**Terms of Reference**

**Evaluation of the Child Labour: Exploitation of Children in South Asia Programme (CLECSAP)**

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| Section/Unit and supervisor the consultant or contractor reports to | Evaluation, Impact and Learning,  Lovemore Mhuriyengwe |
| Title of the Consultancy/Contract | **National Consultant:** Evaluation of the Child Labour: Exploitation of Children in South Asia Programme (CLECSAP) |
| Duty Station | Remote |
| Duration of the Consultancy/Contract | From February -May 2023 |
| Expected Travel | |  | | --- | | Some travel within the country is expected during data collection | |
| Work Plan Activity/related outcome | With effective implementation by ROSA and through capacity strengthening support to COs and partners, high quality evaluations and research products guide regional level actions and country programmes through the delivery of timely and credible evidence. |
| Budget Code for the Consultancy/Contract | WBS: 297R/A0/11/880/005/007, Grant: SC19041 |
| Budget Code for the Insurance | WBS: 297R/A0/11/880/005/007, Grant: SC19041 |

1. **Rationale**

Child labour is often defined as "work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development"[[1]](#footnote-2). Children with disabilities are "those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others."[[2]](#footnote-3) It is estimated that 160 million children – 63 million girls and 97 million boys – were in child labour globally at the beginning of 2020, accounting for almost 1 in 10 of all children worldwide with 11.2 per cent among all boys being in child labour compared to 7.8 per cent of all girls[[3]](#footnote-4). Over the same period, it is estimated that approximately 24 million children – 7.4 million girls and 16.2 million boys in the South Asia region, aged between 5-17 years, were in child labour, accounting for 5% of all children in the region, with more than 10 million children aged 5-11 years engaged in child labour and 1.3 million of them in hazardous work.[[4]](#footnote-5)

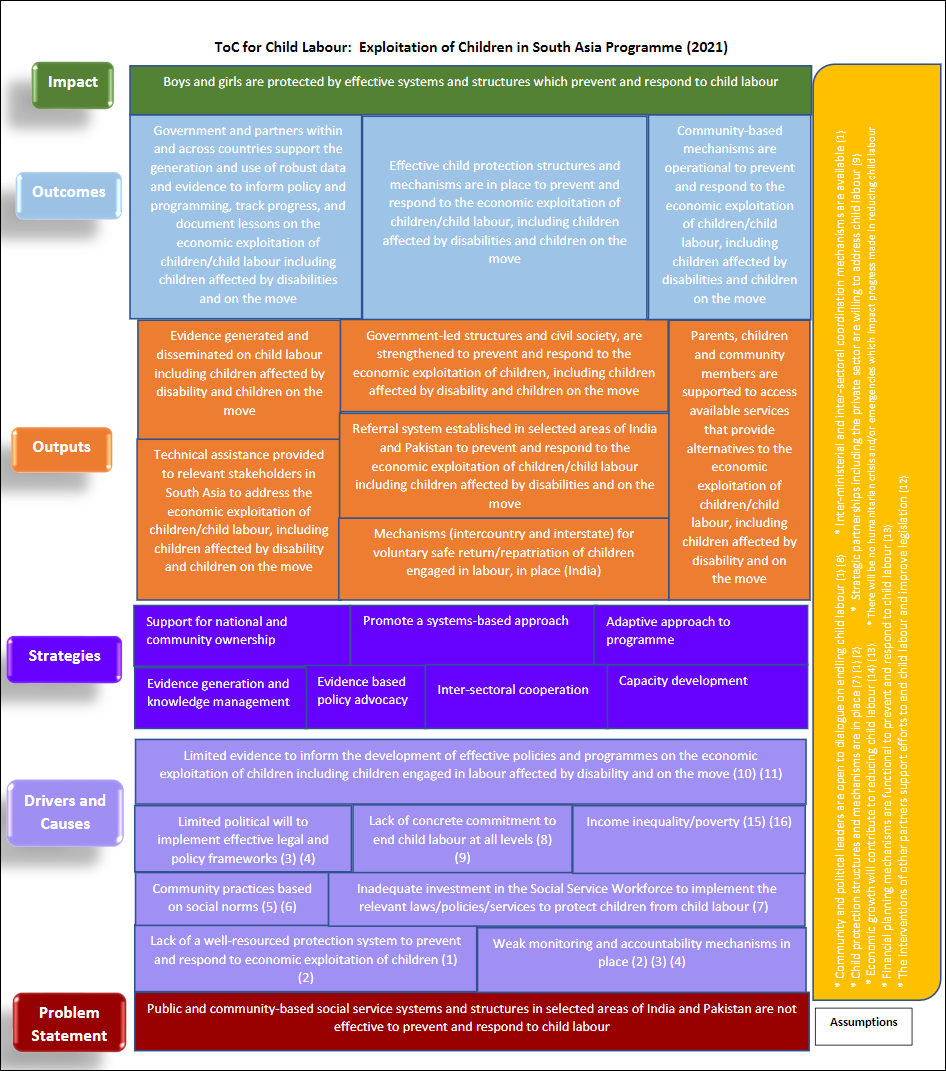
There are significant gender disparities between boys and girls with more boys than girls engaging in child labour. Approximately 7 million (6.8) girls and 15 million (15.1) boys in the 5 to 17 years age group are in child labour. The gender disparity is more pronounced in the 15–17-year age group where child labour prevalence is more than five times higher for boys compared to girls. However, the gender gap in child labour narrows significantly when household chores for more than 21 hours is taken into consideration – indicating that it is an issue which affects both girls and boys.[[5]](#footnote-6)  This situation has been compounded by COVID-19, which has heightened the vulnerability of children to different forms of abuse and deprivation. It is estimated that COVID-19 affected approximately 600 million children[[6]](#footnote-7) in South Asia, further forcing children into child labour.

In India, child labour constitutes 13 per cent of India’s workforce. An estimated 10 million children (4.5 million girls and 5.6 million boys) between the age of 5 to 14 years are engaged in work[[7]](#footnote-8). Children are driven into child labour due to poverty, limited employment opportunities and inadequate income for parents, social norms condoning child labour, migration and emergencies, family indebtedness, lack of access to education and vocational training opportunities for children and adolescents. These factors are not only the cause but also a consequence of social inequities reinforced by discrimination.

Similarly, in Pakistan, child labour is also a challenge. It is reported that approximately 13.7 per cent of children aged 10-17 years are engaged in child labour[[8]](#footnote-9). According to MICS data, in Punjab, approximately one child out of seven (13%), aged 5-17 years, is engaged in child labour with more boys (17%) compared to girls (10%) engaged in child labour[[9]](#footnote-10) while in Balochistan, an estimated 9% of children aged 5-17 years are involved in child labour[[10]](#footnote-11). Currently, UNICEF is rolling out the child labour survey in Gilgit-Baltistan and Punjab as a follow up to the one that was done in 1996. The survey is being done using Computerized Assisted Personal Interviewing (CAPI) and the Statistical Information and Monitoring Programme on Child Labour (SIMPOC) methodology. SIMPOC provides access to a comprehensive compendium of child labour statistics and methodological guidance material.

**Object of Evaluation: The CLECSAP in India and Pakistan**

To respond to child labour in India and Pakistan, the UNICEF Regional Office for South Asia (ROSA), in partnership with the UNICEF India and Pakistan Country Offices (COs), is implementing the Child Labour: Exploitation of Children in South Asia Programme (CLECSAP). CLECSAP is a regional programme, funded by the Foreign, Commonwealth and Development Office (FCDO) in partnership with the Institute of Development Studies (IDS) of the University of Sussex and Innocenti the Office of Research (OoR) of UNICEF. The programme contributed to the following outcomes (i) Government and partners within and across countries support the generation and use of robust data and evidence to inform policy and programming, track progress, and document lessons on the economic exploitation of children/child labour, including children with disabilities and children on the move; (ii) Effective child protection structures and mechanisms are in place to prevent and respond to the economic exploitation of children/child labour, including CWD and children on the move and (iii) Community-based mechanisms are operational to prevent and respond to the economic exploitation of children/child labour, including children with disabilities and children on the move. The Theory of Change is presented below.



Through the programme, UNICEF sought to (i) gather evidence on children with disabilities, child labour and children on the move to inform policies and programmes, (ii) strengthen child protection structures and mechanisms to prevent and respond to the economic exploitation of children/child labour, and (iii) promote community-based mechanisms to reduce the vulnerability of children and protect them from economic exploitation/child labour. This programme contributed to defining the nature of child labour in South Asia, specifically in India and Pakistan, and identifying promising practices for further sharing, potential replication and scale up. The total programme budget was **GBP5 million** even though this amount was reduced and a further portion reprogrammed due to the COVID-19 pandemic.

**CLECSAP In India**

In **India**, the programme was focused on the structures and mechanisms that are currently in place in three of States of India (Bihar, Uttar Pradesh and West Bengal). The programme reviewed existing child protection interventions to determine their impact on reducing child labour and the economic exploitation of children including child trafficking. This included looking at individual interventions and packages of interventions, particularly at the district level. Evidence on what works and what does not work generated through the exercise informed policy discussions with the State governments for possible models which could more effectively work in different contexts and settings. The results of this exercise fed into the structured learning of the project as an integral part of adaptive learning approach.

In addition, UNICEF sought to promote the translation of State Plans of Action to end child labour into practical district plans and interventions, which supported state governments in the development and implementation of holistic child protection systems. These were operationalized at district level and selected urban centres through a comprehensive package of interventions that are government led, with a focus on children on the move who are victims of economic exploitation/child labour, with a focus on referral mechanisms. UNICEF also promoted inter-state and inter-country dialogue and coordination for voluntary safe return and repatriation of children on the move as well as practical solutions for the protection of children on the move in urban centres including those who are victims of economic exploitation/child labour.

The programme also supported the strengthening of the Child Labour Tracking System (CLTS), in the three States. Under this initiative, the program sought to develop Standard Operating Procedures for the reintegration of affected children along with specialized referral partnerships in the field of psychosocial support, back to school programmes, flexible learning, skilling and linkage to age-appropriate job opportunities.

Furthermore, to strengthen the child protection system, the intervention set out to train frontline workers to address child labour and child trafficking. In selected urban centres in the three states, statutory child protection services and allied social services were trained to assess and respond to the exploitation of children, including skills-based training, coaching and mentoring to mid-level managers and frontline workers. UNICEF intended to strengthen coordination and referrals with service providers such as NGOs and the private sector working in collaboration with the police and Child Line India to strengthen the reporting and child rescue mechanisms. System strengthening efforts in the three states were also focused on the inter-state and inter-country mechanisms for voluntary repatriation and restoration of children victims of trafficking for the purpose of exploitation.

**CLECSAP In Pakistan**

In **Pakistan**, the programme sought to contribute to the evidence base on child protection in the region. The programme is focused on the province of Balochistan. The intervention sought to review and adapt the referral system, and its corresponding case management mechanisms[[11]](#footnote-12), based on the findings of the SIMPOC and MICS surveys, along with the lessons learnt from the ongoing implementation of the model referral system. The aim being that children who are victims of economic exploitation/child labour, or who require prevention support, can be effectively referred to appropriate services regardless of where they enter the system. In addition, the programme sought to collect evidence on the exposure of children with disabilities to child labour and economic exploitation based on analysis of data from the Child Labour Survey and MICS. After data validation and dissemination by the Government, UNICEF intended to support the development of provincial, evidence-based policies and interventions focusing on key areas of concern as identified by emerging data.

Furthermore, UNICEF provided technical assistance to the Provincial Government of Balochistan using the evidence generated from the MICS, SIMPOC and other studies, as well as lessons learnt from the implementation of the Child Protection Case Management and Referral Model (CP-CMRM) to refine the design of the model to respond to cases of violence and exploitation, with a specific focus on economic exploitation/child labour and children with disabilities. This improved model was to be tested in one district, Quetta and structured to facilitate its roll out in selected districts of Balochistan province by relevant provincial government counterparts including the departments of Social Welfare, which is the main coordinating agency, and others such as Health, Education, Labour, Law, Public Prosecution, Police, the Judiciary and other stakeholders providing child protection services. To effectively implement this refined model, the social service workforce was trained to provide a targeted response to children with disabilities who are also economically exploited, through the established child protection case management and referral system. Ultimately the objective was to enhance access to services as directed through the CP-CMRM.

Lastly, the program also intended to promote the agency of children and adolescents, including those with disabilities, and assist communities, families, and decision makers at the community level to better protect children and adolescents from economic exploitation/child labour.

The program was affected by COVID-19. India faced severe challenges with regular programming during the second wave which tapered off only during the second half of 2021. The loss of livelihoods and closure of schools increased risks of child labour and trafficking. In 2021, implementation of the programme was affected by Cyclone Yaas which impacted West Bengal and flooding which affected programme implementation in Balochistan, Pakistan. These incidents further , increased the risks faced by vulnerable children and their families.

In both India and Pakistan, the Country Programme Documents (CPDs), which guide the country’s programme for a period of five years, are underpinned by human rights principles. The CPDs are also based on national government development priorities, the Sustainable Development Goals (SDGs), the Convention on the Rights of the Child (CRC), the Convention on the Elimination of all Forms of Discrimination against Women (CEDAW), the Convention on the Rights of Persons with Disabilities (CRPD) and the United Nations Sustainable Development Cooperation Framework (UNSDCF). The focus on generating evidence, strengthening child protection systems, and engaging with the community are not only coincided with CPDs but also linked to national and state/provincial level development priorities. UNICEF’s action was guided by the UN Convention on the Rights of the Child (CRC) and the Optional Protocols pertaining to it, ILO Conventions Nos. 138 and 182, and the Protocol to Prevent, Suppress and Punish Trafficking in Persons Especially Women and Children. It contributed to the achievement of the SDGs, in particular SDG Target 8.7.

At the **regional** level, UNICEF sought to provide technical guidance to countries in the region to address the economic exploitation of children/child labour, including children with disabilities and children on the move. This includes availing an enhanced pool of regional knowledge to UNICEF staff, government partners, and other relevant stakeholders in South Asia through direct technical assistance. UNICEF also intended to provide technical support to UNICEF Country Offices in ensuring that data and evidence including good practices generated through the project are used for their programme implementation. The Regional Office also sought to liaise with the South Asia Initiative to End Violence Against Children (SAIEVAC) to promote cross country sharing of lessons particularly on the implementation of the SAIEVAC Regional Action Plan for the Prevention and Elimination of All Forms of Child Labour in South Asia (2016-2021). UNICEF also intended to collaborate closely with the South Asia Coordinating Group on Violence against Children to facilitate cross agency collaboration and synergies between programmes. Finally UNICEF will augment its current knowledge management strategy that includes knowledge generation, capture and dissemination, with support specifically on child labour and child economic exploitation.

Lastly, UNICEF also intended to build an evidence framework that outlines the type of knowledge and information required to inform programming on the economic exploitation of children, including children with disabilities and children on the move. In its development, UNICEF sought to engage with the country offices in the region as well as with ILO. Under this initiative, ROSA intended to carry out a regional desk review of the exposure of children with disabilities to economic exploitation/child labour. The desk review would provide an up-to-date overview of the nature of child labour in general, and of the nature of child labour among children with disabilities in particular and the support that is available to children who affected by disability. UNICEF would also support the continued revision and implementation of the evidence framework. UNICEF would keep abreast of the evidence and knowledge generated throughout this four-year project ensuring that lessons are shared to inform the policies and programming across the South Asia region, and disseminate learnings and directions found by others through a comprehensive knowledge management system. UNICEF would also identify and share good practices and innovations as well as disseminate them to stakeholders to promote the use of evidence in improving the programme in the region.

**Key Stakeholders**

CLECSAP is a regional programme, funded by FCDO, with partnerships with the International Labour Organization (ILO), the Institute of Development Studies (IDS) of the University of Sussex and Innocenti the Office of Research (OoR) of UNICEF.

To implement the program UNICEF collaborated with ILO to jointly advocate for concerted multi-sectoral action for preventing child labour, generating data and evidence, and providing inputs to the larger policy frameworks. Key government partners in India include the Ministry of Labour and Employment (MOLE) and implementing partners. In Pakistan, UNICEF works with the Labour Department and Bureau of Statistics. The table below presents some of the key stakeholders in the programme

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| **Duty Bearers** | **Role** |
|  |  |
| FCDO | Financial support to UNICEF to implement the CLECSAP programme in the region |
| UNICEF | Providing financial support to implement the programme and provide technical support to government departments |
| ILO | Advocacy partner for concerted multi-sectoral action for preventing child labour, generating data and evidence. |
| India: Departments of Women and Child Development, Health, Home and Labour | Fulfil the obligations of the government of India and Pakistan to protect children by creating an enabling environment for CLECSAP to be implemented. |
| Pakistan: Department of Social Welfare, Department of Labour and Manpower, Balochistan, Bureau of Statistics, Provincial Government of Balochistan |
| Community members | Fulfil the obligation to provide an enabling environment for CLECSAP by ensuring that children on the move and children with disabilities are protected. |
| Private sector and industry | Fulfil the obligation as employers by creating a conducive environment that protects children against child labour |
| Trade Unions | Protection of the rights and interests of workers |
| Community based structures: School Management Committees, Village Child Protection Committees | Mobilisation of communities on the prevention of violence and exploitation |
| **Rights holders** | **Role** |
| Children | Exercise their right to child protection and participate in the training and support provided by CLECSAP |

**Objective and Purpose of the Evaluation**

**Evaluation Purpose**

The main purpose of the summative evaluation is to elicit lessons gained from the implementation of the CLECSAP while examining and evaluating its relevance, effectiveness, efficiency, sustainability. The CLECSAP ends in September 2023 and will not be extended. The evaluation is being done for learning and accountability purposes and is intended to contribute to learning and accountability as the project winds up. The specific objectives of this final evaluation are to:

* Measure the Relevance, Effectiveness, Efficiency and Sustainability of the CLECSAP regarding strengthening child protection systems and mechanisms, operationalization of community-based mechanisms and generation and use of evidence to inform policy and programming, on the economic exploitation of children/child labour, including children with disabilities and children on the move.
* Find and document lessons learned, and good practices supported by UNICEF, Governments of India and Pakistan and other partners within the project and make recommendations for future programmes.
* Assess the extent to which cross-cutting issues of gender, equity, disability, and human rights were integrated into the programme interventions.

Assess how much COVID-19 impacted programme intervention and how effectively the programme adapted to address the emerging challenges.

**Intended Utilization**

This evaluation will be used by the Regional Office of South Asia Child Protection section and the India and Pakistan Country Offices. The findings, lessons learned and recommendations from this evaluation are intended to guide and inform stakeholders on what worked and why, the shortcomings and what needs to be done to improve the design and implementation of future child labour programmes in the region. The findings will also feed into efforts at the level of the UNICEF Regional Office for South Asia (ROSA), to compile lessons learned across the two countries that are part of the multi-country initiative and inform the project close out process. Additionally, the FCDO could extract lessons learned from the evaluation results regarding how to support the establishment of a public agenda and the formulation of public policies around child labour, particularly for children on the move and children with disabilities. All this knowledge could be used and adapted in the design and operationalization of other initiatives in similar national contexts and program areas.

**Scope of Work**

Evaluation Object**:** This evaluation will be on the Child Labour: Exploitation of Children in South Asia Programme being implemented in India and Pakistan.

Geographic scope: The evaluation will cover the CLECSAP which is implemented in India and Pakistan. The field level focus will be on Balochistan in Pakistan and Bihar, Uttar Pradesh, and West Bengal in India. A suitable sample of districts to be covered will be ascertained during inception.

Temporal Scope: The implementation period assessed in this evaluation is the period from April 2019 to March 2023, considering that the programme is still running until September 2023. The expectation that the initial findings will be available by mid-April 2023.

Participants: Participants in each country/district covered by the CLECSAP will be selected using purposive sampling based on the stakeholder mapping. Participants will include key stakeholders involved in implementing the programme, both inside and outside of UNICEF, relevant national and sub national -level government officials, stakeholders, civil society and implementing partners; from other UN agencies involved in the response, as well as CSO and other partners.

Evaluation Criteria: This evaluation will focus on the following Organisation for Economic Cooperation and Development (OECD) DAC criteria: Relevance, Effectiveness, Efficiency and Sustainability.

**EVALUATION QUESTIONS AND SUB QUESTIONS**

The evaluation will seek to answer the following questions, which will be refined further and/or elaborated at the inception stage.

**Relevance:** This criterion examines the extent to which the CLECSAP was useful and suited to UNICEF, national and provincial priorities in the child protection sector and population needs in India and Pakistan. Some initial evaluation questions which cover this dimension of analysis are the following:

* To what extent were the objectives and approaches of the programme responsive to the needs and priorities of the beneficiaries among others but not limited to girls, lower caste members, migrant children, children with disabilities)? How did the programme respond to these needs?
* To what extent were the theory of change, assumptions, and linkages adequate to address the intended goals?
* To what extent was the programme implemented in line with UNICEF, national and provincial policies, priorities, strategies, plans and international commitments such as Convention on the Rights of the Child, Core Commitments to Children and Convention on the Rights of Persons with Disabilities among others?
* How did the child protection system adapt to the COVID-19 pandemic, and how was the humanitarian-development nexus integrated into the programme?
* How did the methodologies used in the programme address the programme objectives? How were the methodologies gender and disability inclusive?
* To what extent were the evidence generation activities adequate to address the evidence needs of stakeholders?
* What relevant lessons can be extracted from the CLECSAP and be used and / or adapted in the formulation of new or similar sectoral initiatives in child protection?
* How relevant was the training provided to statutory child protection services and allied social services in generating evidence, assessing, and responding to the economic exploitation of children?
* How relevant were the human rights approaches and gender analyses that were used in in the design and implementation of the program?

**Effectiveness:** This criterion examines the extent to which the execution of planned activities of the CLECSAP accomplished the desired objectives. This principle involves an analysis of the (potential / actual) causal relationship existent among its components (objectives, outputs, and outcomes). Some initial evaluation questions which cover this dimension of analysis are the following:

* To what extent were programme short-term/intermediate results delivered and did they contribute to progress toward the stated programme outcomes? Which factors, internal and external to the programme, explain the extent to which results have been or are likely to be achieved/not achieved?
* How successful was the project in reducing child labour, economic exploitation and child trafficking of children including children on the move and children with disabilities?
* How useful have the State Plans of Action to end child labour been in the development and implementation of holistic child protection systems?
* To what extent have the established community-based structures, models improved knowledge, attitudes, norms, and key family and community practices to prevent child abuse, violence, neglect, and exploitation, including child labour?
* How effective was the child protection system in identifying, referring, and responding to cases of child protection violations including child labour and trafficking? How useful has the referral system and its corresponding case management mechanisms been in referring and linking affected children to appropriate services?
* How did the costed action plan for implementation of child protection policies improve the case management and referral system?
* How has the technical assistance provided using the evidence generated from the MICS, SIMPOC and other studies, improved the design of the model used to respond to cases of violence and exploitation of children including Children on the move and children with disabilities?
* How has the evidence generated on what works and what does not work been used to inform policy discussions with the State governments for adoption of possible models which are more effective in addressing child protection violations?
* How has the inter-state and inter-country dialogue and coordination mechanism for voluntary safe return and repatriation of children on the move contributed to the protection of children on the move in urban centres including those who are victims of economic exploitation/child labour?
* How useful was UNICEF’s technical support in strengthening the Child Labour Tracking System?
* How useful was UNICEF’s support in strengthening the child protection policy framework in India and Pakistan? How successful has the programme been in advocating for reforms in legislation and child protection policies?
* How has the CLECSAP supported the subnational governments to strengthen the case management system to provide coordinated and quality services to children and families for prevention, early intervention, and rehabilitation/ reintegration?
* How has UNICEF strengthened the coordination and referral mechanism with service providers and private sector?
* How useful has the evidence generated been used in informing programming on the economic exploitation of children, including children with disabilities and children on the move?
* How useful was the mental health and psychosocial support that was provided to families in the programme area?
* How has the programme increased the number of child protection structures and mechanisms that support and track case management of child labour cases of children with disabilities or children on the move?

**Efficiency:** This criterion analyzes to what extent the programme adequately utilized the available resources in an economic manner to achieve its objectives. Some initial evaluation questions which cover this dimension of analysis are the following:

* How well was the delivery process managed considering the time and resources available at each stage of the programme?
* Would it have been possible to achieve the same results at lower costs? If so, how? What alternative models exist to achieve the results at the lower costs?
* How well did the programme coordinate with other, similar programme strategies within the Country Office for synergy and to avoid overlaps/duplication?
* Were the programme strategies implemented in a timely manner? If not, why?
* What were the most important cost drivers in the delivery of the programme, were costs contained without compromising results?
* How efficient was the case management system in identifying, managing, referring, and linking children with the relevant services and service providers?
* What was the impact of the budget cuts on the delivery of programme results? How did this affect the financial and human resource requirements of the programme?
* How well has the population in the territories (countries, states, provinces) been covered by mechanisms for voluntary safe return/repatriation of children in India?
* How have budget cuts affected the programme?

**Sustainability:** This criterion analyzes to what extent the (expected and non-expected) changes promoted by the CLECSAP will persist in the time beyond the project period. Some initial evaluation questions which cover this dimension of analysis are the following:

* To what extent will the outcomes be sustained at the national and district level after the programme has ended?
* Has UNICEF investments in child protection led to strengthening of government capacity in child protection systems and district child protection units?
* How were the local authorities, implementing partners at provincial, state and district levels involved in the program? Has their involvement resulted in an increase in budget allocation for child protection programmes?
* How has UNICEF support enhanced evidence generation capacity on child protection issues?
* To what extent has the programme contributed to strengthened governance of community-based structures that are directly or indirectly involved in protection of children/children with disabilities against trafficking, unsafe migration, and child labour? Will these community-based structures be sustained after the program?
* How did the programme apply gender-responsive considerations in programming? How is this reflected in the programme results? How can these results be sustained?
* How has the programme empowered parents, children (including children with disabilities) and community members to ensure sustainability?
* How is the programme aligned with UNICEF’s equity agenda in addressing the needs of the various target groups (boys, girls, children with disabilities and children on the move? To what extent has the programme reached different groups including the most marginalised?
* How did the programme contribute to the equitable participation and benefits to various groups?

**Methodology**

The evaluation will utilize a mixed-methods approach and draw on quantitative and qualitative data strategies to collect and analyse information relative to the evaluation questions. These complementary approaches will be deployed to ensure that the exercise responds to the intended evaluation objectives; integrates gender, equity, disability, and child rights principles throughout the evaluation process, including participation and consultation of key stakeholders to the best extent possible. Quantitative data will be used to assess programme reach against target. Data collection and analysis methods that provide valid and credible information about the results disaggregated by sex, age and disability will be utilised. The methodology to be defined for delivering this evaluation must integrate international evaluation norms and standards[[12]](#footnote-13) and ethical principles[[13]](#footnote-14) as it is stated in UNICEF Evaluation Policy(2018)[[14]](#footnote-15)and [UNICEF’s procedure on ethical standards in research, evaluation, data collection and analysis (2021)](https://gdc.unicef.org/media/9241/download).[[15]](#footnote-16) To successfully answer the questions outlined in this TOR, the evaluation team is expected at a minimum to utilise the data collection methods outlined below.

**Desk Review:** This will include a review of background, key documents, and other relevant literature including previous evaluations, studies and reviews, national policies and plans, strategic frameworks, national reports, programme strategies, theory of change, monitoring and evaluation framework, monitoring data and analysis reports, MOUs, concept notes and country level policies and guidance. The desk review will also include external documents produced by Government counterparts, other UN agencies, international development partners and NGO partners.

**Abstraction and analysis of programme performance data**: UNICEF will provide data from its administrative information systems used for planning, monitoring, reporting and programme performance management. These will be used to further assess achievement of results in specified areas to map and analyze achievement. In addition, this analysis will look at the programme’ s financial performance as reported in VISION. Sex-disaggregated data will be reviewed, where available, and assessed against programme targets.

In addition to the above, the evaluation will also look at data from relevant provincial, state, district entities and implementing partners to assess programme performance against targets. Particular attention will be given to the Child Labour Tracking System and referral and case management system to assess how they have been used in identifying, referring, and tracking affected children.

**Stakeholder mapping:** During the inception phase a comprehensive stakeholder analysis will be conducted to identify all relevant UNICEF partners, including those that may have not worked with UNICEF directly but played a key role in the outcomes to which UNICEF contributes or have in-depth knowledge of the context or issues covered by the evaluation. This stakeholder analysis will identify key informants for interviews and stakeholders for perception survey.

**Focus Group Discussions**: The evaluation will wherever feasible conduct focus group discussions with programme beneficiaries, their families, state, provincial and district units’ officials. These will be done to get an in-depth understanding on the key issues from the perspectives of these groups.

**Key Informant Interviews:** A selected number of key informant interviews will be conducted with stakeholders. Key informant interviewees will include government representatives, implementing partners, civil society organizations and beneficiaries, including children with disabilities who worked with the programme under the systems strengthening component. Children with disabilities. These consultations will be carried out either virtually or in person, depending on the evolving COVID-19 situation and travel restrictions.

**Online perception survey**: In addition to the above, data will be collected from a wider range of stakeholders using an online survey. This will ensure that more stakeholders than those who can be interviewed using the key informant interviews are reached.

**Management**

The evaluation will be managed by the Evaluation Specialist in the Evaluation, Impact and Learning unit of UNICEF ROSA with support from the Regional Evaluation Advisor. It will be conducted in close collaboration with UNICEF staff and partners in the India and Pakistan. An Evaluation Reference Group (ERG) will be created to support the consultants and the supervisors. Roles of the ERG will be to facilitate access to documentation and persons that must be involved, and to provide suggestions to draft deliverables and other issues as required. A full TOR for the reference group will be drafted. Membership to include representatives from India and Pakistan Country Offices as well as the child protection advisor from ROSA.

**Deliverables**

**Inception Period Products**

1. This process will begin with the development of a power point summarizing the methodology, tools, and planned timeline. This will be presented to the ERG, CLECSAP programme unit in India, Pakistan, and ROSA.
2. Based on this power point, a brief inception report will be developed. This report presents the complete methodological approach to conducting the work, with all tools fully drafted. All design issues under discussion to that point should be answered, any revisions to the issues and questions, and issues of reference group role and supervisory quality assurance will be required.
3. Finalization of the inception report will be concurrent to the initial stages of data collection based on the agreed upon methodology as reflected in the inception power point. This will ensure that findings are available in time to inform the project close out process.

**End of Assignment Products**

1. Power point Presentation Reflecting Preliminary Results: A comprehensive power point that reflects preliminary results will be developed and presented to the ERG, India and Pakistan Country Office and ROSA. The format of this power point will be finalized and agreed upon during the inception process.
2. Draft Report with key findings, conclusions, recommendations, and lessons. This report to include chapters based on the evaluation questions presented in this TOR.
3. Final Report: Upon receipt of comments from ROSA, India and Pakistan Country Offices, and the evaluation reference group, the team of consultants will finalize the report, incorporating feedback from the above stakeholders.
4. PowerPoint and summary two-pager: A visually compelling presentation to provide an evaluation brief for ROSA, India and Pakistan Country Offices and other stakeholders.
5. Infogram: This product will summarise the evaluation and the related findings and recommendations. It will be used to disseminate the evaluation widely to various stakeholders.

Data archive: Data gathered in the exercise is transferred in an organized archive that will permit follow-on users to replicate or extend the analysis. Suitable care to be taken in assuring the anonymity of respondents.

**norms and standards:**

This evaluation will be held to the highest standards employed by UNICEF for evaluations and research. Specific measures will be put in place to ensure that the evaluation process is ethical and that the participants in the evaluation process can openly express their opinion. The sources of information will be protected and known only to the evaluator(s). The evaluators should clearly identify any potential ethical issues and approaches, as well as the processes for ethical review and oversight of the evaluation process in their proposal. The Evaluation Team will ensure ethical conduct in data generation. Specific attention should be paid to issues specifically relating to:

* Harm and benefits.
* Informed consent.
* Privacy and confidentiality; and
* Conflict of interest of the evaluation informants.

Consequently, the Team must ensure that it is clear to all subjects that their participation in the evaluation is voluntary. All participants should be informed or advised of the context and purpose of the evaluation, as well as the privacy and confidentiality of the discussions. Where data needs to be collected from children who were part of the programme, the consultants will need to get ethical clearance through an institutional review LTA holder.

This means it will abide by the following:

* [United Nations Evaluation Group (UNEG) Norms and Standards for Evaluation in the UN System, 2016](http://www.unevaluation.org/document/download/2787)
* [Ethical Guidelines for UN Evaluations](http://www.unevaluation.org/document/download/3683).
* [UNICEF Guidance on Gender Integration in Evaluation](https://www.unicef.org/evaluation/media/1226/file/UNICEF%20Guidance%20on%20Gender%20(Full%20version).pdf)
* [Integrating Human Rights and Gender Equality in Evaluation](https://www.unicef.org/media/54811/file)
* [UNEG Guidance on Integrating Disability Inclusion in Evaluations](http://unevaluation.org/document/download/3818)
* The final report is expected to meet the [UNICEF-adapted UNEG Evaluation reports standards](https://www.unicef.org/evaluation/media/816/file/UNICEF-Adapted-UNEG-Evaluation-Report-Standards.pdf) as well as benchmarks used in UNICEF’s [Global Evaluation Reports Oversight System (GEROS)](https://www.unicef.org/evaluation/global-evaluation-reports-oversight-system-geros).

1. **Purpose:**

The evaluation requires the services of 2 national consultants (one based in India and another in Pakistan) who understand the context and local language as well as a good network with relevant national stakeholders.

1. **Key Assignments and Tasks**

**2 nATIONAL CONSULTANTS**

The national consultants are responsible for supporting the team lead during the evaluation. S/he will be responsible for coordination of data collection activities in country. Specific tasks of the national consultant will include but may not be limited to:

* Support desk review documentation made available in the electronic library developed for the evaluation, including the ToR, context information and information on and preparatory analysis of UNICEF’s interventions.
* Contribute to inception period deliverables including the development of evaluation matrix and data collection tools as well as
* Contribute to finalization of the tools following inputs on inception report
* Follow up with respondents of perception survey and provide support to the team leader and senior consultant in assignment related work.
* Coordinate and facilitate meetings/interviews with UNICEF national stakeholders, implementing and development partners.
* Translate tools and interviews into local language during the field mission where required
* Support data analysis and providing inputs, including writing relevant sections for evaluation report
* Contribute to concise written report as per their specific area of expertise, writing specific sections according to their area of expertise
* Contribute to the revision of the final draft report and provide inputs to team discussion during all evaluation phases. He/she will participate actively in all phases of the evaluation engaging in analyses and discussions of findings.
* Support development of power point and presenting in other dissemination efforts.

**Child Safeguarding**

Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?

​​☐​ Yes   ​☒​ No      If YES, check all that apply: 

**Direct contact role** ​☐​ Yes   ​☐​ No      

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel: **​Click or tap here to enter text.​**

**Child data role** ​☐​ Yes   ​☐​ No

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos): **​Click or tap here to enter text.​**

More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf). 

1. **Key Deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Period** | **Deliverables** | **Number of Days** |
| 1 | Inception | * Contribution to the development of inception report, methodology and design including in the selection of respondents, development of data collection tools and guides as will be agreed upon with the team lead * Input in the Inception Power point presentation and Inception Report fully describing methodology and approach, evaluation matrix, persons to interview and other critical aspects as outlined in the UNICEF guidelines * ​ Perception survey | * 6 |
| 2 | Data Collection and analysis, Draft presentation, validation | * Completed desk review, key informant interviews and perception survey results for assigned data collection efforts​ at the county level | * 22 |
| 3 | Validation meeting | * Input in Power point presentation that highlights core findings | * 1 |
| 4 | Draft report | * Draft evaluation report with key findings, conclusions, preliminary recommendations, and lessons.  This may include preparation of certain sections of the evaluation report as will be assigned by the team lead. ​ | * 8 |
| 5 | Final report | * Final evaluation report, ​ final presentation, two-page summary and inforgram | * 3 |

Please note that the hiring manager is required to review profiles of eligible candidates from the spouse and partner employment/dual career support roster maintained by ROSA. Recommended candidates will be vetted

**Important notes:**

1. Monitoring deliverables about work progress are not listed but will be periodically required.
2. Page limits, if any, to be established during the inception period. In general, there will not be artificial limits, but the report should aim for **conciseness**, **readability**, and **visual appeal**.
3. The format of the final deliverables will be decided in the inception period. A high value will be placed on products that communicate well with different audiences. Thus, infographics, PowerPoints, and other products may be fully integrated into the reports or may be proposed as complementary end products.
4. The language of the deliverables will be in ​English​
5. **Management**

The evaluation will be managed by the Evaluation Specialist in the Evaluation, Impact and Learning unit of UNICEF ROSA with support from the Regional Evaluation Advisor. It will be conducted in close collaboration with UNICEF staff and partners in the India and Pakistan. An Evaluation Reference Group (ERG) will be created to support the consultants and the supervisors. Roles of the ERG will be to facilitate access to documentation and persons that must be involved, and to provide suggestions to draft deliverables and other issues as required. A full TOR for the reference group will be drafted. Membership to include representatives from India and Pakistan Country Offices as well as the child protection advisor from ROSA.

1. **Planned Budget for each consultant:**
2. Professional Fee (Lump Sum): Amount **15,000** currency **USD**\_

This estimate is based on the following considerations: The epidemiologist will work on the assignment over a period of approximately 40 days at $375 per day. Payment on this contract will be based on the deliverables listed in the schedule of payment.

1. Travel cost
2. Travel cost estimate (Lump Sum): **1,000** currency \_\_USD

OR

1. Best estimate of required travel at the time of TOR preparation:

USD / Local currency Click or tap here to enter text.

If not lump sum: the travel cost estimate is based the following considerations:

Itemize planned travel and costs here. Click or tap here to enter text.

Note: Due to the Regional Office role, exact travel needs may vary throughout the consultancy/contract. Air travel will be in economy class. DSA, Terminal, etc, will be as per UNICEF travel policy for consultants/contractors. Consultants/contractors on travel status must complete the BSAFE course prior to travel. No DSA is payable for consultants/contractors to be based in a particular location/duty station as those costs should be included in the fee lump sum.

If travel costs are not based on the preferred lump sum approach, reimbursement will be based on actual costs, not to exceed standard travel costs applicable to staff travel (economy class).

If there is a high likelihood of change-in-travel plans, the TOR budget estimates should aim at the highest potential travel costs to avoid cost-based extensions.

1. Incidental expenses
2. For expenses that might be incurred in the development of tools: **0** Currency: USD

Total Estimated Cost of the Consultancy/Contract:

Fee 15,000 + Travel 1, 000 + Incidental 0 = Total 16,000 USD

1. **Proposed Fee schedule for payment:**

(Please note that consultants are paid only based on delivery of outputs, contractors normally through monthly payroll)

|  |  |
| --- | --- |
| **Deliverables** | **Amount (in USD)** |
| 1 | $2,250 |
| 2 and 3 | $8,625 |
| 4 and 5 | $4,125 |
| **Total** | **$15,000** |

* The consultant will be paid upon satisfactory completion of assigned tasks and receipt of key deliverables and as certified by the Supervisor/Manager. A contractor will be paid as per the agreed schedule for performance of the contracted functions or activities.
* UNICEF reserves the right to withhold payment or partial payment for deliverables that are of poor quality or that do not meet the deadline stated in the contract.
* If deliverables are submitted before the end of the contract, payment will be processed.
* Final payment may not be less than ten per cent of the total value of the contract.
* The final payment will be processed within 30 days of the expiry date of the contract upon confirmation of satisfactory delivery of services.

1. **Working Conditions:**

Consultant/contractor will

Work remotely and no office space is required.

Work from ROSA office and office space is required (hiring office must contact Operations Section before committing to contract dates).

Has IT, logistics, transport, insurance, and security requirements that apply:

Provide details here on the particular needs marked above

Budget code for ICT equipment: Click or tap here to enter text.

For *contractors* only:

The contractor’s attendance requirements are:

Specify attendance requirements, if any. Include any time-off, for example 1 ½ days per month for a 5 day work week, that was agreed to with the contractor (which must be considered in the fee calculation if it was based on working days). Click or tap here to enter text.Click or tap here to enter text.

1. **QUALIFICATIONS AND EXPERIENCE REQUIRED:**

The evaluation will be conducted by a team of three consultants who will work together cohesively to deliver the products. This is necessary to ensure that findings are available within the allocated time. The team will comprise of an international team leader who will oversee the whole exercise, and two national consultants who will be supporting, one based in India and Pakistan respectively.

The **national consultant** will have experience and skills that complement the Team Leader. They are expected to have the following:

* Minimum of Master’s degree in social sciences and development related areas is required.​
* At least 8 years of professional experience in evaluations/strategic analytic review exercises, with evidence of understanding global standards, theories, models, and methods related to evaluations and research.
* Expertise in conducting evaluations,
* Conceptual skill at designing and interpreting theories of change.
* Working knowledge of relevant concepts such as child rights, economic exploitation of children, child labor and children with disabilities will be preferred
* Conceptual and applied experience in the use of communications and social media in development programming.
* Experience in working, interacting with a wide range of stakeholders at various levels including government
* Knowledge of and experience working in India and/or Pakistan
* Ability to conduct literature reviews
* Strong oral and written communication skills in English and local language(s)
* Ability to deliver products on time
* Ability to work on multiple tasks under pressure

Significant advantages

* Development of attractive products to disseminate complex information via Infographics and other means
* Design and implementation of small-scale surveys and qualitative interview techniques
* Knowledge of the social, economic, and political context

**Competencies:**

* ​Experience in interacting with and collecting relevant data from different level of stakeholders
* ​Demonstrated teamwork skills
* ​Ability to deliver products on time
* ​Ability to work on multiple tasks under pressure

​​

**Language Proficiency:**

* Excellent written and oral communication skills in English required.  Knowledge of local language is desired.

Please note that the hiring manager is required to review profiles of eligible candidates from the spouse and partner employment/dual career support roster maintained by ROSA. Recommended candidates will be vetted against the United Nations sanctions lists.

1. [What is child labour (IPEC) (ilo.org)](https://www.ilo.org/ipec/facts/lang--en/index.htm) [↑](#footnote-ref-2)
2. United Nations Convention on the Rights of Persons with Disabilities. https://www.un.org/disabilities/documents/ convention/convoptprot-e.pdf - [↑](#footnote-ref-3)
3. ILO and UNICEF (2021). Child Labour: Global estimates 2020, trends and the road forward. New York. [↑](#footnote-ref-4)
4. ILO and UNICEF (2021). Child Labour: Global estimates 2020, trends and the road forward. New York. [↑](#footnote-ref-5)
5. ILO (2021). Child labour statistical profile: Southern Asia. [↑](#footnote-ref-6)
6. ILO and UNICEF, ‘Child Labour: Global Estimates 2020, Trends and the Road Forward’, June 2021, Retrieved from: Report: Child Labour: Global estimates 2020, trends and the road forward (ilo.org) [↑](#footnote-ref-7)
7. Oxfam India, ‘Child Labour & Child Rights in India: Myth or Reality’, Retrieved from: www.oxfamindia.org/blog/child-labour-india [↑](#footnote-ref-8)
8. ILO. 2020. Pakistan Decent Work Country Profile 2019. [↑](#footnote-ref-9)
9. [Bureau of Statistics Punjab, Planning & Development Board, Government of the Punjab. 2018. Multiple Indicator Cluster Survey Punjab, 2017-18, Survey Findings Report. Lahore, Pakistan: Bureau of Statistics Punjab, Planning & Development Board, Government of the Punjab](https://mics-surveys-prod.s3.amazonaws.com/MICS6/South%20Asia/Pakistan%20%28Punjab%29/2017-2018/Survey%20findings/MICS%20SFR_Final_English.pdf). [↑](#footnote-ref-10)
10. [Planning & Development Department, Government of Balochistan, 2022, Multiple Indicator Cluster Survey 2019-20, Survey Findings Report. Quetta, Pakistan: Planning & Development Department, Government of Balochistan, Pakistan](https://mics-surveys-prod.s3.amazonaws.com/MICS6/South%20Asia/Pakistan%20%28Balochistan%29/2019-2020/Key%20findings/Pakistan%202019-20%20MICS%20%28Balochistan%29%20Key%20Findings_English.pdf) [↑](#footnote-ref-11)
11. The ability to support children and direct them through the child protection system to the required services in known as referral. It is an important element of the continuum of services available in a child protection system. [UNICEF, UNHCR, Save the Children. “A Systems Approach to Child Protection: Key concepts and considerations” (2010)]. This is recognised throughout the WHO led “INSPIRE: Seven Strategies for Ending Violence against Children” (2016), as a proven approach to end violence against children. Case management is a tool that tracks the services that the person is directed to and receives as a result of the referral system. [↑](#footnote-ref-12)
12. <http://www.uneval.org/document/detail/1914> [↑](#footnote-ref-13)
13. <http://www.unevaluation.org/document/detail/102> [↑](#footnote-ref-14)
14. <https://www.unicef.org/evaluation/files/Revised_Evaluation_Policy_Interactive.pdf> [↑](#footnote-ref-15)
15. [UNICEF procedure on ethical standards in research, evaluation, data collection and analysis (2021)](https://gdc.unicef.org/media/9241/download) [↑](#footnote-ref-16)