

**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**

**A. General Information about the Project**

1. **Name of Project:**  
\_\_\_\_\_

2. **Name of Primary Agency:**  
\_\_\_\_\_

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

3a. **Email Address:**  
\_\_\_\_\_

3b. **Address:**  
\_\_\_\_\_

3c. **Office Telephone Number:**  
\_\_\_\_\_

4. **Project Start Date:**  
\_\_\_\_\_

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).....  
\_\_\_\_\_

**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?**

\_\_\_\_\_  
\_\_\_\_\_

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.**

\_\_\_\_\_  
\_\_\_\_\_

**If No:**

30b. **Why not?**

\_\_\_\_\_  
\_\_\_\_\_

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).....		
<hr/>		

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