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.

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.

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.]

	OCFT Funds	Other Funds
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]

	OCFT Funds	Other Funds
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.

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.

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.

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.

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]

	OCFT Funds	Other Funds
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]

	OCFT Funds	Other Funds
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
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.

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.

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?