



# **Evaluation of Office of Child Labor, Forced Labor and Human Trafficking, International Child Labor Technical Cooperation Program**

**OMB Package**

**October 19, 2009**

**Westat<sup>®</sup>**

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## **A. Justification**

### **A.1 Circumstances that Make Collection of Information Necessary**

The U.S. Department of Labor (DOL), International Labor Affairs Bureau (ILAB) requests OMB clearance to proceed with a data collection process relating to its evaluation of the Office of Child Labor, Forced Labor and Human Trafficking (OCFT) international child labor technical cooperation program. OCFT conducts Congressionally-mandated research on international child labor, forced labor, and human trafficking, and supports technical cooperation projects around the world to reduce the incidence of exploitive child labor.

OCFT (known prior to November 2006 as the International Child Labor Program) was created in 1993, in response to a Congressional request for DOL to “investigate child labor around the world.” OCFT continued to publish annual reports on various child labor topics and then, in 2002, OCFT’s annual report became a legislative mandate under the Trade and Development Act. The Trafficking in Victims Protection Reauthorization Act of 2005, signed into law on January 10, 2006 reinforces DOL’s mission to combat child labor by requiring that it “monitor and combat forced and child labor.” The law states that ILAB will be responsible for monitoring the use of forced labor and child labor in violation of international standards, provide information about the trafficking of persons for forced labor, maintain a list available to the public of goods from countries that use forced or child labor to produce them, create a standard set of practices that will reduce the use of forced or child labor, and work with other U.S. agencies to reduce forced and child labor internationally.

Since 1995, the U.S. Congress has appropriated approximately \$660 million to DOL for efforts to combat exploitive child labor internationally. This funding, administered by OCFT, has been used to support technical cooperation projects to combat exploitive child labor in some 80 countries around the world. Technical cooperation projects funded by DOL range from targeted action programs in specific sectors of work to more comprehensive programs that support national efforts to eliminate the worst forms of child labor as defined by [ILO Convention 182](#), which has been ratified by 168 countries, including the United States.

In 2004, ILAB’s International Child Labor Program and Office of Foreign Relations underwent an OMB PART assessment. The PART assessment includes program improvement plans; one item on the plan is to conduct “a comprehensive evaluation of ILAB’s technical assistance programs’ overall impact and effectiveness, including program sustainability.” The present evaluation is designed to respond to this need and to address many of the issues raised in the PART assessment. It will provide an indication of: (1) the extent to which the program goals are realistic and achievable, and (2) the extent to which the program has demonstrated progress in achieving its long-term performance goals. It will also help the Department to identify common barriers to implementation, opportunities for improvement, and good program practices that may be worthy of replication.

This submission seeks clearance for collection of qualitative (on-site interviews with project directors, program staff, advisory board members, collaborative members, and affected families) and quantitative data (e-mail survey). Currently, the program receives semi-annual technical progress reports from grantees and conducts independent midterm and final project evaluations. The requested supplemental information in this collection is not captured in current grantee reports.

OCFT seeks clearance for the following interviews and surveys (copies of which are in Appendix C through J):

- Onsite interviews of grantee’s project directors and other key project staff, key staff from implementing partner organizations, subcontractors, foreign government officials, and other stakeholders, such as parents and community members;
- Focus group protocols for parents, children, and other stakeholders;
- Email survey for project directors and/or other available project staff of current projects; and
- Interviews with key informants from the Department of Labor, the Department of State (including Foreign Service Officers), U.S. Agency for International Development, the Office of the U.S. Trade Representative, and other federal agencies.

## **A.2 Purpose of Data Collection and Use of Information**

This new data collection will provide an assessment of OCFT’s technical cooperation program to combat exploitive child labor. This information will be used to identify replicable elements of successful programs that the Department can use to inform its future grant guidance and review of applications, and may be used to inform a more rigorous evaluation of the impact its grants are having in the future. The ultimate goal of the program is to contribute to the elimination of the worst forms of child labor internationally by: 1) preventing or withdrawing children from exploitive labor and providing them with education and/or training opportunities, and 2) increasing countries’ capacity to address child labor.

The information will help OCFT to move toward implementing its PART improvement plans to: (1) assess the agency’s role in government-wide international assistance efforts and (2) conduct a comprehensive evaluation of the technical assistance program to assess its overall impact and effectiveness, including program sustainability. The information will also help determine whether additional or alternative outcome, efficiency, or other measures should be proposed.

The information may be used to (1) strengthen the capacity of OCFT projects to collect valid and reliable data, (2) use performance measurement data for program improvement, (3) evaluate the efficiency of OCFT child labor educational programs, (4) identify best practices for child labor educational programs, and (5) identify successful models for sustainability.

## **A.3 Use of Technology to Collect Data**

The Internet will be a primary conduit through which we collect and transfer data and communicate regarding site visit schedules and well as providing extant data. An email survey (directed to project directors of current projects) will be conducted. Because of the variation in technology available to different programs and countries, we will provide paper and pencil survey instruments and telephone communication as necessary.

## **A.4 Efforts to Identify Duplication**

This research does not duplicate any other data collection effort being done by DOL or any other federal agency. To ensure that prior efforts are not duplicated in the present evaluation, we reviewed the previous OCFT evaluation reports. A previous program evaluation conducted by SRA International Inc., was solely a desk review and synthesis of project documentation. Another previous study done by the Academy for Educational Development was also based on desk review and synthesis of selected previous project evaluations. Neither the SRA nor the AED studies included primary data collection activities,

such as those included in the current evaluation (e.g., case study site visits and email survey). Approval to proceed with this collection of information was also sought and received by DOL's Policy Review Board.

#### **A.5 Effect of Data Collection on Small Businesses**

During the case study site visits Westat, OCFT's contractor, will interview overseas representatives of U.S. and foreign governments, subcontractors, non-governmental organizations, and private citizens. It is anticipated that the interviews will be relatively brief and will have no effect on the operation of small businesses.

#### **A.6 Consequences of Less Frequent Data Collection**

This is a one-time data collection and is consistent with the OMB's recommendation to ILAB to evaluate its international child labor technical cooperation program.

#### **A.7 Special Circumstances**

The data will be conducted according to the guidelines specified in 5 CFR 1320.6. There are no special circumstances that would cause inconsistency with these guidelines.

#### **A.8 Date of Notification in Federal Register and Consultants Outside the Agency**

The sixty-day notice for public commentary was published in the Federal Register (73 FR 19529) on April 10, 2008. OCFT did not receive any comments specific to this information request in response to the sixty-day notice.

The data collection instruments for the proposed information collection address the evaluation questions developed by OCFT. The formulation of these questions evolved from the OMB PART evaluation.

#### **A.9 Payment of Incentives**

Incentives will not be offered to participants in any of the data collection activities.

#### **A.10 Assurances of Confidentiality**

Anonymity is an important part of the study design. In response to this concern, Westat will ensure the anonymity of all individuals who provide data. A pledge of anonymity is a major positive incentive for potential respondents to participate in the study. Its absence would be a significant deterrent and could create complications in implementing the study. Westat will take the following precautions to ensure the anonymity of all data collected:

- All Westat staff, including analysts, coders, editors, and keypunchers, will be instructed in the confidentiality requirements of the study and will sign statements affirming their obligation to maintain confidentiality;
- Information will be reviewed and data will be cleaned only by Westat staff;
- Data files that are delivered will contain no personal identifiers for program participants; and

- Analysis and publication of study findings for the survey of project directors will be in terms of aggregated data only and sufficient sample sizes will preclude the identification of individual study participants.

Appendix A presents the confidentiality agreement all Westat staff members must sign. This agreement requires the signer to keep confidential any and all information about individual respondents to which they may gain access. Any Westat employee who violates this agreement is subject to dismissal and to possible civil and criminal penalties.

In addition to Westat’s internal corporate requirements (see above), the Department provided the following statement regarding privacy on each survey instrument:

*Privacy:* Responses to this data collection will be used only for program evaluation purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies you or your organization to anyone outside the study team, except as required by law.

#### **A.11 Justification of Questions of a Sensitive Nature**

The interview protocols email survey instrument, focus group moderator guides, and any other data collection materials do not include questions of a sensitive nature. The questions focus on programmatic information, such as efforts to collect performance measurement data; building the capacity of projects, partner agencies, subcontractors, and foreign governments’ efforts to combat child labor; and efforts to ensure that the projects are sustained after the OCFT cooperative agreement ends. Personal information, such as age, income, ethnicity, and educational attainment will not be obtained from any of the respondents.

#### **A.12 Estimates of the Hour Burden**

Table 1 shows the estimates of the hour burden to conduct the evaluation and the information for calculating the hour burden.

**Table 1: Estimate of the Hour Burden**

<b>Data Collection Activity</b>	<b>Number of Respondents</b>	<b>Frequency of Response</b>	<b>Annual Hour Burden</b>	<b>Burden Per Instrument</b>
Interviews with OCFT Staff: OCFT Director and Deputy Director	2	1	1	2
OCFT Division Chiefs	6	1	1	6
Interviews with USAID and Foreign Service Staff	6 (1 person per site x 6 sites)	1	1	6
E-mail Survey	86 (total current projects)	1	.75	64.5 hours
<b>On-site interviews during site visits:</b>				
Project Director	6	1	2	12 hours
Project Staff	12 (2 per site x 6 sites)	1	1.5	18 hours
Direct Service Providers/Subcontractors (e.g., educators)	54 (9 per site x 6 sites)	1	1.5	81 hours
Parents	36 (6 per site x 6 sites)	1	1	36 hours
Advisory Board Members	18 (3 per site x 6 sites)	1	1	18 hours
<b>Focus Groups:</b>				
Project Staff	24 (4 per site x 6 sites)	1	1.5	36 hours
Parents	72 2 groups x 6 participants x 6 sites	1	1	72 hours
Children	72 2 groups x 6 participants x 6 sites)	1	1	72 hours
Direct Service Providers/Subcontractors (e.g., educators)	96 (2 groups x 8 participants x 6 sites)	1	1	96 hours
<b>Total</b>	<b>490</b>	<b>13</b>	<b>15.25</b>	<b>519.5</b>

The total number of responses is 490.

The contractor, Westat, has considerable experience collecting data, using the methods in the current study for the Department of Labor and many other Federal agencies. We based the response times on data collection tools that had similar levels of complexity and length as those in this study. A brief explanation of these studies follows.

**E-mail Surveys:** We recently completed an email survey for the Administration of Aging, U. S. Department of Health and Human Services of 650 area agencies on aging. The instrument asked for administrative data, including persons served and activities concerning performance measurement at the local level. Below is a reference to the survey.



Westat. (2007). *2006 National Survey of Area Agencies on Aging: Data and Codebook*. Prepared under contact and submitted to the Administration on Aging, U. S. Department of Health and Human Services.

**Focus Groups:** Westat has conducted many focus groups with parents, children, the elderly, and professionals. Westat staff members of the current project conducted a set of focus for the U.S. Environmental Protection Agency. Parents, of various levels of literacy, were asked to critique the format, readability, and content of a parents’ guide to lead in the home. The technical report for this project is below.

Westat. (1997). *A parent’s guide to lead-based paint: Focus group report and recommendations* (Prepared under contract to the U.S. Environmental Protection Agency). Rockville, MD: Westat.

**In-person Interviews:** The Westat staff members of the current project have conducted in-person interviews with parents, children, cancer patients, educators, Federal employees, advisory board members of non-profit organizations, directors of projects on a variety of topical areas, representatives of medical professions (e.g., pharmacists, etc.). The technical report of a project that included data collection activities similar to the current project (e.g., in-person interviews with project directors, focus groups with project volunteers, and interviews with advisory council members) is below.

Rabinovich, B. A., and Ficke, R. C. (1999). *Evaluation of operation restore trust initiative, report of best practices: Coalition for the Rights and Interests of the Elderly* (Prepared under contract to the Administration on Aging, U.S. Department of Health and Human Services). Rockville, MD: Westat.

**A.13 Estimates of the Total Annual Cost Burden**

Total annual cost burden of agency time and respondent time is zero.

**A.14 Estimates of the Annualized Costs to the Federal Government**

The total estimated cost to the government for designing and conducting the evaluation is \$500,000.

**Table 2: Cost to the Government**

Category	Amount
Personnel	\$425,129
Photocopying	\$2,690
Computing	\$4,751
Travel	\$54,648
Supplies	\$1,128
Interpreters/Drivers	\$2,880
Honoraria to Local Advisors	\$12,000
G & A on other Non-Labor Items @ 16.15%	\$15,286
10% Discount on MOBIS Labor	\$42,513
<b>Total Cost to Government</b>	<b>\$499,999</b>

**A.15 Program Changes**

This is a new data collection; therefore, this question does not apply.

## **A.16 Plans for Tabulation and Publication**

### **Plans for Tabulation**

Email Survey – There will be several levels of analysis of the data from the email survey. First, we will describe the characteristics of the projects that participated in the survey. This will include tabulation of the focus of each project, amount of funding, target groups, and number of persons served as well as information about targeted sectors. The second level of analysis will be an examination of the characteristics of the projects by logical subgroups, such as level of funding, project focus, region, and/or target group. These will be consistent with the criteria employed to choose the regions for the case study site visits. The next level will include analysis of both open-ended and closed-ended items to determine projects' capabilities for collecting and reporting performance measurement data, the extent to which performance data is collected, and the facilitators as well as the challenges involved in collecting performance measurement data. The analysis will also address efforts at building partnerships and sustainability.

Case Study Site Visits – The data from the case study site visits will be coded and analyzed using NVivo 7 software. NVivo 7 is a software package designed to code and analyze qualitative data that allows for developing custom coding structures. It also has the capability of developing matrices (cross tabulations) that show the intersection of topic areas.

Once the information from the case study site visits has been transferred to an electronic format, it will be reviewed to identify specific topics for coding. Within each primary topic area, secondary topics will be identified based on the information gathered in the case study site visits. A coding tree will be developed (which includes primary and secondary topics) by senior project staff based on this initial review. Senior staff members will then code the same section of data and compare codes to make sure that the coding is consistent across staff members. The next step will be to refine the codes based on the initial coding. The material from the case studies will be divided and distributed to staff to code. During the coding process, the staff will meet several times to ensure that all topics have been captured in the coding tree.

The material from each case study will be coded and analyzed separately. Common patterns of results and themes will be identified across sites. The information will be synthesized by themes and patterns of results within each research question. The final report will include a summary of the results of the individual site visits as well as the results across sites.

### **Plans for Publication**

The final evaluation report will be posted on the DOL website.

## **A.17 Approval to not Display the Expiration Date for OMB Approval**

We do not request an exception to display of the Expiration Date for OMB Approval

## **A.18 Exception to Certification Statement**

We do not request an exception to the certification statement, "Certification for Paperwork Reduction Act Submissions" (OMB Form 83).

## **B. Collection of Information Employing Statistical Methods**

### **B.1 Potential Respondent Universe, Sampling, and Other Respondent Methods**

#### **Sampling for Key Informant Interviews**

The interviews of federal employees are about their joint activities with OCFT and their involvement in funding or contributing to efforts to combat exploitive child labor internationally or similar efforts. This is a sample of informants who work for a variety of agencies, including the State Department, USAID, the Millennium Challenge Corporation, the Government Accountability Office, and the Department of Labor.

#### **Sampling for Email Survey**

The email survey will be sent to project directors of all projects that are currently active.

#### **Sampling for the site visits**

Appendix C contains a list of OCFT projects by region, country, grantee, project focus, and funding amount that area currently operating (hereafter referred to as open projects). To select the locations for the site visits, a variety of countries were purposefully sampled to examine the range of issues addressed by the evaluation. The selection of countries is preferred over individual programs so that the effect of reducing exploitive child labor is understood in the context of all efforts within a country, rather than a single project. This allowed us to consider the different project types—including regional, sector-specific, national timebound programs, and Education Initiative projects—within the cultural environment of a single nation.

Westat built a matrix to categorize all of the open projects by specific characteristics to facilitate selecting a sample of countries for the site visits that adequately represented the range of projects and contexts within which OCFT projects operate. The name of the country constituted the row headings and the column headings included the following:

- percent of children who are working;
- minimum age for work;
- compulsory age for education;
- percent of children attending school;
- Department of State Tier rankings from the annual *Trafficking in Persons Report*;
- ratification of ILO Conventions 138 and 182;
- ILO/IPEC participation;
- earliest project in the country;
- number of phases of project;
- total funding;
- active grantee;
- region;
- other projects;
- funding amount; and
- sector of child labor addressed.

Westat filled the cells with information from project and research documentation.

The first stage of the sample selection focused on ensuring that the countries selected for the case study site visits reflected the geographical diversity of OCFT-funded activities. We categorized countries by the four OCFT regions (e.g., (1) Africa, (2) Americas, (3) Asia, and (4) Europe, Middle East and North Africa). Within each region we grouped the projects by current grantee type (ILO/IPEC only, ILO/IPEC and another grantee, and other grantee only). Next we ranked the countries within these categories by funding amount (from lowest to highest). Table 3 shows the countries with the largest funding chosen within each category.

**Table 3: First Stage of Sample Selection Based on Region, Type of Grantee, and Funding**

Grantee Type (active projects only)	Region			
	Africa	Asia	Americas	Europe and MENA
ILO/IPEC only	Mali Zambia	Mongolia Thailand	Brazil	Balkans
ILO/IPEC and another grantee	Tanzania, Uganda, Southern Africa	India Indonesia Cambodia	Dominican Republic Ecuador Panama	Morocco
Other grantee only	Guinea, Democratic Republic of Congo, Ethiopia, Kenya, Rwanda, Uganda <sup>1</sup>	Philippines Pakistan	Columbia Peru	Turkey

Two countries—the Democratic Republic of Congo and Pakistan—were deleted from the next sampling stage because of travel safety issues.

### Second Stage Sample Selection

Our goal was to use a maximum variation sampling design. Stage 1 ensured that all regions and a variety of grantees were sampled. By selecting those countries receiving the largest dollar amounts, we were selecting those countries where OCFT was making the largest investment. The second stage of sampling involved re-reviewing the materials for the projects listed in Table 2. We compared the target sectors, approaches (national and community efforts, cross-border cooperation, child health issues, child empowerment), and demographics—percent working, percent in school. We also made an effort to choose projects that had undergone a midterm evaluation for two reasons: 1) we wanted to choose projects that had activities in place for a sufficient period of time, and 2) the evaluations provide valuable information on which to base the case study site visits. The second stage of the sample selection is shown in Table 4.

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<sup>1</sup> Ethiopia, Kenya, Rwanda, and Uganda participate in one project called KURET.

**Table 4: Second Stage of Sample Selection**

Location	Grantee Type (active projects only)
Zambia	• ILO/IPEC only
Mali	• ILO/IPEC only
Thailand	• ILO/IPEC only
Panama	• ILO/IPEC only
Ecuador	• ILO/IPEC + other grantee
India	• ILO/IPEC only
Morocco	• ILO/IPEC + other grantee
Uganda	• ILO/IPEC + other grantee
Cambodia	• ILO/IPEC + other grantee
Dominican Republic	• ILO/IPEC + other grantee
Philippines	• other grantee
Peru	• other grantee
Turkey	• other grantee

**Third Stage of Sample Selection and Final Recommendations for the Site Visits**

The third stage of sample selection and the final recommendations for the site visits and the rationale for selecting the countries are listed below. It is important to note that one country in each OCFT region was selected for a case study site visit, with the exception of Latin America, where in addition to Ecuador (South America), the Dominican Republic and Panama (Central America and the Caribbean) were also selected due to geographical proximity, relatively low travel cost, and small size of countries. In addition, we chose countries that represented a variety of program types and approaches, as well as the diversity of sectors.

- **India** – large investment of DOL funds, ILO/IPEC only project, unique aspect of health services, government of India has contributed a significant amount of funds, highest number of working children compared to other countries;
- **Ecuador** – ILO/IPEC + another grantee, three funded projects, DOL has been supporting efforts in Ecuador for a significant period of time;
- **Dominican Republic/Panama**– many years of DOL involvement in the countries; ILO/IPEC and other grantees, included in all of the regional projects in Central America;
- **Uganda** – large investment of funds, part of a regional project, HIV/AIDS component; children affected by war and working in many sectors both urban and rural; and
- **Cambodia** – has one of the highest percentage of working children, currently three active projects, project has unique components (e.g., Phase I used a sector approach and Phase II is working to establish “Child Labor Free Zones”).

**B.2 Procedures for Collection of Information**

A combination of data collection activities will take place during the conduct of the evaluation. Prior to the site visits we will conduct document review, an email survey, and key informant interviews. The data collection instruments are in Appendices D through J.

**Key-Informant Interviews**

Key informant interviews will be conducted in-person and over the telephone with OCFT staff members and with Federal partners.

### **Email Survey**

Email/paper survey – We will conduct an email survey of project directors of current projects. The focus of the survey will be on program design, program management, strategic planning, and program results.

### **Site Visits**

Key informant interviews – Selected key informants will be interviewed during the site visits. We plan to interview project directors and staff, representatives of partner agencies and subcontractors, government representatives, parents, children, and educators. The key informant interviews will focus on the impact of the project, as well as facilitators and barriers to project implementation and how they were overcome.

Focus Groups – Focus groups of key stakeholders, including project staff, implementing partners, parents, children, educators, and others, will be conducted during the site visits. We anticipate that the focus groups will obtain contextual information on the impact of the project as well as facilitators and barriers to implementation and how they were overcome.

Observational research – During the site visits, we will conduct participant observations of pertinent activities, including activities germane to the evaluated initiative, stakeholder meetings, and other activities. Observations will vary by site and will be opportunistic, allowing site visitors to be flexible and take advantage of the unexpected. We will also identify any key events that may be occurring during the time the site visits are scheduled.

### **B.3 Methods to Maximize Response Rates**

Site Visits - Several methods will be used to maximize response rates during the site visits. OCFT staff will inform the grantees in the site visit locations in advance about the evaluation, its importance and purpose as well as the extent of the project's involvement. This will help facilitate cooperation and address any concerns. OCFT staff will also conduct an orientation for the site visitors prior to travel.

The site visits will be scheduled in coordination with the project directors in the site visit locations. The visits will be scheduled at a time that the project directors deem most convenient for the majority of staff, stakeholders, and community leaders. We will also plan the site visits at a time when educational activities are functioning (i.e., not during school holidays, religious, or secular celebrations).

Prior to focus groups and interviews, participants will be provided with background information about the study (its goals and purpose), and will be informed that participation in the study is voluntary, that the information collected will be reported in the aggregate, and statements made will not be attributed to any individual in reports of the evaluation.

E-mail survey - Several procedures will be implemented to maximize the response rate of the email survey. First, OCFT will send an advance letter to the population of current projects to introduce the purpose of the email survey and encourage participation.

We determined that the best format for the survey would be email for the simple reason that respondents would not have to access an Internet site and deal with compatibility issues. We will also offer a paper mail version of the survey instrument for those who are unable to access the email survey.

We have made every effort to ensure that the items on the email survey are written clearly. It will take approximately 45 minutes to complete the survey instrument and the amount of information that needs to be obtained from administrative records has been minimized.

Respondents will be given 30 days to respond to the survey. After 30 days, a reminder email will be sent to project directors who have not responded.

#### **B.4 Testing of Methods**

OCFT senior staff members reviewed the email survey instrument and provided feedback to Westat. Westat incorporated the feedback received from OCFT. In addition, the materials will be tested with selected project directors. For instance, a small group of project directors will complete the email survey prior to broader distribution and after completing it will be asked to respond to several pre-defined questions about the content, format, and clarity of the survey instrument as well as administration time. These project directors will also review the protocols for the site visits (e.g., interviews and focus group protocols) and provide feedback to Westat. Once these activities have been completed and the evaluation has received OMB approval, Westat senior project staff will conduct the first site visit. Based on their experiences, the interview guides for the site visits will be revised and the remainder of the site visitors will be trained to conduct the remaining case study site visits.

#### **B.5 Individuals Consulted on Statistical Methods**

Dr. David Marker  
Senior Statistician  
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301-251-4398

**Appendix A**  
**Confidentiality Agreement**



## **WESTAT EMPLOYEE OR CONTRACTOR'S ASSURANCE OF CONFIDENTIALITY OF SURVEY DATA**

### **Statement of Policy**

Westat is firmly committed to the principle that the confidentiality of individual data obtained through Westat surveys must be protected. This principle holds whether or not any specific guarantee of confidentiality was given at time of interview (or self-response), or whether or not there are specific contractual obligations to the client. When guarantees have been given or contractual obligations regarding confidentiality have been entered into, they may impose additional requirements that are to be adhered to strictly.

### **Procedures for Maintaining Confidentiality**

1. All Westat employees and field workers shall sign this assurance of confidentiality. This assurance may be superseded by another assurance for a particular project.
2. Field workers shall keep completely confidential the names of respondents, all information or opinions collected in the course of interviews, and any information about respondents learned incidentally during field work. Field workers shall exercise reasonable caution to prevent access by others to survey data in their possession.
3. Unless specifically instructed otherwise for a particular project, an employee or field worker, upon encountering a respondent or information pertaining to a respondent that s/he knows personally, shall immediately terminate the activity and contact her/his supervisor for instructions.
4. Survey data containing personal identifiers in Westat offices shall be kept in a locked container or a locked room when not being used each working day in routine survey activities. Reasonable caution shall be exercised in limiting access to survey data to only those persons who are working on the specific project and who have been instructed in the applicable confidentiality requirements for that project.

Where survey data have been determined to be particularly sensitive by the Corporate Officer in charge of the project or the President of Westat, such survey data shall be kept in locked containers or in a locked room except when actually being used and attended by a staff member who has signed this pledge.

5. Ordinarily, serial numbers shall be assigned to respondents prior to creating a machine-processible record and identifiers such as name, address, and Social Security number shall not, ordinarily, be a part of the machine record. When identifiers are part of the machine data record, Westat's Manager of Data Processing shall be responsible for determining adequate confidentiality measures in consultation with the project director. When a separate file is set up containing

identifiers or linkage information which could be used to identify data records, this separate file shall be kept locked up when not actually being used each day in routine survey activities.

6. When records with identifiers are to be transmitted to another party, such as for keypunching or key taping, the other party shall be informed of these procedures and shall sign an Assurance of Confidentiality form.
7. Each project director shall be responsible for ensuring that all personnel and contractors involved in handling survey data on a project are instructed in these procedures throughout the period of survey performance. When there are specific contractual obligations to the client regarding confidentiality, the project director shall develop additional procedures to comply with these obligations and shall instruct field staff, clerical staff, consultants, and any other persons who work on the project in these additional procedures. At the end of the period of survey performance, the project director shall arrange for proper storage or disposition of survey data including any particular contractual requirements for storage or disposition. When required to turn over survey data to our clients, we must provide proper safeguards to ensure confidentiality up to the time of delivery.
8. Project directors shall ensure that survey practices adhere to the provisions of the U.S. Privacy Act of 1974 with regard to surveys of individuals for the Federal Government. Project directors must ensure that procedures are established in each survey to inform each respondent of the authority for the survey, the purpose and use of the survey, the voluntary nature of the survey (where applicable) and the effects on the respondents, if any, of not responding.

#### PLEDGE

I hereby certify that I have carefully read and will cooperate fully with the above procedures. I will keep completely confidential all information arising from surveys concerning individual respondents to which I gain access. I will not discuss, disclose, disseminate, or provide access to survey data and identifiers except as authorized by Westat. In addition, I will comply with any additional procedures established by Westat for a particular contract. I will devote my best efforts to ensure that there is compliance with the required procedures by personnel whom I supervise. I understand that violation of this pledge is sufficient grounds for disciplinary action, including dismissal. I also understand that violation of the privacy rights of individuals through such unauthorized discussion, disclosure, dissemination, or access may make me subject to criminal or civil penalties. I give my personal pledge that I shall abide by this assurance of confidentiality.

---

Signature

**Appendix B:**

**List of OCFT Projects Active as of July, 2008 by Region, Country, Grantee, Project Focus,  
and Funding**

<b>OCFT AFRICA PROJECT STATUS</b>			
<b>Country</b>	<b>Grantee</b>	<b>Project Focus</b>	<b>Amount</b>
Angola	Christian Children's Fund	<i>Education Initiative:</i> Combating Exploitive Child Labor through Education (Regrant)	\$3,478,794
Democratic Republic of the Congo	Save the Children - UK	Preventing the Worst Forms of Child Labor (WFCL) and Reintegrating War-Affected Children in the DRC	\$5,500,000
Ghana	ILO-IPEC	<i>Timebound:</i> Child domestic work, fishing, portering, commercial sexual exploitation, customary or ritual servitude, mining and quarrying, and commercial agriculture	\$4,750,000
Guinea	Save the Children - US	<i>Education Initiative:</i> Formal, non-formal, vocational schooling, community awareness-raising, and government capacity-building	\$4,000,000
Kenya	ILO-IPEC	<i>Timebound:</i> Domestic services, Commercial sex, Commercial and subsistence agriculture, fisheries and pastoralism, Street working children in informal sectors	\$5,000,000
Madagascar	ILO-IPEC	<i>Timebound:</i> Prostitution; domestic work; stone quarries and mines, rural and urban informal sectors	\$4,750,000
Malawi	ILO-IPEC	<i>Country Program:</i> Agriculture and domestic work	\$2,100,000
Mali	ILO-IPEC	<i>Preparatory Project for Timebound Program of Support:</i> agriculture, mining, the urban informal sector, domestic and commercial sexual exploitation	\$3,500,000
Mozambique	American Institutes for Research	<i>Education Initiative:</i> Combating Exploitive Child Labor through Education	\$3,000,000
Niger	Catholic Relief Services	<i>Education Initiative:</i> Combating Exploitive Child Labor through Education	\$2,000,000

<b>OCFT AFRICA PROJECT STATUS (continued)</b>			
<b>Country</b>	<b>Grantee</b>	<b>Project Focus</b>	<b>Amount</b>
Regional Africa: Ethiopia, Kenya, Rwanda, Uganda	World Vision	<i>Education Initiative:</i> HIV/AIDS affected children	\$14,500,000
Regional Africa: Uganda, Zambia	ILO-IPEC	<i>Sector Program:</i> HIV/AIDS orphans, HIV/AIDS affected children	\$3,000,000
Southern Africa: South Africa, Botswana, Lesotho, Namibia, Swaziland	ILO-IPEC	<i>Timebound:</i> Supporting the South African Timebound Program and piloting initiatives in BLNS countries	\$5,000,000
Southern Africa: South Africa, Botswana, Lesotho, Namibia, Swaziland	American Institutes for Research	<i>Education Initiative: Children in vulnerable situations and those affected by HIV/AIDS</i>	\$9,000,000
Tanzania	ILO-IPEC	<i>Timebound:</i> Elimination of the Worst Forms of Child Labor (Phase II)	\$4,871,097
Tanzania	Winrock	<i>Education Initiative:</i> exploitive labor in rural areas; formal and transitional education	\$5,090,000
Togo	ILO-IPEC	Combating the Worst Forms of Child Labor	\$5,000,000
Uganda	International Rescue Committee	Combating the Worst Forms of Child Labor	\$5,499,997

West Africa: Burkina Faso, Niger and Mali	ILO-IPEC	<i>Sector Program: Mining</i>	\$3,000,000
West Africa: Cote d'Ivoire and Ghana	Tulane University	<i>Education Initiative: Oversight of public and private initiatives to eliminate the worst forms of child labor in the cocoa sector</i>	\$4,311,513
West Africa: Sierra Leone and Liberia	International Rescue Committee	<i>Education Initiative: Education for children in vulnerable situations</i>	\$5,999,979
Zambia	ILO-IPEC	<i>Preparatory Project for Timebound Program of Support</i>	\$3,920,000

### **OCFT AMERICAS PROJECT STATUS**

<b>Country</b>	<b>Grantee</b>	<b>Project Focus</b>	<b>Amount</b>
South America: Chile, Colombia, Paraguay, Peru	ILO-IPEC	<i>Sector Program: Child domestic work, Commercial sexual exploitation</i>	\$5,500,000
Bolivia	Desarollo y Autogestion	Combating the Worst Forms of Child Labor	\$3,344,000
Brazil (*)	ILO-IPEC	<i>Timebound Addendum: Elimination of the Worst Forms of Child Labor</i>	\$1,999,980
Central America: Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Nicaragua	CARE	<i>Education Initiative: Regional capacity building</i>	\$5,730,000
Central America: Belize, Panama and Dominican Republic	ILO-IPEC	<i>Addendum: Commercial Sexual Exploitation of Children in Central American and the Dominican Republic</i>	\$4,966,817
Colombia	World Vision	<i>Education Initiative: Child labor in the Savannah of Bogotá</i>	\$3,500,000
Colombia	Partners of the Americas	Time-Bound Program to Eliminate the WFCL	\$5,099,463
Dominican Republic	ILO-IPEC	<i>Timebound Program of Support, Phase II</i>	\$2,700,000
Dominican Republic	DevTech Systems, Inc.	Education/Youth Employment Public Private Partnerships	\$4,000,000
Ecuador (*)	ILO-IPEC	<i>Timebound Addendum: Elimination of the Worst Forms of Child Labor</i>	\$1,999,796
Ecuador (*)	ILO-IPEC	<i>Timebound: Supporting the Timebound Program for the Elimination of the Worst Forms of Child Labor in Ecuador</i>	\$2,013,146
Ecuador	Catholic Relief Services	<i>Education Initiative: Cut-flower, banana industries</i>	\$3,000,000
Ecuador	World Learning	<i>Education Initiative</i>	\$4,095,000
El Salvador	ILO-IPEC	<i>Timebound Program of Support, Phase II</i>	\$3,380,000

### **OCFT AMERICAS PROJECT STATUS (continued)**

<b>Country</b>	<b>Grantee</b>	<b>Project Focus</b>	<b>Amount</b>
Guyana	Partners of the America	<i>Education Initiative</i>	\$2,000,000
Panama	ILO-IPEC	<i>Country Program, Phase II</i>	\$1,600,000
Panama	Creative Associates International	<i>Education Initiative: Commercial and subsistence agriculture</i>	\$3,000,000
Peru	International Youth Foundation	<i>Education Initiative</i>	\$5,090,000

### **OCFT ASIA PROJECT STATUS**

<b>Country</b>	<b>Grantee</b>	<b>Project Focus</b>	<b>Amount</b>
Afghanistan	UNICEF	<i>Education Initiative: Child soldiers</i>	\$3,000,000
Asia: Bangladesh, Indonesia,	ILO-IPEC	<i>Sector Program: Trafficking</i>	\$3,000,000

Nepal, Pakistan, Sri Lanka, Thailand			
Cambodia	World Education	<i>Education Initiative:</i> Trafficking and Commercial sexual exploitation	\$3,000,000
Central Asia: Kazakhstan, Kyrgyzstan, Uzbekistan, Tajikistan	ILO-IPEC	<i>Sector Program:</i> Government capacity building, Research, Agriculture, Urban informal economy	\$2,500,000
India (*)	ILO-IPEC	<i>Sector Program:</i> Bangles, Bidis, Brassware, Bricks, Carpets, Fireworks, Footwear, Locks, Matches, Quarried stones, and Silk	\$10,000,000
Indonesia	ILO-IPEC	<i>Sector Program:</i> Fishing, Footwear industries	\$900,000
Nepal	ILO-IPEC	<i>Sector Program:</i> Elimination of Bonded labor	\$1,618,465
Nepal	World Education	<i>Education Initiative (Phase 1):</i> Education component of Timebound: Carpet sector, Domestic service, Porters, Mining, Rag picking, Trafficking	\$4,000,000
Nepal	ILO-IPEC	<i>Timebound:</i> Carpet sector, Domestic service, Porters, Mining, Rag picking, Trafficking	\$5,200,000
Pakistan	ILO-IPEC	<i>Sector Program (Phases 2):</i> Carpet sector	\$3,500,000
Vietnam	ILO-IPEC	<i>Country Program:</i> Hazardous informal work, Services sector work	\$499,383
Cambodia	ILO-IPEC	<i>Timebound:</i> Domestic work, Porters, Fishing, and Production of brick, salt, and rubber	\$4,750,000
Cambodia	Winrock	Combating the Worst Forms of Child Labor	\$3,999,938
<b>OCFT ASIA PROJECT STATUS (continued)</b>			
<b>Country</b>	<b>Grantee</b>	<b>Project Focus</b>	<b>Amount</b>
India (*)	ILO-IPEC	<i>Sector Program:</i> Bangles, Bidis, Brassware, Bricks, Carpets, Fireworks, Footwear, Locks, Matches, Quarried stones, and Silk	\$4,000,000
India (*)	ILO-IPEC	<i>Sector Program:</i> Bangles, Bidis, Brassware, Bricks, Carpets, Fireworks, Footwear, Locks, Matches, Quarried stones, and Silk	\$6,333,602
Indonesia	Save the Children Federation	<i>Education Initiative: Tsunami Relief</i>	\$2,500,000
Indonesia	ILO-IPEC	<i>Timebound:</i> Drug trafficking, Fishing, Trafficking for commercial sexual exploitation, Mining, Footwear	\$5,565,000
Indonesia	ILO-IPEC	<i>Timebound:</i> Elimination of the Worst Forms of Child Labor - Phase II	\$5,550,000
Mongolia	ILO-IPEC	<i>Timebound:</i> Elimination of the Worst Forms of Child Labor	\$2,900,000
Nepal	ILO-IPEC	Sustainable Elimination of Child Bonded Labor - Phase II	\$2,000,000
Nepal	World Education	<i>Education Initiative (Phase 2):</i> porters, recyclers/rag-pickers, domestic servants, carpet factory workers, mine/quarry workers, former bonded laborers (engaged in several occupations), brick factory workers, transport workers, and restaurant-entertainment workers (vulnerable to trafficking),	\$3,845,000
Pakistan	ILO-IPEC	<i>Earthquake Addendum</i>	\$1,535,000
Pakistan	ILO-IPEC	<i>Timebound:</i> Surgical instrument manufacturing, tanneries, coal mining, glass bangle production, rag-picking, and deep sea fishing.	\$4,008,360
Pakistan	Save the Children - UK	<i>Education Initiative</i>	\$4,350,000
Philippines	World Vision	<i>Education Initiative:</i> Education component of national Timebound program	\$5,003,427

<b>OCFT ASIA PROJECT STATUS (continued)</b>			
<b>Country</b>	<b>Grantee</b>	<b>Project Focus</b>	<b>Amount</b>
Philippines	World Vision	<i>Timebound: Program to Eliminate the WFCL</i>	\$5,500,000
South Asia: India, Nepal, and Pakistan	Macro International	Research in the Carpet Sectors	\$3,500,000
Sri Lanka	ILO-IPEC	<i>Tsunami Relief</i>	\$562,408
Thailand	ILO-IPEC	<i>Combating the WFCL, including trafficking</i>	\$3,500,000

<b>OCFT EUROPE, MIDDLE EAST, NORTH AFRICA PROJECT STATUS</b>			
<b>Country</b>	<b>Grantee</b>	<b>Project Focus</b>	<b>Amount</b>
Europe: Albania, Moldova, Romania, Ukraine	ILO-IPEC	<i>Sector Program: Trafficking</i>	\$1,500,000
Jordan	ILO-IPEC	<i>Country Program: Urban service sector</i>	\$1,000,000
Turkey	ILO-IPEC	<i>Timebound: Street work, Seasonal commercial agriculture (cotton), Informal urban economy (furniture sector)</i>	\$2,500,000
Ukraine	ILO-IPEC	<i>Country Program: Commercial sexual exploitation, Rural work, Street children</i>	\$1,127,980
Yemen	ILO-IPEC	<i>Country Program: Rural work, Street children, Urban informal sectors</i>	\$1,401,538
Egypt	UN World Food Program	Education Initiative	\$5,090,000
Europe: Albania, Bulgaria, Kosovo, Romania, Moldova, Ukraine	ILO-IPEC	PROTECT CEE Phase II, WFCL and Trafficking	\$3,500,000
Morocco	ILO-IPEC	<i>Sector Program: Rural child labor</i>	\$2,251,069
Morocco	Management Systems International	<i>Education Initiative: Education for child maids, and children working in automechanics and handicrafts</i>	\$3,100,000
Morocco	Management Systems International	Combating the WFCL: rural agriculture, domestic work and commercial sexual exploitation of children	\$3,000,000
Regional Middle East: Lebanon, Yemen	ILO-IPEC	<i>Timebound/Country Program: Timebound program in Lebanon, Support for country activities in Yemen</i>	\$3,000,000
Regional Middle East: Lebanon, Yemen	CHF International	<i>Education Initiative: Agriculture, industrial, domestic work, trafficking, fishing.</i>	\$8,400,000
Turkey	IMPAQ International	<i>Education Initiative: Seasonal agricultural labor</i>	\$6,000,000

**Appendix C:**

**Interviews with OCFT Staff**



**Evaluation of OCFT’s International Technical Cooperation Program  
Interview Guide for OCFT Director and Deputy Director**

Name of Interviewee: \_\_\_\_\_  
Date: \_\_\_\_\_  
Interviewer: \_\_\_\_\_

*Introduction and reason for the interview.* Hello, my name is [Name of Interviewer] and I work for [Westat/Georgetown University]. We are conducting an evaluation of OCFT’s child labor technical cooperation program. This is not an evaluation of your individual project, but an evaluation of the entire program.

This interview is one of the data collection activities that will inform and support the evaluation. Additional data collection activities include six site visits to OCFT child labor projects, and an email survey of current projects.

*How the information will be used.* The information you provide us will be combined with information from the other sources and will be used to enhance existing child labor projects and help in the design of new ones.

*Estimate of average burden.* We estimate that it will take you approximately 1 hour to respond to the questions.

*Participation is voluntary.* Participation in this interview is voluntary and you are not required to respond to the interview. You may skip any question.

*Privacy:* Responses to this data collection will be used only for program evaluation purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies you or your organization to anyone outside the study team, except as required by law.

**A. Program Purpose and Design**

1. What are OCFT’s mission, goals, and objectives?
2. Please provide a brief history of OCFT’s International Technical Cooperation Program (including its location within the DOL management structure, types of projects supported and why – Educational, Time-Bound, etc.).
3. Please discuss OCFT’s current funding priorities. How have they changed since 2003?
4. What other Federal agencies have projects focused on combating child labor internationally, including human trafficking?
  - a. What is the focus of these programs?
5. What are the similarities and differences between these programs and OCFT’s?

6. To what extent does OCFT collaborate with these Federal programs to combat child labor and human trafficking? Please describe the joint activities (e.g., program planning, expert panels, sharing resources, etc.).
7. What are the facilitators and obstacles to collaborating with other Federal agencies?

### **B. Strategic Planning**

1. Briefly discuss OCFT's progress towards meeting the improvement plans specified in the PART evaluation of 2003.
2. To what extent has OCFT changed its targeting measures as a result of the PART evaluation (or over the past several years).
3. What NGOs and other non-federal agencies does OCFT collaborate with on eliminating exploitive child labor internationally?
  - a. Please describe the nature of the collaboration?
  - b. Do these agencies and OCFT share resources? If yes, please explain how resources are shared.

### **C. Program Management**

1. Have the procedures for reporting project progress changed since the inception of the program?
  - a. If so, how have they changed?
2. To what extent do the projects have difficulties with reporting performance measurement data to OCFT?
  - a. What are the facilitators and obstacles to reporting performance measurement data (e.g., staff, MIS systems, etc.)?
3. To what extent do projects request technical support in reporting measures of impact?
  - a. What type of technical support is requested?
  - b. Please describe the technical support provided to the projects.

### **D. Program Results**

1. To what extent do the projects raise awareness and understanding of exploitive child labor? Please probe for facilitators and obstacles to reducing and/or raising awareness and understanding of exploitive child labor.
2. Please describe best practices in project activities (e.g., educational initiatives, public awareness campaigns, legislation, etc.) that have evolved from the projects in each region.
3. Please describe best practices in the area of sustainability. What have been the facilitators and obstacles to sustainability (e.g., project specific, political, cultural, etc.).

**E. Site Visits**

1. Are there issues of concern that site visitors should be particularly careful or attentive?

**Evaluation of OCFT’s International Technical Assistance Program  
Interview Guide for OCFT Division Chiefs**

Name of Interviewee: \_\_\_\_\_  
Division: \_\_\_\_\_  
Date: \_\_\_\_\_  
Interviewer: \_\_\_\_\_

*Introduction and reason for the interview.* Hello, my name is [Name of Interviewer] and I work for [Westat/Georgetown University]. We are conducting an evaluation of OCFT’s child labor technical cooperation program. This is not an evaluation of your individual project, but an evaluation of the entire program.

This interview is one of the data collection activities that will inform and support the evaluation. Additional data collection activities include six site visits to OCFT child labor projects, and an email survey of current projects.

*How the information will be used.* The information you provide us will be combined with information from the other sources and will be used to enhance existing child labor projects and help in the design of new ones.

*Estimate of average burden.* We estimate that it will take you approximately 1 hour to respond to the questions.

*Participation is voluntary.* Participation in this interview is voluntary and you are not required to respond to the interview. You may skip any question.

*Privacy:* Responses to this data collection will be used only for program evaluation purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies you or your organization to anyone outside the study team, except as required by law.

**A. Background**

1. Please describe your responsibilities within the OCFT organization.
2. Please give a brief history of your regional portfolio (e.g., if applicable, date of inception, planning, period, implementation period, sustainability planning, etc.).

**B. Program Design and Purpose**

1. What are OCFT’s specific objectives for your region?
2. Please describe the types of projects in your region and the factors that helped determine the type of projects.
3. What are the target groups for the projects in your region?

4. Who are your Federal partners? How do you coordinate your activities (e.g., work with them)?
5. What other Federal child labor/trafficking programs are operating in your region?
6. What are the similarities and differences in OCFT projects and others operating in your region?
7. What are the non-Federal key stakeholders for your regional portfolio?
  - a. To what extent do they contribute to OCFT projects?
  - b. How do they contribute to OCFT projects?

### **C. Strategic Planning**

1. Please describe how projects develop targets for their projects.
2. To what extent does OCFT provide assistance to projects in refining their targets?
3. To what extent does OCFT recommend agencies to partner with or to exchange information about their respective projects?

### **D. Program Management**

1. What evaluations are ongoing? How do you use the evaluations to strengthen the projects in your region?
2. To what extent do the projects have capabilities to collect performance measurement data (e.g., MIS systems, etc.)?
  - a. What are the facilitators and obstacles to collecting performance measurement data?

### **E. Program Results**

1. To what extent do the projects in your region reduce and/or raise awareness and understanding of exploitive child labor? Please probe for facilitators and obstacles to reducing and/or raising awareness and understanding of exploitive child labor.
2. Please describe best practices in project activities (e.g., educational initiatives, public awareness campaigns, legislation, etc.) that have evolved from the projects in your regional portfolio.
3. Please describe best practices in the area of sustainability. What have been the facilitators and obstacles to sustainability (e.g., project specific, political, cultural, etc.).

### **F. Site Visits**

1. What should the site visitors know before (e.g. protocols, sensitive issues, etc.) conducting the field data collection?

**Appendix D:**

**Interviews with USAID and Foreign Service Staff**

**Interview Protocol for U. S. Department of State and  
U.S. Agency for International Development (USAID) Staff Members**

Name of Interviewee: \_\_\_\_\_  
Division: \_\_\_\_\_  
Date: \_\_\_\_\_  
Interviewer: \_\_\_\_\_

[INTERVIEWER NOTE: THE MAIN PURPOSE OF THESE INTERVIEWS IS TO DETERMINE WHAT OTHER FEDERAL PROGRAMS ARE FOCUSING ON THE SAME ISSUES THAT OCFT DOES. IT IS IMPORTANT TO FIND OUT WHERE THEY OVERLAP AND HOW THEY ARE UNIQUE. MANY OF THOSE TO BE INTERVIEWED ARE NOT FAMILIAR WITH THE WORK ON THE GROUND.]

*Introduction and reason for the interview.* Hello, my name is [Name of Interviewer] and I work for [Westat/Georgetown University]. We are conducting an evaluation of OCFT's child labor technical cooperation program. This is not an evaluation of your individual project, but an evaluation of the entire program.

This interview is one of the data collection activities that will inform and support the evaluation. Additional data collection activities include six site visits to OCFT child labor projects, and an email survey of current projects.

*How the information will be used.* The information you provide us will be combined with information from the other sources and will be used to enhance existing child labor projects and help in the design of new ones.

*Estimate of average burden.* We estimate that it will take you approximately 1 hour to respond to the questions.

*Participation is voluntary.* Participation in this interview is voluntary and you are not required to respond to the interview. You may skip any question.

*Privacy:* Responses to this data collection will be used only for program evaluation purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies you or your organization to anyone outside the study team, except as required by law.

<b>A. Background Information</b>
----------------------------------

1. Please describe briefly your general duties and your familiarity with DOL's international child labor technical cooperation program.

### **B. Program Design and Purpose**

1. Is your agency supporting activities to eliminate exploitive child labor? If so, can you please elaborate? How are they similar and in what way do they differ? (please feel free to re-word these questions, but the main point is to find out what the interviewee knows about his/her agencies' programs and to gain his/her perspective on how the programs may be similar or differ)
2. Are you aware of other federal government programs supporting activities similar to those supported by OCFT? In what way are they similar and in what way are they different?

### **C. Strategic Planning**

1. Is there any cross-agency/cross-department coordination (or information sharing, joint funding) about programs being funded or approaches being taken? What is the mechanism for that coordination? Does that coordination differ on the basis of which Tier that country is assigned? Are there instances where grants are provided to the same country (if not the same grantee) on child labor issues by both DOL and State? What are the protocols for working together to ensure efforts are complementary?
2. How would you describe the similarities and differences between the programs sponsored by the two agencies?
3. From your perspective, what types of NGOs should DOL projects be encouraged to partner (or collaborate) with? Would projects funded by your agency work with different NGOs?
4. Are there instances where grants are provided to the same country (if not the same grantee) on child labor issues by both DOL and State? What are the protocols for working together to ensure efforts are complementary?

### **D. Program Management**

1. How do Foreign Service Officers work with DOL during the project planning stage? How about once projects are implemented?
2. In what ways can (or do) the embassy staff help support DOL efforts within country? Please provide examples.

### **E. Program Results**

1. What types of NGOs should projects be encouraged to partner (or collaborate) with?
2. From your perspective, what are the largest or most typical obstacles faced by these programs? Do you have any examples of methods an individual country has taken to overcome these obstacles?

Please provide an example of a program success that you feel typifies OCFT program accomplishments. (Probe for whether this was an intended or unintended success, what was the environment in which this was achieved, has it been sustained.)



## Interview Guide for U.S. Foreign Service Staff

Name of Interviewee: \_\_\_\_\_  
Division: \_\_\_\_\_  
Date: \_\_\_\_\_  
Interviewer: \_\_\_\_\_

*Introduction and reason for the interview.* Hello, my name is [Name of Interviewer] and I work for [Westat/Georgetown University]. We are conducting an evaluation of OCFT's child labor technical cooperation program. This is not an evaluation of your individual project, but an evaluation of the entire program.

This interview is one of the data collection activities that will inform and support the evaluation. Additional data collection activities include six site visits to OCFT child labor projects, and an email survey of current projects.

*How the information will be used.* The information you provide us will be combined with information from the other sources and will be used to enhance existing child labor projects and help in the design of new ones.

*Estimate of average burden.* We estimate that it will take you approximately 1 hour to respond to the questions.

*Participation is voluntary.* Participation in this interview is voluntary and you are not required to respond to the interview. You may skip any question.

*Privacy:* Responses to this data collection will be used only for program evaluation purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies you or your organization to anyone outside the study team, except as required by law.

<b>A. Background</b>
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1. What are your roles and responsibilities in your current position in the embassy?
2. How long have you worked in the embassy (in the specific country person is assigned to at the time of the interview?)
3. What is your experience with child labor? (Probe for current and past experience.)

## B. Program Purpose and Design

1. When did people in <COUNTRY NAME> begin addressing the problem of child labor? What would you say is the most common form of child labor in the area? Has this changed in recent years? If so—how, since when? (*Probe on which groups/industries are perpetrators and whether this has changed*) Do you think the problem has grown more or less serious in the past several years? Why?
2. If there are programs sponsored by the State Department in your country, how would you describe the similarities and differences between the child labor and trafficking programs and other programs in the area sponsored by the two agencies?
3. What do people in this community seem most concerned about?
  - The sheer magnitude of the problem or recent increases?
  - The lack of alternatives to child labor?
  - Lack of data or MIS capability to track the problem?
  - Lack of supports or resources?
  - Lack of enforcement?

## C. Program Management

1. What is your role in working with DOL and organizations that receive DOL funding on child labor? (*Interviewers: Please tailor question to location of site visit.*)
2. From your perspective, what are the largest or most typical obstacles faced by these programs? Do you have any examples of methods used in <COUNTRY NAME> to overcome these obstacles?

## D. Strategic Planning

1. What NGOs should grantees be encouraged to partner (or collaborate) with in <COUNTY NAME>? Are there groups that get excluded when addressing child labor?
2. How would you describe the position of the national, regional, and local governments in addressing child labor? Have these positions changed in the last several years? In what way? What factors have influenced those changes?

## E. Program Results

1. Please provide an example of a program success that you feel typifies OCFT program accomplishments. (*Probe for whether this was an intended or unintended success, what was the environment in which this was achieved, has it been sustained.*)
2. From your perspective, what has been the impact of the OCFT project(s) in your [county, region, location]? (*Interviewers: Please tailor question to location of the site visit.*)
3. What are the project(s)' top three best practices so far?

4. What additional project results have you observed? (Probe for increased awareness.)
5. What do you believe is the overall impact of the DOL-funded project?

**Appendix E:**

**Email Survey**

## Email Survey – Current Projects

### Cover Letter

Dear Project Director:

The U.S. Department of Labor’s Office of Child Labor, Forced Labor and Human Trafficking (OCFT) is currently undergoing an evaluation of its international child labor technical cooperation program. Westat, a survey research firm located in Rockville, Maryland, USA, is conducting the evaluation, which includes the attached email survey for project directors of active OCFT-funded projects.

This is **not** an evaluation of your specific project, but rather of the OCFT child labor technical cooperation program as a whole. However, this evaluation by necessity requires inputs from individual projects as well. The survey focuses on characteristics of your project, your project’s effectiveness in preventing or removing children from exploitive child labor, methods for measuring the impact of your program, and the activities employed to sustain and maintain project efforts to reduce the exploitive child labor once the OCFT grant is completed.

Your participation in this email survey is voluntary but very important. The information you provide in your response will be used to help OCFT enhance its guidance and support to projects and inform and support the Department of Labor’s reporting of the efficacy of the program to the U.S. Congress and the U.S. public. Your responses to this survey will not influence your grant in any way. Written reports of the survey will present the data in aggregate form and individual projects and people will not be named.

It should take you about 45 minutes to complete the survey. If you have any questions about the purpose or content of the survey, please contact Maureen Jaffe at OCFT. If you have questions about completing or submitting the survey, please contact Beth Rabinovich at Westat. Their contact information is below.

Maureen Jaffe  
OCFT, Operations Division  
Telephone: 202-693-4848  
Fax: 202-693-4830  
Email: jaffe.maureen@dol.gov

Beth Rabinovich  
Westat  
Telephone: 1-800 Westat1  
301-294-2829  
bethrabinovich@westat.com

We would appreciate receiving your response by [insert 30 days after date survey sent]. If you are unable to complete the survey by that date, please let us know when we can expect your response.

Sincerely,

Marcia Eugenio  
Director, Office of Child Labor, Forced Labor and  
Human Trafficking  
U.S. Department of Labor

## 2008 Survey of OCFT's Technical Cooperation Program's Current Projects

<b>A. General Information about the Project</b>
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1. **Name of Project:**

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2. **Name of Primary Agency:**

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3. **Name of Person Completing Survey:**

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3a. **Email Address:**

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3b. **Address:**

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3c. **Office Telephone Number:**

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4. **Project Start Date:**

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5. **Please check the funding sources for your project other than the U.S. Department of Labor. Check "yes" or "no" for each response option.**

Yes

No

- a. International Labor Organization.....
- b. Other International Organizations (CARE, World Food Program, UNICEF, etc.).....
- c. Non-governmental Organization.....
- d. Local Government.....
- e. Regional Government.....
- f. National Government.....
- g. Other(Specify).....

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**B. Program Purpose, Scope and Design**

6. Briefly, state the goal and objectives of your project.

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7. What are the main activities of your project? Check "yes" or "no" for each response option.

Yes                      No

- a. Education (Formal, Non-Formal, Vocational)
- b. Vocational training.....
- c. Literacy and other training for parents.....
- d. Public Awareness.....
- e. Legislative Reform.....
- f. Family Support/Social Services.....
- g. Employment.....
- h. Other (Specify).....

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8. What group(s) is/are targeted by the project? Check "yes" or "no" for each response option.

Yes                      No

- a. Children
  - In exploitive labor.....
  - Removed from exploitive labor
  - At risk of exploitive labor.....
- b. Parents.....
- c. Teachers .....
- d. service providers.....
- e. Employers/Trade association .....
- f. Unions.....
- g. Policy makers.....
- h. Local leaders.....
- i. Other.....  
Specify \_\_\_\_\_

9. **What is the geographical area covered by your project? Check "yes" or "no" for each response option.**

Yes                      No

- a. Local neighborhood.....
- b. Town.....
- c. City.....
- d. Entire country.....
- e. Region (within country).....
- f. Two or more countries.....
- g. Other (Specify).....

\_\_\_\_\_

10. **In the space below, please record the types of formal partners that work with the project, and the number for each type. By formal partners, we mean organizations and/or groups that receive funds through your project.**

Number of  
each type

- a. Non-governmental organizations (NGOs).....
- b. Local government.....
- c. Regional government.....
- d. National government.....
- e. Employers/Trade associations.....
- f. Trade unions.....
- g. Other(Specify).....

\_\_\_\_\_

11. **Please indicate the number of agency partners that you work with informally (and do not receive any funding from your OCFT project).**

Number of  
each type

- a. Non-governmental organizations (NGOs).....
  - b. Local government.....
  - c. Regional government.....
  - d. National government.....
  - e. Employers/Trade associations.....
  - f. Trade unions.....
  - g. Volunteers.....
  - h. Other.....
- Specify \_\_\_\_\_



12. **Please describe how these informal agencies are involved in the project. Check "yes" or "no" for each response option.**

Yes                      No

- a. Served on committees or boards.....
- b. Encouraged participation within the target population.....
- c. Provided financial support .....
- d. Advertised program services.....
- e. Assigned/contributed staff to project activities.....
- f.. Worked with the project in other ways.....

13. **In the space below, please describe specific ways each of the partners (both formal and informal) listed above contributes to capacity building for the elimination of exploitive labor.**

**Formal Partners**

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**Informal partners**

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**C. Strategic Planning**

14. **Does your organization have a clear mission statement?**

- Yes.....
- No.....

15. **What is your organization's prior background in child labor?**

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16. **Does your organization have a strategic plan (a statement of the organization's mission, identification of program and associate goals, as well as methods for achieving program goals)?**

Yes.....  
No.....

17. **Is the organizational strategy known to . . .**

Yes      No

- a. project administrators,.....
- b. data managers,.....
- c. supervisors, or.....
- d. other staff (specify).....

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18. **Is the strategy used to assess program priorities, to make program decisions, and to allocate resources?**

Yes.....  
No.....

19. **Does the organization have a process in place for assessing the project's environment (e.g., political, social, economic) to determine potential constraints and opportunities?**

Yes.....  
No.....

**If Yes:**

19a. **Please describe the main elements of this process.**

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20. **Does the organization have a process in place for ongoing review of beneficiaries needs and concerns (e.g., exit interviews of a sample of beneficiaries)?**

Yes.....  
No.....

**If Yes:**

20a. **Please briefly describe the main elements of this process.**

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21. **Does the organization have a process in place for ongoing review of stakeholders' requirements and concerns (e.g., regular meetings)?**

Yes.....  
No.....

**If Yes:**

21a. **Please briefly describe the main elements of this process.**

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22. **Does the organization have a process for monitoring the implementation of its strategic plan and for revising it to reflect internal and external changes in its environment?**

Yes.....  
No.....

**If Yes:**

22a. **Please briefly describe the main elements of this process.**

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23. **Are each of the program areas (e.g., formal education, non formal education, family support activities, and health and hygiene activities) and their associated projects linked to the organization's mission and strategic plan?**

Yes.....  
No.....

24. **Does each program area (e.g., formal education, non formal education, family support activities, and health and hygiene activities) and their associated projects have a written plan?**

Yes.....  
No.....

25. **Does your organization or program have a system for collecting staff suggestions on how to improve the quality of services?**

Yes.....  
No.....

**If Yes:**

25a. **Please briefly describe the main elements of this process.**

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26. **Do supervisors and staff meet on a regularly scheduled basis, to review and discuss beneficiaries' services, progress reports, and other project-related issues?**

Yes.....  
No.....

27. **Do supervisors and staff meet periodically (i.e., at least every six months) to assess the learning needs of staff and plan staff development activities?**

Yes.....  
No.....

28. **Do off-site supervisors or technical experts visit the project sites regularly (i.e., at least twice a year)?**

Yes.....  
No.....

**If Yes:**

28a. **Do they . . .**

Yes                      No

Assess services (e.g., quality, standards).....  
Identify successful strategies (e.g., best practices).....  
Work with staff to solve problems.....  
Other (Specify).....  
\_\_\_\_\_

29. **What technical assistance (TA) needs have you experienced during the implementation or operation of your project?**

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30. **Has OCFT helped your project to address these TA needs?**

Yes.....  
No.....

**If Yes:**

30a. **Please describe which TA needs have been addressed by OCFT and how OCFT has addressed these needs.**

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**If No:**

30b. **Why not?**

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30c. **How were the TA needs of the project addressed?**

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TA need(s) not yet addressed.....

31. **Are there other projects in your area or region that are focused on combating exploitive child labor?**

- Yes.....
- No.....
- Don't know.....

32. **Please describe ways in which your project is similar to these other programs and ways in which it is different.**

**Similarities**

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There are no similarities

**Differences**

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There are no differences

**D. Program Management**

33. **Does the project collect data on children served and/or other measures of program achievements?**

- Yes.....
- No..... (Go to Section E)
- Don't know..... (Go to Section E)

33a. **How is this information recorded?**

Yes                      No

- On Paper.....
  - Electronic medium.....
  - Other means (Specify).....
- 

33b. **When are the data are collected? Check "yes" or "no" for each response option.**

Yes                      No

- At the beginning of a project (baseline).....
  - At specific time periods in the course of the project.....
  - At the end of the project.....
  - Only as required by the project sponsors.....
  - Other (specify).....
- 

33c. **What entity (organization or group) collects performance measurement data for the project? Check "yes" or "no" for each response option.**

Yes                      No

- Service providers?.....
  - Implementing partner(s)?.....
  - Research/Data management subcontractor.....
  - Other (specify).....
-

34. **What types of data are collected?**

	<u>Collected</u>	<u>Not Collected</u>
<u>Information about Children</u>		
a. Age .....		
b. Gender .....		
c. Vulnerability status		
- At risk of exploitive labor in the project area.....		
- In exploitive labor.....		
- Withdrawn from exploitive labor.....		
d. School attendance		
- Enrolled in school.....		
- Not enrolled in school.....		
- Receiving vocational training.....		
- Receiving other type of training.....		
e. Living arrangements.....		
<u>Service Information</u>		
f. Type(s) of services provided.....		
g. Service coverage (Number of children reached by each service).....		
h. Service costs.....		
i. Other(specify).....		
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<u>Outcome measures</u>		
j. Number and proportion of children not located or lost to follow-up.....		
k. Number and proportion of children reached and removed from exploitive labor.....		
l. Number and proportion of children reached and enrolled in educational program.....		
m. New legislation adopted against exploitive child labor.....		
n. New policies and procedures developed to support initiatives against exploitive child labor		
o. Other outcome measures(specify).....		
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35. **How is this information used by the project? Please check all that apply.**

Yes

- a. For program management and to improve programs.....
- b. To measure progress and program impact.....
- c. For record keeping and reporting.....
- d. To leverage resources.....

<b>E. Program Results</b>
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**Targeting**

36. **For each of the target groups you checked in question B8, please enter the number of persons served during the most recent fiscal year reporting period (FY 2007).**

	<u>Number of Persons Served</u>	<u>Targets</u>
Children reached by the program (total).....	_____	_____
- Withdrawn from exploitive labor.....	_____	_____
- Prevented from becoming victims of exploitive labor.....	_____	_____
Parents.....	_____	_____
Teachers or service providers.....	_____	_____
Employers/Trade association .....	_____	_____
Unions.....	_____	_____
Policy makers.....	_____	_____
Other (specify).....	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**System Changes**

37. **What changes have occurred in child labor (in the location of your project) that can be attributed to your project? Please check all that apply.**

Yes

- a. New legislation to combat exploitive child labor.....
- b. Improved enforcement of labor and child protection laws.....
- c. New policies and procedures to support efforts against exploitive child labor.....
- d. New government agency to address exploitive child labor.....
- e. Increased public awareness.....
- f. New or improved mechanism to report exploitive child labor.....
- g. Increased reporting of exploitive child labor.....
- h. Increased involvement by NGOs in exploitive child labor.....
- i. Increased involvement by trade unions.....
- j. Increased involvement by employers and trade associations.....
- k. More programs to prevent or help victims of exploitive child labor....
- l. Reduction in the number of children involved in exploitive child labor.....

**Leveraging**

38. **What resources have you been able to leverage for your project? Check “yes” or “no” for each option.**

Yes

No

- a. Funding – government.....
- b. Funding – private foundation.....
- c. In-kind donations.....
- d. Volunteers .....
- e. Individual financial contributions.....

**Sustainability**

39. **On a scale from 1 to 5, where 1 means not likely at all, and 5 means very likely, how likely are some activities to combat exploitive child labor to continue after OCFT funding ceases?**

1	2	3	4	5
Not likely at all				Very likely

39a. **Which activities do you think are the most likely to be maintained and why?**

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39b. **Which activities do you think are the least likely to be maintained and why?**

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40. **How likely are the results from the project activities to be sustained?**

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**Best Practices**

**In the space below, please describe the three most effective activities employed to combat child labor, and the reasons you believe they were effective.**

1. 

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2. 

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3. 

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**Recommendations for Additional Activities**

**In the space below, please indicate other kinds of effective strategies that could be used to achieve sustainable improvements at the global and country levels to eradicate exploitive child labor.**

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**Public Burden Statement**

All responses to this survey are completely voluntary. The U.S. Department of Labor will use the information provided in this survey, along with information from other sources, to enhance existing child labor projects and help in the design of new ones. Written reports of the survey will present the data in aggregate form and individual projects and people will not be named. We estimate that it will take an average of 45 minutes to complete this collection of information, including time for reviewing instructions, searching existing data sources, gathering and maintaining the records needed, and completing and reviewing the collection of information. Send comments regarding these estimates or any other aspect of this collection of information, including suggestions for reducing burden, to the Office of Child Labor, Forced Labor, and Human Trafficking, 200 Constitution Avenue, N.W., Rm. S-5317, Washington, DC 20210. You are not required to respond to this collection of information unless it displays a currently valid OMB Control Number.

**Please Email completed questionnaire to [BethRabinovich@Westat.com](mailto:BethRabinovich@Westat.com).**

Thank You For Your Input

**Appendix F:**

**On-Site Interviews During Site Visits**

**Evaluation of OCFT Technical Cooperation Program  
Project Director Questionnaire  
DRAFT**

**Interviewer Name:** \_\_\_\_\_

**Date of Interview:** \_\_\_\_\_

**Name of Project:** \_\_\_\_\_

**Name of Respondent(s):** \_\_\_\_\_

**Other people present during interview:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Introduction and reason for the interview.* Hello, my name is [Name of Interviewer] and I work for [Westat/Georgetown University]. We are conducting an evaluation of OCFT's child labor technical cooperation program. This is not an evaluation of your individual project, but an evaluation of the entire program.

This interview is one of the data collection activities that will inform and support the evaluation. Additional data collection activities include six site visits to OCFT child labor projects, and an email survey of current projects.

*How the information will be used.* The information you provide us will be combined with information from the other sources and will be used to enhance existing child labor projects and help in the design of new ones.

*Estimate of average burden.* We estimate that it will take you approximately 2 hours to respond to the questions.

*Participation is voluntary.* Participation in this interview is voluntary and you are not required to respond to the interview. You may skip any question.

*Privacy:* Responses to this data collection will be used only for program evaluation purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies you or your organization to anyone outside the study team, except as required by law.

## **I. Project Purpose and Design**

### **A. History**

1. To start, can you tell me a little bit about yourself—how long have you been with your organization? How did you get involved in projects targeting the worst forms of child labor (WFCL) and exploitive child labor?
2. Were you involved in developing the grant application? If yes, how did you hear about the OCFT Request for Cooperative Agreement Applications? What made you decide to apply? Who developed the proposal?
3. Did you have to make any significant changes as a result of OCFT's project document review process?
4. When did the project actually get underway?
5. Are there other U.S. funded projects, such as HIV programs or capacity building efforts of the U.S. State Department that are involved in reducing exploitive child labor? (*Identify programs prior to visit but confirm on site.*)

### **B. The Problem**

1. How/when did you first become aware of the child labor situation in <NAME OF AREA, NAME OF COUNTRY>? How would you define exploitive child labor and the WFCL? (*Probe for industries, hazardous conditions, child's age.*) What would you say is the most common form of child labor in the area? Has this changed in recent years? If so—how, since when? (*Probe on which groups/industries are perpetrators, characteristics of victims, and whether this has changed*) Do you think the problem has grown more or less serious in the past several years? Why?
2. What efforts to combat exploitive child labor were already going on in this community, region or nation before the project was implemented?
3. What do people in this community seem most concerned about?
  - The sheer magnitude of the problem or recent increases?
  - Lack of educational alternatives to child labor?
  - Lack of income alternatives to child labor?
  - Lack of data or MIS capability to track the problem?
  - Lack of supports or resources?
  - Lack of enforcement?
  - Other

### **C. Goals and Objectives**

1. What are the project's goals and objectives? [OBTAIN FORMAL, WRITTEN STATEMENT IF ONE EXISTS.]
2. What kind of outcomes does the project hope to achieve (and what metrics are being used to measure each outcome)? (*If answered in project documentation simply confirm and fill in gaps from documentation.*)

- Children prevented from exploitive behavior? (*Probe for what time period constitutes success*)
  - Children withdrawn from exploitive behavior? (*Probe for what time period constitutes success*)
  - Family support?
  - Subsequent employment efforts?
  - Capacity building for local communities/regions/nations? (*Probe for leveraged funds*)
  - Level of government commitment towards eliminating exploitive child labor (*Probe for indicators of commitment*)
  - Obtaining the cooperation and support of key organizations and developing ongoing relationships
  - Others
3. To what extent did your project coordinate activities both with the government and other bilateral or multilateral donors.
4. To what extent did this coordination lead to leveraging of funds or other resources?

## **II. Strategic Planning**

### **A. Project Plans**

Please describe the plans, implementation status, and accomplishments to date for each of the major activities listed below.

1. Setting up mechanisms for the capacity building activities of the project.
2. Developing materials and appropriate supports for <INDIVIDUAL ACTIVITIES>.
3. Setting up or enhancing systems to
  - Assess the scope of the problem and determine needs (baseline status)
  - Identify targets for prevention efforts
  - Gather data about the number of children involved in child labor
  - Track prevented/withdrawn children (and their families) in alternative programs (*Probe for how children/families flow through the project activities, do they come in and out, do they “graduate”*)
  - Follow up on participants after they have completed the project
  - Developing and collecting cost efficiency measures
  - Measuring all outcomes
4. Setting up mechanisms to identify, assess, refer, and assist victims of child labor and their families.



**B. Project Activities**

1. Describe targeting efforts for prevented/withdrawn/other. How are participants (prevention/withdrawn) recruited and assigned to different activities?
2. How do participants move through your project? (*Probe for within and across educational, alternative, income generating, employment activities, differences for activities targeting withdrawn vs. prevented children.*) Is there a sequence or order to the provision of services or programs for children and their families? Is training available for direct service providers/subcontractors? How long do projects last or are individual participants involved? How many children and families are involved annually? When did the project start accepting referrals or providing services?
3. Are there other key activities undertaken by the grantee?
4. What is the project timetable? [UPDATE TIMELINE IN THE PROJECT DOCUMENT.]

**III. Project Management**

**A. Project Organization**

1. What organizations, organizational subdivisions, and individuals are involved as subcontractors, consultants, and staff for the project? What are their respective roles? [OBTAIN/SKETCH ORGANIZATIONAL CHART.]
2. What are the routine functions of the participating organizations?
3. Have the participating organizations and individuals worked together before?
4. Do these organizations and individuals have any experience with child labor projects?

**B. Resources**

1. What is the budget for the project? [GET NEWEST VERSION.]
2. Has the allocation of OCFT funds changed since the initiation of the project? If yes, how?
3. What other contributions, cash or in-kind, support the project?
4. What programs are used to support OCFT efforts, but are not paid by OCFT? (*Probe for specific sources, amounts, and when funding started.*)
5. Has the allocation of non-OCFT funds changed since the initiation of the project?

1 = YES How?            2 = NO

6. Number of staff involved in implementing the cooperative agreement [INDICATE WHICH ARE SUPPORTED FROM GRANT AND OTHER SOURCES.]

	<u>OCFT Funds</u>	<u>Other Funds</u>
Full-time	_____	_____
Part-time	_____	_____
Volunteer _____	_____	_____

7. Number of staff involved in identifying, assessing, referring, and assisting children/families [INDICATE WHICH ARE SUPPORTED FROM GRANT/OTHER SOURCES]

	<u>OCFT Funds</u>	<u>Other Funds</u>
Full-time	_____	_____
Part-time	_____	_____
Volunteer _____	_____	_____

8. Are there any special space or equipment requirements for the project?

**C. Project Environment** [SUMMARIZE AVAILABLE INFORMATION PRIOR TO SITE VISIT AND CONFIRM ONSITE]

1. What are the project's target area(s)?
2. Describe the distinctive geographic, population, and physical characteristics of the area(s).
3. What is the typical (baseline) process for handling a child at risk or a victim of child labor in this community when the problem comes to the attention of
  - A parent, teacher, or other concerned adult?
  - Law enforcement personnel?
  - Community agencies?
  - The project?
4. Does/did this response differ based on
  - The child's gender? (*Specify differences by gender*)
  - The child's ethnicity (*Specify differences by ethnicity*)
5. Besides the grantee and the subcontractors, what other community groups, organizations, and agencies play key roles in the project? What roles are played by
  - Public schools
  - National or regional government agencies
  - Community agencies (*Probe for NGOs, trade unions, employers*)
  - Others
6. How does the program coordinate with other U.S. funded programs and efforts?
7. Are there any confidentiality issues that must be dealt with for referring children or tracking participant outcomes?

**D. Recordkeeping and Monitoring**

1. What is/are the current record-keeping system(s) (*Probe for type of system (electronic or paper), type of collection (by child, by family, numbers served, amount of service), reports developed*)? If there is an existing system, will it/they change under the project? If yes, how will it change?  
[COLLECT COPIES OF ALL FORMS USED TO COLLECT PERFORMANCE MEASURES.]
2. What are your measures of project impact or outcomes? (*Probe for timing of data collection — baseline, ongoing, outcomes.*)
3. Do you have measures of cost efficiency? If yes, what are your measures of cost efficiency? (*Probe for different project costs — staff, buildings/space, supplies, incentives/supports/rations, other indirect costs and formulas for per unit costs — per child, per family, per outcome.*) What were the difficulties encountered in developing these measures? Were there any facilitators to developing these measures? (*Probe for technical assistance or models used.*) How appropriate are these measures to the goals of the project?
4. How are the data (cost and project) used? (*Probe for project improvement, reporting, leveraging funds*)What do you see as the limitations in the data collected? Have there been changes in these measures since the project began?
5. Does/will the project follow up on its participants? Can the project identify youth who return to exploitive labor? How? What time period?
6. What arrangements are needed to obtain copies of project data?

**III. Project Results**

**A. Sustainability**

1. How likely do you think it is that some activities to address exploitive child labor will continue beyond OCFT funding?

5	4	3	2	1
Extremely likely		Somewhat likely		Not likely at all

2. (For response 5 through 3), What activities (or elements of different activities) will likely be maintained (*Probe for ways efforts are being sustained such as leveraged funds and expanding efforts within the government*)?

(For each activity maintained ) Will the project be changed? Will it be replicated or expanded? How? What agencies will be responsible? What funding will be used to maintain the activity?

3. (For response 1 or 2) Why won't these efforts be continued?
4. To what extent do you feel you meet your annual GPRA goals? Please explain.

5. How likely do you think it is that results from project activities will be sustained?

5                      4                      3                      2                      1  
Extremely likely                      Somewhat likely                      Not likely at all

6. (For response 5 through 3), What results will likely be maintained? (*Probe for increased capacity, new laws, better enforcement, expanded efforts within the government, leveraged funds, changes in how agencies treat/approach these children and families, better school curricula or teaching quality*)? What are the threats to maintaining this progress against exploitive child labor?

7. (For response 1 or 2) Why won't these results be sustained?

8. Has the government developed new legislation on exploitive labor practices and/or policies to support existing legislation? Currently, are there government programs or government support of programs to educate children, help parents find work to support children, help orphans, or treat victims of trafficking?

**B. Reflections on Project Implementation**

1. What materials were provided to the project from <OCFT >?

2. Were these materials useful? Specify how. Would additional materials have been useful from <OCFT >? Specify.

3. Is there any need for additional technical assistance? If yes, what?

4. Which aspects or features of the <NAME OF PROJECT> do you think have been most successful in reaching the children, and why? Which components of the <NAME OF PROJECT> have been most effective at reducing child labor; at leading to the most sustainable improvements? What other strategies do you think could be effective in accomplishing these goals? (*Probe on reasons for all these answers*)

5. What do you consider to be the 2 or 3 most important achievements of the <NAME OF PROJECT>? Can you say a little bit about why you think these are the major achievements? In your view, what factors have helped the project reach these achievements? (*Probe for the following changes*):

- Identifying children involved in exploitive child labor
- Identifying children at risk of exploitive child labor
- Enforcement of child labor laws
- Services for children and families (probe for changes in number and types)
- Making referrals to other agencies
- Cultural competency or diversity issues
- Employment alternatives for youths of working age or parents
- Legislation/policies against exploitive child labor.
- Level of commitment by government personnel
- Other

6. What factors have stood in the way, and how were these addressed?

7. Is the emphasis on <LIST OF GRANTEE ACTIVITIES> the most effective method for reducing child labor in a sustainable manner? Would other emphases also be appropriate or important? Please describe.

**Checklist of Archival Information**

- \_\_\_ Statement of goals and objectives (if changed from project document)
- \_\_\_ Approved budget (if changed from project document)
- \_\_\_ Organization chart
- \_\_\_ Statistics on child labor and targets if available
- \_\_\_ List of task force or advisory committee members
- \_\_\_ Agendas or minutes for task force meetings, training sessions, etc.
- \_\_\_ Forms used to record information on participants
- \_\_\_ News clippings
- \_\_\_ Background information on nation/community

**Evaluation of OCFT Technical Cooperation Program  
Key Project Staff Questionnaire  
DRAFT**

**Interviewer Name:** \_\_\_\_\_

**Date of Interview:** \_\_\_\_\_

**Name of Project:** \_\_\_\_\_

**Name of Respondent(s):** \_\_\_\_\_

**Other people present during interview:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Introduction and reason for the interview.* Hello, my name is [Name of Interviewer] and I work for [Westat/Georgetown University]. We are conducting an evaluation of OCFT's child labor technical cooperation program. This is not an evaluation of your individual project, but an evaluation of the entire program.

This interview is one of the data collection activities that will inform and support the evaluation. Additional data collection activities include six site visits to OCFT child labor projects, and an email survey of current projects.

*How the information will be used.* The information you provide us will be combined with information from the other sources and will be used to enhance existing child labor projects and help in the design of new ones.

*Estimate of average burden.* We estimate that it will take you approximately 1.5 hours to respond to the questions.

*Participation is voluntary.* Participation in this interview is voluntary and you are not required to respond to the interview. You may skip any question.

*Privacy:* Responses to this data collection will be used only for program evaluation purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies you or your organization to anyone outside the study team, except as required by law.

## **I. Project Purpose and Design**

### **A/B. History/Problem**

1. To start, can you tell me a little bit about yourself—how long have you been with your organization? How did you get involved in projects targeting exploitive child labor? What are your responsibilities on this grant?
2. How/when did you first become aware of the child labor situation in <NAME OF AREA, NAME OF COUNTRY>? What would you say is the most common form of child labor in the area? Has this changed in recent years? If so—how, since when? (*Probe on which groups/industries are perpetrators, characteristics of victims, and whether this has changed*) Do you think the problem has grown more or less serious in the past several years? Why?

### **C. Goals and Objectives**

1. What are the project's goals and objectives? [OBTAIN FORMAL, WRITTEN STATEMENT IF ONE EXISTS.]
2. What kind of outcomes does the project hope to achieve (and what metrics are being used to measure each outcome)? (*If answered in project documentation simply confirm and fill in gaps from documentation.*)
  - Children prevented from exploitive labor? (*Probe for what time period constitutes success*)
  - Children withdrawn from exploitive labor? (*Probe for what time period constitutes success*)
  - Family support?
  - Subsequent employment efforts?
  - Capacity-building efforts at various levels (local/regions/nations? (*Probe for leveraged funds*))
  - Level of government commitment towards eliminating exploitive child labor (*Probe for indicators of commitment*)
  - Others

## **III. Strategic Planning**

### **A. Project Plans**

Please describe the plans, implementation status, and accomplishments to date for each of the activities for which you are responsible.

1. Obtaining the cooperation and support of key organizations and developing ongoing relationships.
2. Setting up mechanisms for capacity building.
3. Developing materials and appropriate supports for <INDIVIDUAL ACTIVITIES>

## **B. Project Activities**

1. Setting up mechanisms to identify, assess, refer, and assist victims of child labor and their families.
2. Describe targeting efforts for prevented/withdrawn/other. How are participants (prevention/withdrawn) recruited and assigned to different projects?

How do participants move through your project? (*Probe for within and across educational, alternative, income generating, employment projects, differences for projects targeting withdrawn vs. prevented children.*) Is there a sequence or order to the provision of services or programs for children and their families? How long do projects last or are individual participants involved? How many children and families are involved annually? When did the project start accepting referrals or providing services?

3. What is the activity timetable? [UPDATE TIMELINE IN THE PROPOSAL.]

## **III. Project Management**

### **A. Project Environment** [SUMMARIZE AVAILABLE INFORMATION PRIOR TO SITE VISIT AND CONFIRM ONSITE]

1. What are the project's target area(s)?
2. Describe the distinctive geographic, population, and physical characteristics of the area(s).
3. What is known about the scope of the child labor problem in the area(s)?
4. What is the typical (baseline) process for handling a child at risk or a victim of child labor in this community when the problem comes to the attention of
  - A parent, teacher, or other concerned adult?
  - Law enforcement personnel?
  - Community agencies?
5. Does/did this response differ based on
  - The child's gender? (*Specify differences by gender*)
  - The child's ethnicity (*Specify differences by ethnicity*)
6. Besides the grantee and the subcontractors, what other community groups, organizations, and agencies play key roles in the project? What roles are played by
  - The public schools
  - National or regional agencies
  - Community agencies (*Probe for NGOs, trade unions, employers*)
  - Service providers/subcontractors
  - Others



7. Are there any confidentiality issues that must be dealt with for referring children or tracking participant outcomes?

#### IV. Project Results

##### A. Sustainability

1. How likely do you think it is that some activities to address exploitive child labor will continue beyond OCFT funding?

5                      4                      3                      2                      1  
Extremely likely                      Somewhat likely                      Not likely at all

2. (For response 5 through 3), What activities (or elements of different activities) will likely be maintained (*Probe for ways efforts are being sustained such as leveraged funds and expanding efforts within the government*)?

(For each activity maintained ) Will the project be changed? How? What agencies will be responsible? What funding will be used to maintain the activity?

3. (For response 1 or 2) Why won't these efforts be continued?

4. To what extent do you feel you meet your annual GPRA goals? Please explain.

5. How likely do you think it is that results from project activities will be sustained?

5                      4                      3                      2                      1  
Extremely likely                      Somewhat likely                      Not likely at all

6. (For response 5 through 3), What results will likely be maintained? (*Probe for increased capacity, new laws, better enforcement, expanded efforts within the government, leveraged funds, changes in how agencies treat/approach these children and families*)? What are the threats to maintaining this progress against exploitive child labor?

7. (For response 1 or 2) Why won't these results be sustained?

8. Has the government developed new legislation on exploitive labor practices and/or policies to support existing legislation? Currently, are there government programs or government support of programs to educate children, help parents find work to support children, help orphans, or treat victims of trafficking?

##### B. Reflections on Project Implementation

1. What materials were provided to the project from <OCFT >?
2. Were these materials useful? Specify how. Would additional materials have been useful from <OCFT>? Specify.
3. Is there any need for additional technical assistance? If yes, what?

4. Which aspects or features of the <NAME OF PROJECT> do you think have been most successful in reaching the children, and why? Which components of the <NAME OF PROJECT> have been most effective at reducing child labor; at leading to the most sustainable improvements? What other strategies do you think could be effective in accomplishing these goals? (*Probe on reasons for all these answers*)
5. What do you consider to be the 2 or 3 most important achievements of the <NAME OF PROJECT>? Can you say a little bit about why you think these are the major achievements? In your view, what factors have helped the project reach these achievements? (*Probe for the following changes*):
  - Identifying children involved in exploitive child labor
  - Identifying children at risk of exploitive child labor
  - Enforcement of child labor laws
  - Services for children and families (probe for changes in number and types)
  - Making referrals to other agencies
  - Cultural competency or diversity issues
  - Employment alternatives
  - Legislation/policies against exploitive child labor
  - Level of commitment by government personnel
  - Other
6. What factors have stood in the way, and how were these addressed?
7. Is the emphasis on <LIST OF GRANTEE ACTIVITIES> the most effective method for reducing child labor in a sustainable manner? Would other emphases also be appropriate or important? Please describe.

**Evaluation of OCFT Technical Cooperation Program  
Direct Service Provider/Subcontractor Questionnaire  
DRAFT**

**Interviewer Name:** \_\_\_\_\_

**Date of Interview:** \_\_\_\_\_

**Name of Project:** \_\_\_\_\_

**Name of Respondent(s):** \_\_\_\_\_

**Other people present during interview:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Introduction and reason for the interview.* Hello, my name is [Name of Interviewer] and I work for [Westat/Georgetown University]. We are conducting an evaluation of OCFT's child labor technical cooperation program. This is not an evaluation of your individual project, but an evaluation of the entire program.

This interview is one of the data collection activities that will inform and support the evaluation. Additional data collection activities include six site visits to OCFT child labor projects, and an email survey of current projects.

*How the information will be used.* The information you provide us will be combined with information from the other sources and will be used to enhance existing child labor projects and help in the design of new ones.

*Estimate of average burden.* We estimate that it will take you approximately 1.5 hours to respond to the questions.

*Participation is voluntary.* Participation in this interview is voluntary and you are not required to respond to the interview and you may skip any question.

*Privacy:* Responses to this data collection will be used only for program evaluation purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies you or your organization to anyone outside the study team, except as required by law.

## **I. Project Purpose and Design**

### **A. History**

1. To start, can you tell me a little bit about yourself—how long have you been with or associated with your organization? How did you get involved in projects targeting exploitive child labor?
2. Were you involved in responding to the Department of Labor’s Solicitation for Cooperative Agreement Applications? Please describe your involvement.
3. Did you have to make any significant changes as a result of OCFT’s grant review process?
4. When did your organization’s activity under the project actually get underway?

### **B. The Problem**

1. How/when did you first become aware of the child labor situation in <NAME OF AREA, NAME OF COUNTRY>? >? What would you say is the most common form of child labor in the area? Has this changed in recent years? If so—how, since when? (*Probe on which groups/industries are perpetrators, characteristics of victims, and whether this has changed*) Do you think the problem has grown more or less serious in the past several years? Why?
2. What efforts to combat exploitive child labor were already going on in this community, region or nation before the project began?
3. What do people in this community seem most concerned about?
  - The sheer magnitude of the problem or recent increases?
  - Lack of alternatives to child labor?
  - Lack of data or MIS capability to track the problem?
  - Lack of supports or resources?
  - Lack of enforcement?
  - Other

## **II. Strategic Planning**

### **A. Project Plans**

Please describe the plans, implementation status, and accomplishments to date for each of the major activities involved with the direct service you provide.

1. Obtaining the cooperation and support of key organizations and developing ongoing relationships.
2. Developing mechanisms for capacity building.
3. Developing materials and appropriate supports for the project.
4. Setting up or enhancing systems to
  - Assess the scope of the problem and determine needs (baseline status)

- Identify targets for prevention efforts
- Gather data about the number of children involved in child labor
- Track prevented/withdrawn children (and their families) in alternative projects (*Probe for how children/families flow through the project, do they come in and out, do they “graduate”*)
- Follow up on participants after they have completed projects
- Developing and collecting cost efficiency measures
- Measuring all outcomes

**B. Project Activities**

1. Setting up project(s) to identify, assess, refer, and assist victims of child labor and their families.
2. Describe targeting efforts for prevented/withdrawn/other. How are participants (prevention/withdrawn) recruited?
3. How do participants move through your project? (*Probe for within and across educational, alternative, income generating, employment programs, differences for projects targeting withdrawn vs. prevented children.*) Is training available for project providers? How long do projects last or are individual participants involved? How many children and families are involved annually? When did the project start accepting referrals or providing services?
4. Are there other key activities undertaken by <GRANTEE> that support your efforts? Please describe.
5. What is the project timetable? [UPDATE TIMELINE IN THE PROPOSAL.]

**III. Project Management**

**A. Resources**

1. What is the budget for this service?
2. Has the allocation of OCFT funds (to subcontractors) changed since the initiation of the project? If yes, how?
3. What other contributions, cash or in-kind, support the project?
4. What activities are used to support OCFT efforts, but are not paid by OCFT? (*Probe for specific sources, amounts, and when funding started.*)
5. Has the allocation of non-OCFT funds changed since the initiation of the project?

1 = YES How?            2 = NO

6. Number of staff involved in implementing the subcontract [Indicate which are supported from subcontract/other sources]

	<u>OCFT Funds</u>	<u>Other Funds</u>
Full-time	_____	_____
Part-time	_____	_____
Volunteer _____	_____	_____

7. Number of staff involved in assessing, treating, and referring children/families [INDICATE WHICH ARE SUPPORTED FROM GRANT/OTHER SOURCES]

	<u>OCFT Funds</u>	<u>Other Funds</u>
Full-time	_____	_____
Part-time	_____	_____
Volunteer _____	_____	_____

8. Are there any special space or equipment requirements for the project?

**B. Project Environment** [SUMMARIZE AVAILABLE INFORMATION PRIOR TO SITE VISIT AND CONFIRM ONSITE]

1. What are the project's target area(s)?
2. Describe the distinctive geographic, population, and physical characteristics of the area(s).
3. What is the typical (baseline) process for handling a child at risk or a victim of child labor in this community when the problem comes to the attention of
  - A parent, teacher, or other concerned adult?
  - Law enforcement personnel?
  - Community agencies?
4. Does/did this response differ based on
  - The child's gender? (*Specify differences by gender*)
  - The child's ethnicity (*Specify differences by ethnicity*)
5. Besides the grantee and the subcontractors, what other community groups, organizations, and agencies play key roles in the project? What roles are played by
  - Public schools
  - National or regional government agencies
  - Community agencies (*Probe for NGOs, trade unions, employers*)
  - Private service providers/subcontractors
  - Others
6. How does the program coordinate with other U.S. funded programs and efforts?
7. Are there any confidentiality issues that must be dealt with for referring children or tracking participant outcomes?

**C. Recordkeeping and Monitoring**

1. What is/are the current record-keeping system(s) (*Probe for type of system (electronic or paper), type of collection (by child, by family, numbers served, amount of service), reports developed*)? How will it/they change under the project? [COLLECT COPIES OF ALL FORMS USED TO COLLECT PERFORMANCE MEASURES.]
2. What are your measures of project impact or outcomes? (*Probe for timing of data collection — baseline, ongoing, outcomes.*)
3. What are your measures of cost efficiency? (*Probe for different project costs — staff, buildings/space, supplies, incentives/supports/rations, other indirect costs and formulas for per unit costs — per child, per family, per outcome.*)
4. How were outcome and cost efficiency measures derived? How appropriate are these measures to the goals of the project?
5. How are the data (cost and project) used? (*Probe for project improvement, reporting, leveraging funds*)What do you see as the limitations in the data collected? Have there been changes in these measures since the project began?
6. Does/will the project followup on its participants? Can the project identify youth who return to exploitive labor? How? What time period?
7. What arrangements are needed to obtain copies of project data?

**IV. Project Results**

**A. Sustainability**

1. How likely do you think it is that some activities to address exploitive child labor will continue beyond OCFT funding?

5                      4                      3                      2                      1  
Extremely likely                      Somewhat likely                      Not likely at all

2. (For response 5 through 3), What activities (or elements of different activities) will likely be maintained (*Probe for ways efforts are being sustained such as leveraged funds and expanding efforts within the government*)?

(For each activity maintained) Will the project be changed? How? What agencies will be responsible? What funding will be used to maintain the activity?

3. (For response 1 or 2) Why won't these efforts be continued?
4. To what extent do you feel you meet your annual goals? Please explain.

5. How likely do you think it is that results from project activities will be sustained?

5                      4                      3                      2                      1  
Extremely likely                      Somewhat likely                      Not likely at all

6. (For response 5 through 3), What results will likely be maintained? (*Probe for increased capacity, new laws, better enforcement, expanded efforts within the government*)? What are the threats to maintaining this progress against exploitive child labor?

7. (For response 1 or 2) Why won't these results be sustained?

8. Has the government developed new legislation on exploitive labor practices and/or policies to support existing legislation? Currently, are there government programs or government support of programs to educate children, help parents find work to support children, help orphans, or treat victims of trafficking?

**B. Reflections on Project Implementation**

1. What materials were provided to the project from <OCFT >?

2. Were these materials useful? Specify how. Would additional materials have been useful from <OCFT>? Specify.

3. Is there any need for additional technical assistance? If yes, what?

4. Which aspects or features of the <NAME OF PROJECT> do you think have been most successful in reaching the children, and why? Which components of the <NAME OF PROJECT> have been most effective at reducing child labor; at leading to the most sustainable improvements? What other strategies do you think could be effective in accomplishing these goals? (*Probe on reasons for all these answers*)

5. What do you consider to be the 2 or 3 most important achievements of the <NAME OF PROJECT>? Can you say a little bit about why you think these are the major achievements? In your view, what factors have helped the project reach these achievements? (*Probe for the following changes*):

- Identifying children involved in exploitive child labor
- Identifying children at risk of exploitive child labor
- Enforcement of child labor laws
- Services for children and families (probe for changes in number and types)
- Making referrals to other agencies
- Cultural competency or diversity issues
- Employment alternatives
- Legislation/policies against exploitive child labor
- Level of commitment by government personnel
- Other

6. What factors have stood in the way, and how were these addressed?



7. Is the emphasis on <LIST OF GRANTEE ACTIVITIES> the most effective method for reducing child labor in a sustainable manner? Would other emphases also be appropriate or important? Please describe.

**Evaluation of OCFT Technical Cooperation Program  
Parent Questionnaire  
DRAFT**

**Interviewer Name:** \_\_\_\_\_

**Date of Interview:** \_\_\_\_\_

**Name of Project:** \_\_\_\_\_

**ID of Respondent(s):** \_\_\_\_\_

**Other people present during interview:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Introduction and reason for the interview.* Hello, my name is [Name of Interviewer] and I work for [Westat/Georgetown University]. We are conducting an evaluation of OCFT's child labor technical cooperation program. This is not an evaluation of your individual project, but an evaluation of the entire program.

This interview is one of the data collection activities that will inform and support the evaluation. Additional data collection activities include six site visits to OCFT child labor projects, and an email survey of current projects.

*How the information will be used.* The information you provide us will be combined with information from the other sources and will be used to enhance existing child labor projects and help in the design of new ones.

*Estimate of average burden.* We estimate that it will take you approximately 1 hour to respond to the questions.

*Participation is voluntary.* Participation in this interview is voluntary and you are not required to respond to the interview. You may skip any question.

*Privacy:* Responses to this data collection will be used only for program evaluation purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies you or your organization to anyone outside the study team, except as required by law.

**I.** I'd like to start by asking you a few questions about the child labor in this area [SPECIFY AREA BY NAME].

1. What do you consider exploitive child labor [*Probe for types of industries, hazardous conditions, age of child*]
2. What would you say is the most common type of child labor in this area? [*Probe for types of labor*]
3. Are certain types of children more likely to become targets for exploitive labor? [*Probe for child characteristics such as age, sex, ethnic group, religion, or other characteristics*]
4. Why/how do children get involved with exploitive labor? How do they get out of these situations? What help is available to them if they try to do so?

**II.** Now I would like to ask you some questions about your families' involvement with the <NAME OF PROJECT>.

1. How did you first learn about <NAME OF PROJECT>? What made you get involved with the project?
2. How many of your children participate? What services does your child(ren) receive from <NAME OF PROJECT>? Do you think your children will complete the program (or has your child completed the program)?
3. What barriers have you encountered in keeping your children/family involved in the project and out of exploitive child labor?
4. What are your hopes or goals for your child after leaving <NAME OF PROJECT>?
5. Is the rest of your family involved with <NAME OF PROJECT>? In what way? What do you expect will happen after your family leaves the project?
6. Has participation in this project helped your family? In what way? Have you suggested others participate?
7. Do you think your children can keep from participating in exploitive labor? If no, under what conditions would you expect them to return to <INDUSTRY, HAZARDOUS CONDITIONS>? What would be needed to avoid that happening?

**III.** I would next like to ask you some ways the <NAME OF PROJECT> or the community or country could improve efforts to reduce and eliminate exploitive child labor.

1. What more could the project do to remove children from or help at risk children from entering <INDUSTRY, HAZARDOUS CONDITIONS>? Are there aspects of participating in the project that have been particularly difficult? Please describe.



**Evaluation of OCFT Technical Cooperation Program  
Advisory Board Members/Other Collaborative Members Questionnaire  
DRAFT**

**Interviewer Name:** \_\_\_\_\_

**Date of Interview:** \_\_\_\_\_

**Name of Project:** \_\_\_\_\_

**Name of Respondent(s):** \_\_\_\_\_

**Other people present during interview:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Introduction and reason for the interview.* Hello, my name is [Name of Interviewer] and I work for [Westat/Georgetown University]. We are conducting an evaluation of OCFT's child labor technical cooperation program. This is not an evaluation of your individual project, but an evaluation of the entire program.

This interview is one of the data collection activities that will inform and support the evaluation. Additional data collection activities include six site visits to OCFT child labor projects, and an email survey of current projects.

*How the information will be used.* The information you provide us will be combined with information from the other sources and will be used to enhance existing child labor projects and help in the design of new ones.

*Estimate of average burden.* We estimate that it will take you approximately 1 hour to respond to the questions.

*Participation is voluntary.* Participation in this interview is voluntary and you are not required to respond to the interview. You may skip any question.

*Privacy:* Responses to this data collection will be used only for program evaluation purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies you or your organization to anyone outside the study team, except as required by law.

## **I. Project Purpose and Design**

### **A. History**

1. To start, can you tell me a little bit about yourself—how long have you been with the agency? How did you get involved in issues targeting exploitive child labor? (*Tailor based on information from pre-site visit interviews and document review?*)
2. <FOR ADVISORY BOARD MEMBERS ONLY> How often does the Advisory Board meet? Please describe the role of the board on <PROJECT NAME>.

### **B. The Problem**

1. How/when did you first become aware of the child labor situation in <NAME OF AREA, NAME OF COUNTRY>? >? What would you say is the most common form of child labor in the area? Has this changed in recent years? If so—how, since when? (*Probe on which groups/industries are perpetrators, characteristics of victims, and whether this has changed*) Do you think the problem has grown more or less serious in the past several years? Why?
2. What efforts to combat exploitive child labor were already going on in this community, region or nation? Were you and/or your agency involved in these efforts?
3. What do people in this community seem most concerned about?
  - The sheer magnitude of the problem or recent increases?
  - Lack of alternatives to child labor?
  - Lack of data or MIS capability to track the problem?
  - Lack of supports or resources?
  - Lack of enforcement?
  - Other

### **C. Goals and Objectives**

1. What do you see as the project's goals and objectives?

## **II. Project Management**

### **A. Project Environment**

1. What are the project's target area(s)?
2. Describe the distinctive geographic, population, and physical characteristics of the area(s).
3. What is known about the scope of the child labor problem in the area(s)?
4. What is the typical (baseline) process for handling a child at risk or a victim of child labor in this community when the problem comes to the attention of
  - A parent, teacher, or other concerned adult?
  - Law enforcement personnel?
  - Community agencies?

5. Does/did this response differ based on
  - The child's gender? (*Specify differences by gender*)
  - The child's ethnicity (*Specify differences by ethnicity*)
6. Besides the grantee and the subcontractors, what other community groups, organizations, and agencies play key roles in the project? What roles are played by?
  - Public schools
  - National or regional agencies
  - Community agencies (*Probe for NGOs, trade unions, employers*)
  - Private service providers/subcontractors
  - Others

### III. Project Results

#### A. Sustainability

1. How likely do you think it is that some activities to address exploitive child labor will continue beyond OCFT funding?

5                      4                      3                      2                      1  
Extremely likely                      Somewhat likely                      Not likely at all

2. (For response 5 through 3), What activities (or elements of different activities) will likely be maintained (*Probe for ways efforts are being sustained such as leveraged funds and expanding efforts within the government*)?

(For each activity maintained ) Will the project be changed? How? What agencies will be responsible? What funding will be used to maintain the activity?

3. (For response 1 or 2) Why won't these efforts be continued?

4. To what extent do you feel you meet your annual goals? Please explain.

5. How likely do you think it is that results from project activities will be sustained?

5                      4                      3                      2                      1  
Extremely likely                      Somewhat likely                      Not likely at all

6. (For response 5 through 3), What results will likely be maintained? (*Probe for increased capacity, new laws, better enforcement, expanded efforts within the government, leveraged funds, and change in how agencies treat/approach families*)? What are the threats to maintaining this progress against WCFL?

7. (For response 1 or 2) Why won't these results be sustained?

**B. Reflections on Project Implementation**

1. Which aspects or features of the <PROJECT NAME> do you think have been most successful in reaching the children, and why? Which components of the <NAME OF PROJECT> have been most effective at reducing child labor; at leading to the most sustainable improvements? What other strategies do you think could be effective in accomplishing these goals? (*Probe on reasons for all these answers*)
2. What do you consider to be the 2 or 3 most important achievements of the <NAME OF PROJECT>? Can you say a little bit about why you think these are the major achievements? In your view, what factors have helped the project reach these achievements? (*Probe for the following changes*):
  - Identifying children involved in exploitive child labor
  - Identifying children at risk of exploitive child labor
  - Enforcement of child labor laws
  - Services for children and families (probe for changes in number and types)
  - Making referrals to other agencies
  - Cultural competency or diversity issues
  - Employment alternatives
  - Legislation/policies against exploitive child labor
  - Level of commitment by government personnel
  - Other
3. What factors have stood in the way, and how were these addressed?
4. Is the emphasis on <LIST OF GRANTEE ACTIVITIES> the most effective method for reducing child labor in a sustainable manner? Would other emphases also be appropriate or important? Please describe.
5. Has the government developed new legislation on exploitive labor practices and/or policies to support existing legislation? Currently, are there government programs or government support of programs to educate children, help parents find work to support children, help orphans, or treat victims of trafficking?



**Appendix G:**

**Focus Group Moderator's Guide: Project Staff**

## **Focus Group Moderator's Guide: Project Staff**

*Introduction* – Thank you for coming here today/this evening. My name is [Moderator's Name] and I will be leading the discussion. My colleague [Name of notetaker] will be taking notes during the discussion. I work for [Westat/Georgetown University] and we are doing a study for the Office of Child Labor, Forced Labor and Human Trafficking (OCFT) of the United States Department of Labor to find out more about the situation of child labor in this area as well as your views of [Name of Project].

We are asking you to participate in a focus group, which is basically a group discussion about your experiences with [Name of Project.] This focus group is part of an evaluation of OCFT's Child Labor Technical Cooperation Program. As part of the evaluation we conducted a survey of project directors, conducted six site visits, and interviewed representatives of U.S. Government agencies involved in combating child labor.

The Department of Labor will combine the information collected from the focus groups with information collected from other sources to find out how the technical cooperation program is doing to combat child labor by providing educational opportunities to children in your area.

The focus group discussion will take approximately 1.5 hours. Participation is voluntary and you may choose to skip any question asked during the discussion.

Responses to this data collection will be used only for program evaluation purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies you or your organization to anyone outside the study team, except as required by law.

The most important thing to remember is that we are here to learn from you. You are the experts; there are not right or wrong answers. Please feel free to speak your mind. I also want to assure you that your answers will be kept confidential. The researchers working on this project are the only people who will know who said what. The report that will be written will bring together the views expressed by all the people participating in these discussions and no one will be identified by name. We will be tape recording the session so we can be sure to get the most accurate information. Are there any further questions about the study before I explain the procedures for (today's/tonight's) session?

Has anyone participated in a focus group before? The procedures are simple. Everyone has a name card in front of you, so I can call on you by name. First, we will go around the table and everyone will introduce himself or herself. Then I will start by asking a question. Whoever wants to can be first to answer. The first few times you answer please give your name before you talk. Once one person has finished, someone else can speak. If you have something to say, but someone else is still talking, please raise your hand, and wait until I call on you. Everyone will have a turn

We would like to audiotape the discussion in case the notetaker needs to verify her notes. Please tell me if you agree to have the session audiotaped. **[IF ANY PERSON IN THE GROUP DECLINES, THE SESSION WILL NOT BE RECORDED.]**

LET'S FIRST GO AROUND THE TABLE. CAN EACH PERSON GIVE HIS OR HER NAME, JOB, AND HOW LONG YOU HAVE WORKED IN THIS POSITION?

I I'D LIKE TO START BY ASKING YOU A FEW QUESTIONS ABOUT THE CHILD LABOR SITUATION IN THIS AREA (*Define or name the geographic area*)

1. What would you say is the most common type of child labor in this area? (*Probe on definition of child labor/exploitation*) Are certain types of children more likely to become targets for exploitation? (*Probe on sex, age, ethnic group, religion, other characteristics*).
2. Why/how do children get involved with child labor? How do they get out of these situations? What help is available to them if they try to do so?

II NOW I'D LIKE TO FOLLOW UP WITH SOME QUESTIONS ABOUT THE (insert NAME OF PROJECT)

1. What are the long-term goals of the (name of project)? (*If respondents don't know the criteria, please briefly state them*)
2. Are there other programs in the area with similar purposes and goals? What are they? (*Probe on number, sponsorship, nature of activities*) How do you interact with people who are involved in these other efforts? (*Probe on frequency of contact, whether there are disagreements or jurisdictional squabbles, similarities or differences of mission and approach*)

Overall, would you say having these other programs has aided your efforts to help children involved in child labor? How so? (**If no other programs**) Do you think you would find it helpful to your efforts if there were other programs like the (name of project) in the area?

3. To what extent do you think the (name of project) has made progress in achieving its long-term goals in-
  - Raising awareness of the problem(s) of child labor;
  - Building the capacity of local organizations to confront the problem(s) of child labor;
  - Carrying out research on the problem;
  - Engaging in direct action to confront the problem
  - Increasing commitment of government to address the issue.

Why? What things have helped the (name of project) to meet its goals in these areas? What things have stood in the way—and what has been done to try to overcome these obstacles?

4. How do you set yearly targets for the project?
5. How do you collect and record data on persons served and the options to which targets are reached?

III FINALLY, I'D LIKE TO CLOSE BY ASKING YOU TO SUM UP YOUR OPINIONS  
On THE EFFECTIVENESS OF THE (NAME OF PROJECT)

1. Which parts/features of the (name of project) do you think have been most effective in reducing child labor in this area, and why? What other strategies do you think could be effective in doing away with the worst forms of child labor (*define*)? If you could change one thing about the (name of project) that could make it a lot more effective in confronting the problem of child labor, what would it be—and why?

THANKS SO MUCH FOR YOUR TIME AND THOUGHTS.

**Appendix H:**

**Focus Group Moderator's Guide: Parents**

## **Focus Group Moderator's Guide: Parents**

*Introduction* – Thank you for coming here today/this evening. My name is [Moderator's Name] and I will be leading the discussion. My colleague [Name of notetaker] will be taking notes during the discussion. I work for [Westat/Georgetown University] and we are doing a study for the Office of Child Labor, Forced Labor and Human Trafficking(OCFT) of the United States Department of Labor to find out more about the situation of child labor in this area as well as your views of [Name of Project].

We are asking you to participate in a focus group, which is basically a group discussion about your experiences with [Name of Project.] This focus group is part of an evaluation of OCFT's Child Labor Technical Cooperation Program. As part of the evaluation we conducted a survey of project directors, conducted six site visits, and interviewed representatives of U.S. Government agencies involved in combating child labor.

The Department of Labor will combine the information collected from the focus groups with information collected from other sources to find out how the technical cooperation program is doing to combat child labor by providing educational opportunities to children in your area.

The focus group discussion will take approximately 1 hour. Participation is voluntary and you may choose to skip any question asked during the discussion.

Responses to this data collection will be used only for program evaluation purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies you or your organization to anyone outside the study team, except as required by law.

The most important thing to remember is that we are here to learn from you. You are the experts; there are not right or wrong answers. Please feel free to speak your mind. I also want to assure you that your answers will be kept confidential. The researchers working on this project are the only people who will know who said what. The report that will be written will bring together the views expressed by all the people participating in these discussions and no one will be identified by name. We will be tape recording the session so we can be sure to get the most accurate information. Are there any further questions about the study before I explain the procedures for (today's/tonight's) session?

Has anyone participated in a focus group before? The procedures are simple. Everyone has a name card in front of you, so I can call on you by name. First, we will go around the table and everyone will introduce himself or herself. Then I will start by asking a question. Whoever wants to can be first to answer. The first few times you answer please give your name before you talk. Once one person has finished, someone else can speak. If you have something to say, but someone else is still talking, please raise your hand, and wait until I call on you. Everyone will have a turn

We would like to audiotape the discussion in case the notetaker needs to verify her notes. Please tell me if you agree to have the session audiotaped. **[IF ANY PERSON IN THE GROUP DECLINES, THE SESSION WILL NOT BE AUDIOTAPED.]**

LET'S FIRST GO AROUND THE TABLE. PLEASE GIVE YOUR NAME AND YOU AND YOUR CHILD'S INVOLVEMENT IN (PROGRAM NAME).

- I. I'd like to start by asking you a few questions about the child labor in this area [SPECIFY AREA BY NAME].
  1. What do you consider exploitive child labor [*Probe for types of industries, hazardous conditions, age of child*]
  2. What would you say is the most common type of child labor in this area? [*Probe for types of labor*]
  3. Are certain types of children more likely to become targets for exploitive labor? [*Probe for child characteristics such as age, sex, ethnic group, religion, or other characteristics*]
  4. Why/how do children get involved with exploitive labor? How do they get out of these situations? What help is available to them if they try to do so?

NOW I WOULD LIKE TO ASK YOU SOME QUESTIONS ABOUT YOUR FAMILIES' INVOLVEMENT WITH THE <NAME OF PROJECT>.

1. How did you first learn about <NAME OF PROJECT>? What made you get involved with the project?
2. How many of your children participate? What services does your child(ren) receive from <NAME OF PROJECT>? Do you think your children will complete the program (or has your child completed the program)?
3. What barriers have you encountered in keeping your children/family involved in the project and out of exploitive child labor?
4. What are your hopes or goals for your child after leaving <NAME OF PROJECT>?
5. Is the rest of your family involved with <NAME OF PROJECT>? In what way? What do you expect will happen after your family leaves the project?
6. Has participation in this project helped your family? In what way? Have you suggested others participate?
7. Do you think your children can keep from participating in exploitive labor? If no, under what conditions would you expect them to return to <INDUSTRY, HAZARDOUS CONDITIONS>? What would be needed to avoid that happening?

I WOULD NEXT LIKE TO ASK YOU SOME WAYS THE <NAME OF PROJECT> OR THE COMMUNITY OR COUNTRY COULD IMPROVE EFFORTS TO REDUCE AND ELIMINATE EXPLOITIVE CHILD LABOR.

1. What more could the project do to remove children from or help at risk children from entering <INDUSTRY, HAZARDOUS CONDITIONS>? Are there aspects of participating in the project that have been particularly difficult? Please describe.

NOW, PLEASE LOOK AT THE CARDS IN FRONT OF YOU NUMBERED FROM 1 TO 5. TO ANSWER THE NEXT QUESTION, PLEASE HOLD UP THE NUMBERED CARD THAT BEST REPRESENTS YOUR ANSWER.

1. Overall, how would you rate the project on addressing the needs of your family regarding child labor?

5	4	3	2	1
Great, met all needs		Many needs met, but not all		Met few needs Children still at risk

2. Does your community support <NAME OF PROJECT>?

If yes, in what way and to what extent?

If no, why don't you think the community supports <NAME OF PROJECT>? [*Probe for cultural discrepancies, lack of involvement by key players (employers, trade unions, local community leaders.)*]

THE NEXT QUESTION ALSO REQUIRES YOU TO ANSWER WITH A NUMBERED CARD. AFTER I ASK THE QUESTION, PLEASE HOLD UP THE NUMBERED CARD THAT BEST REPRESENTS YOUR ANSWER.

1. Overall, how would you rate the community (including schools, local agencies and the government) on addressing the needs of families involved in child labor?

5	4	3	2	1
Great, met all needs		Many needs met, but not all		Met few needs Children still at risk

2. Does the national government support <NAME OF PROJECT>?

If yes, in what way and to what extent?

If no, why don't you think the national government supports <NAME OF PROJECT>? [*Probe for cultural discrepancies, lack of involvement by key players (employers, trade unions, national community leaders.)*]



THE NEXT QUESTION ALSO REQUIRES YOU TO ANSWER WITH A NUMBERED CARD.  
AFTER I ASK THE QUESTION, PLEASE HOLD UP THE NUMBERED CARD THAT BEST  
REPRESENTS YOUR ANSWER.

1. Overall, how would you rate the nation on addressing the needs of families involved in child labor?

5	4	3	2	1
Great, met all needs		Many needs met, but not all		Met few needs Children still at risk

2. Are you aware of changes that the government has made to help children and families avoid or get out of exploitive labor? Please describe.

THANKS SO MUCH FOR YOUR TIME AND THOUGHTS. I AM VERY PLEASED TO MEET YOU.

**Appendix I:**

**Focus Group Moderator's Guide: Children  
Parental Consent Form for Children to Participate**

## Focus Groups Moderator's Guide: Children

[Note to moderator: All participants younger than 18 must have a consent form signed by a parent or legal guardian to participate in an interview or legal guardian. Please adapt the questions for the specific age group of the participants in the focus groups.]

Hello, my name is [Name of Moderator] and I work for [Westat/Georgetown University]. Also, with me is [Name of notetaker]. We would like you to participate in a group discussion about your experiences in [Name of Project], which is funded by the U.S. Department of Labor. We will also be talking to your [teachers, educators, etc.] about the needs of children in your area.

We are very interested in your experiences in school/vocational training as well as your work and family life. The purpose of gathering this information is to think about ways that we can improve your time in school. We will also use the information to start new educational programs similar to the one you attend.

The discussion will take about 1 hour. Participation is voluntary. Once the discussion gets going you may decline to answer any question.

We will report what everyone says without saying your name or what you specifically said during the discussion. If you don't want to answer a question, that is o-k. Do you have any questions before we begin?

[Name of Notetaker] will take notes during the discussion. We would also like to audiotape the discussion in case we miss something in our notes. Please let me know if it is o-k for us to record the discussion.

[NOTE TO MODEATOR: IF ANY OF THE PARTICIPANTS DO NOT AGREE TO THE RECORDING OF THE FOCUS GROUP, DO NOT RECORD IT.]

Let's first go around the table. Can each of you tell us your name, your age, and the length of time you have been in the program? *Probe for time in program.*

1. Please describe the type of program in which you are enrolled.

*Probe: Formal education, vocational training, other.*

2. What kinds of activities does the program offer?

*Probe: Educational activities (e.g., reading, writing, math, health, art, music, etc.).  
Vocational activities (e.g., job skills – carpentry, agriculture, etc.)*

3. What kind of services does the program provide?

*Probe: Uniforms, lunch, school fees.*

4. Please tell me what you like about the program.

5. What do you not like about the program?

6. Do you work after school?

If yes, what kind of work? How does this program fit into your work?

*Probe: Vocational training related to work?*

7. How has the program changed the kind of work you do or the number of hours that you work?

8. What do you plan to do after you have completed school/training?

*Probe: Additional schooling/training, work, work/school, family*

9. What else would you like to tell me about your work/school/family life?

Thank you very much for participating in the discussion.

**PARENTAL CONSENT TO PARTICIPATE IN RESEARCH STUDY  
EVALUATION OF THE U.S. DEPARTMENT OF LABOR'S TECHNICAL CHILD LABOR  
COOPERATION PROGRAM**

Hello, my name is [Moderator's Name] and I am conducting a discussion with your child and his/her classmates about their participation in [Name of Project] as part of an evaluation of the U.S. Department of Labor's International Child Labor Technical Cooperation Program.

**INTRODUCTION:**

We are asking you to give permission for your child to participate in a discussion with approximately 7 other children on their experiences in [Name of Project]. The participants in the discussion group will be asked about the kinds of activities the project offers, and what they like and dislike about the project. Children will also be asked about the work they do after school and how the program has influenced them and their work.

**PURPOSE OF THE STUDY:**

The purpose of this study is to look at educational projects like [NAME OF PROGRAM] to make sure that they are meeting the needs of the children enrolled in them. The information we get will be used to help us better meet your needs. We are also collecting information to learn how best to inform people about the hazards of child labor

**INFORMATION ABOUT THE STUDY:**

This research involves 6 site visits to locations that have similar projects as yours. We are collecting information from parents, project staff, and community leaders as well as children to learn how we might enhance your project and similar ones.

**YOUR ROLE IN THE STUDY:**

Participation in the discussion group is voluntary. If you give permission for your child to participate in the discussion group he/she may decline to answer any question he/she chooses. The discussion group will take about 1 hour.

**RISKS AND DISCOMFORTS:**

There are no physical risks involved in participating in the study. The questions we will ask are very general and do not require your child to provide any personal information, except for his/her name and age. The decision to participate or not participate in the discussion group will not affect, in any way, the services your child receives.

**POTENTIAL BENEFITS:**

Your child may receive no direct benefit from participation in this research.

**REIMBURSEMENT FOR STUDY PARTICIPATION:**

There is no reimbursement for your participation.

**PRIVACY:**

As part of this study, the study staff may record personal information, such as your child’s age. The notes taken during the focus groups will only include your child’s first name.

Responses to this data collection will be used only for program evaluation purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies you or your organization to anyone outside the study team, except as required by law.

**RESEARCH QUESTIONS AND CONTACTS:**

You may freely ask questions about this consent form or the study now or at any time during the study. If you have any questions about the research, may contact Maureen Jaffe at the U.S. Department of Labor at the following phone number 202-693-4848. Local staff contact information\_\_\_\_\_

**VOLUNTARY NATURE OF STUDY:**

Entering into a research study is voluntary. Anyone who is asked to be in a research study may say no. No person has to become a research subject. If your child starts the study, he/she may stop at any time. Your child does not need to give a reason. The services your child receives from [NAME OF PROJECT] will not be influenced in any way by your decision.

**CONSENT STATEMENT BY PARENT OR GUARDIAN:**

I have read this consent form. My questions have been answered. I agree to allow my child to be in this research study for the purposes listed above. I will receive a copy of this consent form for my records.

\_\_\_\_\_  
Printed Name of Minor Research Subject (child)

_____	_____	_____
Name of Parent or Guardian (Print)	Signature	Date

_____	_____	_____
Name of Person Obtaining Informed Consent	Signature	Date

**Appendix J:**

**Focus Group Moderator's Guide: Direct Service Provider/Subcontractor**

## **Focus Group Moderator's Guide: Direct Service Provider/Subcontractor**

*Introduction* – Thank you for coming here today/this evening. My name is [Moderator's Name] and I will be leading the discussion. My colleague [Name of notetaker] will be taking notes during the discussion. I work for [Westat/Georgetown University] and we are doing a study for the Office of Child Labor, Forced Labor and Human Trafficking(OCFT) of the United States Department of Labor to find out more about the situation of child labor in this area as well as your views of [Name of Project].

We are asking you to participate in a focus group, which is basically a group discussion about your experiences with [Name of Project.] This focus group is part of an evaluation of OCFT's Child Labor Technical Cooperation Program. As part of the evaluation we conducted a survey of project directors, conducted six site visits, and interviewed representatives of U.S. Government agencies involved in combating child labor.

The Department of Labor will combine the information collected from the focus groups with information collected from other sources to find out how the technical cooperation program is doing to combat child labor by providing educational opportunities to children in your area.

The focus group discussion will take approximately 1 hour. Participation is voluntary and you may choose to skip any question asked during the discussion.

Responses to this data collection will be used only for program evaluation purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies you or your organization to anyone outside the study team, except as required by law.

The most important thing to remember is that we are here to learn from you. You are the experts; there are not right or wrong answers. Please feel free to speak your mind. I also want to assure you that your answers will be kept confidential. The researchers working on this project are the only people who will know who said what. The report that will be written will bring together the views expressed by all the people participating in these discussions and no one will be identified by name. We will be tape recording the session so we can be sure to get the most accurate information. Are there any further questions about the study before I explain the procedures for (today's/tonight's) session?

Has anyone participated in a focus group before? The procedures are simple. Everyone has a name card in front of you, so I can call on you by name. First, we will go around the table and everyone will introduce himself or herself. Then I will start by asking a question. Whoever wants to can be first to answer. The first few times you answer please give your name before you talk. Once one person has finished, someone else can speak. If you have something to say, but someone else is still talking, please raise your hand, and wait until I call on you. Everyone will have a turn

We would like to audiotape the discussion in case the notetaker needs to verify her notes. Please tell me if you agree to have the session audiotaped. **[IF ANY PERSON IN THE GROUP DECLINES, THE SESSION WILL NOT BE AUDIOTAPED.]**

The most important thing to remember is that we are here to learn from you. You are the experts; there are not right or wrong answers. Please feel free to speak your mind. I also want to assure you that your answers will be kept confidential. The researchers working on this project are the only people who will know who said what. The report that will be written will bring together the views expressed by all the people participating in these discussions and no one will be identified by name. We will be tape



recording the session so we can be sure to get the most accurate information. Are there any further questions about the study before I explain the procedures for (today's/tonight's) session?

Has anyone participated in a focus group before? The procedures are simple. Everyone has a name card in front of you, so I can call on you by name. First, we will go around the table and everyone will introduce himself or herself. Then I will start by asking a question. Whoever wants to be the first to answer. The first few times you answer please give your name before you talk. Once one person has finished, someone else can speak. If you have something to say, but someone else is still talking, please raise your hand, and wait until I call on you. Everyone will have a turn

TO BEGIN, LET'S GO AROUND THE TABLE. PLEASE GIVE US YOUR NAME AND YOUR ROLE IN THE [PROJECT NAME] AND HOW LONG YOU HAVE WORKED ON THE PROJECT.

I'D LIKE TO START THE CONVERSATION BY TALKING ABOUT THE HISTORY OF THE PROJECT.

**I. Project Purpose and Design**

**A. History**

1. When did you first become involved in the [project name]? (*Probe for time in the life cycle of the project, number of months, years involved in the project, etc.*).
2. When did your organization's activity under the project actually get underway?

NOW, I WOULD LIKE TO ASK YOU SOME QUESTIONS ABOUT CHILD LABOR IN YOUR AREA.

**B. The Problem**

1. How/when did you first become aware of the child labor situation in <NAME OF AREA, NAME OF COUNTRY>? >? What would you say is the most common form of child labor in the area? Has this changed in recent years? If so—how, since when? (*Probe on which groups/industries are perpetrators, characteristics of victims, and whether this has changed*) Do you think the problem has grown more or less serious in the past several years? Why?
2. What do people in this community seem most concerned about?

*Probes:*

- *The sheer magnitude of the problem or recent increases?*
  - *Lack of alternatives to child labor?*
  - *Lack of data or MIS capability to track the problem?*
  - *Lack of supports or resources?*
  - *Lack of enforcement?*
  - *Other*
  -
3. What efforts to combat exploitive child labor were already going on in this community, region or nation before the project began?

NOW, I WOULD LIKE TO ASK YOU SOME QUESTIONS ABOUT PROJECT PLANNING.

## **II. Strategic Planning**

### **A. Project Plans**

1. Please describe the plans, implementation status, and accomplishments to date for each of the major activities involved with the direct service you provide.

*Probes:*

- *Developing mechanisms for capacity building.*
- *Developing materials and appropriate supports for the project.*
- *Setting up or enhancing systems to*
  - *Assess the scope of the problem and determine needs (baseline status)*
  - *Identify targets for prevention efforts*
  - *Gather data about the number of children involved in child labor*
  - *Track prevented/withdrawn children (and their families) in alternative projects (Probe for how children/families flow through the project, do they come in and out, do they “graduate”)*
  - *Follow up on participants after they have completed projects*
  - *Developing and collecting cost efficiency measures*
  - *Measuring all outcomes*

THE NEXT SECTION DEALS WITH SPECIFIC PROJECT ACTIVITIES.

### **B. Project Activities**

1. Describe the services you provide (e.g., educational, awareness raising, etc.).
2. Describe the activities that were undertaken to set up your project(s) to identify, assess, refer, and assist (e.g., educate) victims of child labor and their families.
3. Describe targeting efforts for prevented/withdrawn/other. How are participants (prevention/withdrawn) recruited?
4. How do participants move through your project? (*Probe for within and across educational, alternative, income generating, employment programs, differences for projects targeting withdrawn vs. prevented children.*) Is training available for project providers? How long do projects last or are individual participants involved? How many children and families are involved annually? When did the project start accepting referrals or providing services?

### **III. Project Management**

#### **A. Resources**

1. In addition to OCFT funding, what contributions, cash or in-kind, support the project?
2. What activities are used to support OCFT efforts, but are not paid by OCFT? (*Probe for specific sources, amounts, and when funding started.*)
3. Are there any special space or equipment requirements for the project? How are these requirements met?

#### **B. Recordkeeping and Monitoring**

1. What is/are the current record-keeping system(s) (*Probe for type of system (electronic or paper), type of collection (by child, by family, numbers served, amount of service), reports developed*)? How will it/they change under the project?
2. What are your measures of project impact or outcomes? (*Probe for timing of data collection — baseline, ongoing, outcomes.*) How were they derived?
3. What are your measures of cost efficiency? (*Probe for different project costs — staff, buildings/space, supplies, incentives/supports/rations, other indirect costs and formulas for per unit costs — per child, per family, per outcome.*) How were they derived?
4. How are the data (cost and project) used? (*Probe for project improvement, reporting, leveraging funds*)What do you see as the limitations in the data collected? Have there been changes in these measures since the project began?
5. Does/will the project followup on its participants? Can the project identify youth who return to exploitive labor? How? What time period?

#### IV. Project Results

##### A. Sustainability

THE NEXT QUESTION ALSO REQUIRES YOU TO ANSWER WITH A NUMBERED CARD. AFTER I ASK THE QUESTION, PLEASE HOLD UP THE NUMBERED CARD THAT BEST REPRESENTS YOUR ANSWER.

1. How likely do you think it is that some activities to address exploitive child labor will continue beyond OCFT funding?

5                      4                      3                      2                      1  
Extremely likely                      Somewhat likely                      Not likely at all

2. What activities (or elements of different activities) will likely be maintained (*Probe for ways efforts are being sustained such as leveraged funds and expanding efforts within the government*)?

(For each activity maintained) Will the project be changed? How? What agencies will be responsible? What funding will be used to maintain the activity?

3. (For response 1 or 2) Why won't these efforts be continued?

4. How likely do you think it is that results from project activities will be sustained?

5                      4                      3                      2                      1  
Extremely likely                      Somewhat likely                      Not likely at all

5. (For response 5 through 3), What results will likely be maintained? (*Probe for increased capacity, new laws, better enforcement, expanded efforts within the government*)? What are the threats to maintaining this progress against exploitive child labor?

6. (For response 1 or 2) Why won't these results be sustained?

7. Has the government developed new legislation on exploitive labor practices and/or policies to support existing legislation? Currently, are there government programs or government support of programs to educate children, help parents find work to support children, help orphans, or treat victims of trafficking?

##### B. Reflections on Project Achievements

1. What materials were provided to the project from <OCFT >?
2. Were these materials useful? Specify how. Would additional materials have been useful from <OCFT>? Specify.
3. Is there any need for additional technical assistance? If yes, what?
4. Which aspects or features of the <NAME OF PROJECT> do you think have been most successful in reaching the children, and why? Which components of the <NAME OF PROJECT> have been most effective at reducing child labor; at leading to the most sustainable

improvements? What other strategies do you think could be effective in accomplishing these goals? (*Probe on reasons for all these answers*)

5. What do you consider to be the 2 or 3 most important achievements of the <NAME OF PROJECT>? Can you say a little bit about why you think these are the major achievements? In your view, what factors have helped the project reach these achievements? (*Probe for the following changes*):
  - *Identifying children involved in exploitive child labor*
  - *Identifying children at risk of exploitive child labor*
  - *Enforcement of child labor laws*
  - *Services for children and families (probe for changes in number and types)*
  - *Making referrals to other agencies*
  - *Cultural competency or diversity issues*
  - *Employment alternatives*
  - *Legislation/policies against exploitive child labor*
  - *Level of commitment by government personnel*
  - *Other*
6. What factors have stood in the way, and how were these addressed?
7. Is the emphasis on <LIST OF ACTIVITIES> the most effective method for reducing child labor in a sustainable manner? Would other emphases also be appropriate or important? Please describe.

THANK YOU VERY MUCH FOR PARTICIPATING IN THE FOCUS GROUP. IT WAS A PLEASURE MEETING ALL OF YOU.

**Appendix K:**

**Observation Summary for Focus Groups**

## Observation Summary for Focus Groups

**Name of Moderator:**

**Name of Observer/Co-Moderator (if applicable)**

**Date and time of focus group:**

**Location:** (\*\*If there is anything remarkable about the location (e.g., particular section of town, individual's home, or neighborhood characteristics) or the arrangements that went into the group, please comment briefly.)

1. Physical Setting: Brief description of setting in which focus group is taking place (e.g. type of building, size and shape of room, arrangement of furniture, condition of the facilities, distracting noises, etc)

2. Participants List names of all participants.

<b>Name and Title</b>	<b>Agency</b>	<b>Participant's Role in Project</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		





3. Seating Arrangement / Sociogram Please draw the seating arrangement and label who is sitting where.

4. General observations: pay attention to the following issues (N.B. There may be other, relevant matters that are not listed below).

- a. Expression of views – openness of the group to voicing and hearing diverse opinions;
- b. Non-verbal signals (e.g., body language);
- c. Degree to which one person or subgroup is dominating the discussion;
- d. Indications that there are divisions or tensions in the group and how these break down.

(Observations should contain more information than simply your perspective. For example, do not write, “Juan became angry,” but rather “ Juan seemed to get angry, as he raised his voice and pounded his fist on the table when he spoke.” This will allow the reader to draw his/her own conclusions about the behavior and enhance our ability to interpret the findings.)

5. Overall Observations: Briefly summarize the tone and feel of the group, major themes that seemed to emerge from the session, and any additional comments that you believe will help us to interpret the transcript. Please also include any “lessons learned” as to what to do or not to do in the next group based on how this group went.

**Appendix L:**  
**Observation Forms**

**Agency/Organization:**

**Position(s) and Title(s):**

**Date, Time, Place of Interview:**

**Interviewer:**

- 1. Briefly summarize your overall impression of how the interview went. Include any contextual factors (noise, interruptions, etc) as well as any observations that might prove relevant to interpreting the content.
- 2. Briefly summarize respondent's role and main responsibilities in the OCFT project/program
- 3. Briefly summarize the respondent's perspective on the child labor situation in the area/country
- 4. Briefly summarize respondent's answers with respect to:
  - a. His/her experiences with the project/ views on project emphasis
  - b. Project success in meeting annual goals
  - c. Aspects of the project most successful at reaching children and keeping them out of exploitive labor; reducing child labor; and achieving sustainability
  - d. Other potentially effective strategies

5. Briefly summarize the respondent's views of the 2 or 3 major achievements/why.

6. Any emergent themes? Please elaborate.

7. In thinking about this discussion, is there anything you would do differently next time? What/why?

## Observation Guide for Events/Activities

**Name of observer:**

**Date and time of activity:**

**Location:**

1. Physical Setting: Brief description of setting in which activity is taking place (e.g., size and shape of room, condition of the facilities, outdoor venue, noise level, or anything else of note for setting “flavor of place”)
  
2. Attendees: List names and/or note number of persons involved in the activity Describe the kinds of people attending (age, gender, ethnicity, etc)
  
3. Seating Arrangement / Sociogram (If relevant) Please draw the seating arrangement and label who is sitting where.
  - a. Place a check mark next to the person’s name each time s/he speaks.
  - b. (If not too distracting) Draw arrows showing who is addressing remarks to whom.
  
4. Agenda / Material
  - a. Is there any written agenda? (If you have not already done so, be sure to obtain and append a copy.)
  - b. How is the agenda/syllabus/course organized? To what extent is the flow of the activity following the written form?
  - c. If there is no formal plan for this activity, how is the event structured (e.g., introduction of participants, facilitated discussion, self-help, etc.)?

5. Observations

- a. (If relevant) Facilitator's, leader's or teacher's style and group's response to it;
- b. Who said what to whom; who actively participated, and how; (if relevant) ways in which issues were approached and decisions (if any) made.
- c. Expression of views –willingness to talk/participate, question, openness to dissenting opinions; interaction among participants/students
- d. Non-verbal signals (e.g., body language or other behavior that shows reactions and/or might indicate the existence of subgroups, how message is being received, etc.);
- e. Degree to which one person or subgroup is dominating the event/activities ;
- f. The tone of the event
- g. Indications that there are divisions or tensions in the group and how these break down; and,
- h. Anything else that seems particularly noteworthy or striking.

(Observations should contain more than just your perspective. For example, rather than “The facilitator became frustrated,” write, “It appeared that the facilitator was frustrated, as he became red in the face and began pounding his fist on the podium.” This will allow the reader to draw his/her own conclusions and enhance our ability to interpret the findings.)

6. Overall Impressions: How does this activity fit within the overall framework of OCFT-project activities? For example, were the issues consistent with themes heard through in-depth interviews or focus groups If so, briefly note those patterns. Or, did facets of the activity suggest new insights into the community or project efforts (e.g., new topics raised, participant interactions that were surprising)? If so, briefly describe and comment.
7. How, if at all, do any or all of the above observations help to address one or more of the research questions?

## Notes