

**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.

*Confidentiality:* The information you provide during the interview will be kept confidential. The information will only be seen by the researchers involved in collecting and analyzing the data. The information obtained from this interview will be combined with information gathered by the other data collection activities associated with the evaluation. Your name will not be associated with any information included in reports of this research.

**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.

*Confidentiality:* The information you provide during the interview will be kept confidential. The information will only be seen by the researchers involved in collecting and analyzing the data. The information obtained from this interview will be combined with information gathered by the other data collection activities associated with the evaluation. Your name or the will not be associated with any information included in reports of this research.

**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?