SCHEDULE

The Evaluation will be conducted over a period of 3 months, with the following schedule of activities:

DESCRIPTION OF ACTIVITY	DATE
PLANNING - DESIGN OF THE EVALUATION	
TOR preparation (first draft, consultation, and revision of draft)	20 August 2024
Group of consultants/ company recruitment <ul style="list-style-type: none"> • Circulate call for EOI and receive applications. • Review applications, shortlist, interview and announce result. • Contractual process 	10 September 2024
Initial consultation with the selected group of consultants/ company	10 September 2024
INCEPTION PHASE	
Desk review of documents Interviews and consultation with project team and key partners Drafting of inception report (first draft, and revision based on comments) Development of data collection tools / stakeholders' identification for main data collection stage	20 September 2024 25 September 2024
DATA COLLECTION - FIELD WORK AND ANALYSIS	
Conduct interviews and FGDs Conduct additional relevant data collection. Data analysis and triangulation	15 October 2024
REPORTING	
Prepare and submit first draft report	30 October 2024
Collect comments on first draft report address comments and submit revised final draft report	30 November 2024
Address comments from stakeholders and finalise the report	15 December 2024
Dissemination and learning workshop	To be defined

The exact starting date will be defined once the consultant selection process is completed. The final deadline date for completion of all activities and submission of final report is expected to be by the end of Oct 2024.

7. MANAGEMENT OF THE EVALUATION

The Evaluation will be managed by ILO Country Office. A group of consultants (one international expert and one national expert) or a research company selected through a competitive process will be commissioned to conduct this assessment. The selected group of consultants or research company will lead the assessment and will be responsible for delivering the above assessment deliverables using a combination of methods as mentioned above.

ILO Country Office will handle administrative contractual arrangements with the selected group of consultants or research company and provide any logistical and other assistance as required. The ILO Country Office team will be responsible for the following tasks:

- Draft and finalize the Evaluation TOR upon receiving inputs from key stakeholders.
- Reviewing CV and proposals of the proposed selected group of consultants or research company.
- Provide project background materials to the selected group of consultants or research company.
- Prepare a list of recommended interviewees.
- Schedule meetings for field visit and coordinating in-country logistical arrangements.
- Be interviewed and provided inputs as requested by the selected group of consultants or research company during the assessment process.
- Review and provide comments on the draft assessment reports.
- Provide logistical and administrative support to the selected group of consultants or research company, including travel arrangements (e.g., plane and hotel reservations, purchasing plane tickets, providing per diem) and all materials needed to provide all deliverables.

8. REQUIRED QUALIFICATIONS

Any interested group of consultants or research company should indicate in the proposal one team leader (international expert) and a specific number of team members (national experts).

The evaluation team leader must meet the following relevant experiences and qualifications:

- No previous involvement in the delivery of the ILO's interventions.
- At least 10 years of experience in leading and/or conducting impact evaluations/ assessments or evaluations of impacts of Child Labour programme for international organizations.
- Excellent communication, writing, editing and report presentation skills including experience with data visualization, infographics, and other visual aid are essential.
- Fluency in oral and written English is mandatory.
- Knowledge of ILO's roles and mandate and its tripartite structure as well as UN evaluation norms and its programming is desirable.
- Experience in direct and participatory community-based observation, experience in participatory evaluation techniques is desirable.
- Experience in child protection or child labour prevention and elimination issues in Viet Nam will be an advantage.

9. PAYMENT SCHEDULE

First payment of 20% upon receipt of the inception report to the satisfaction of ILO Country Office

Second payment of 30% upon receipt of the draft evaluation report to the satisfaction of ILO Country Office

Third payment of 50% upon receipt of the final evaluation report and comments log table to the satisfaction of ILO Country Office.

Payment of the travel costs to be calculated upon ILO Travel Policy and standard UN DSA rates.

10. SUBMISSION OF PROPOSAL

Any interested group of consultants or research companies intending to submit a proposal must supply the following information:

1. **Company Profile:** An updated profile of the company (if applied by a research company).
2. **Technical and Financial Proposal:** A short technical proposal describing the evaluation methodology, along with a financial proposal (including daily professional fees for the team leader and team members) in US Dollars.
3. **Team Qualifications:** A description of how the proposed research team's skills, qualifications, and experience are relevant to the required qualifications of this assignment.
4. **Availability Statement:** A statement confirming the availability of the research team to conduct this assignment.
5. **Curriculum Vitae:** A copy of the proposed research team's curriculum vitae, including information about the qualifications held by each team member.
6. **Previous Impact Evaluations:** A list of previous impact evaluations that are relevant to the context and subject matter of this assignment.
7. **Conflict of Interest Statement:** A statement confirming that the research team has no previous involvement in the delivery of the ILO's Child Labour interventions in Viet Nam or a personal relationship with any ILO officials engaged in the delivery of these interventions.
8. **References:** The names of two referees who can be contacted.

The deadline to submit a proposal is by **5:00 PM (Hanoi time) on 6th September 2024**. Please send an email with the subject header "**Evaluation of Impact of the ILO's Child Labour Interventions in Viet Nam**" to Bui Van Dung, M&E Officer at buidung@ilo.org , and copy Ms. Nguyen Huong Giang, Capacity Building Officer at giang@ilo.org .

End of the TOR