

TOR to Conduct Endline Study

Combatting Exploitation, Child Labor, Abuse, and Human Trafficking (ECLAHT) Project in Ethiopia

Detailed Terms of Reference: Endline Study

1. Background and rationale

The Combatting ECLAHT Project is a 3-year Norwegian Agency for Development Cooperation (Norad) funded multi-country initiative being implemented simultaneously in Ethiopia) between December 2020 and December 2023. The project's overall aim is to contribute to a decrease in the scale and prevalence of ECLAHT by working towards 3 common objectives:

1. Governments implement measures to prevent, identify and address ECLAHT, and to protect and monitor vulnerable groups and victims of ECLAHT.
2. Businesses have implemented anti-ECLAHT measures to prevent, identify and tackle the use of human trafficking and forced labor, including the worst forms of child labor, in their own operations and supply chains.
3. Vulnerable individuals and groups are more capable of resisting and seeking redress on their recruitment into ECLAHT

Intervention areas:

In **Ethiopia** (where the latest estimated prevalence of ECLAHT is 727,000¹) the project is working in four districts of (Kutaber, Harbu, Soro and Hosana) in Addis Ababa, the Amhara region and the Southern Nations, Nationalities and Peoples' Region (SNNPR), with a focus on domestic work and the service sector in the agricultural value chain, industrial and service sectors through improved government legislation and business practices, as well as increased rights for survivors and those at risk of ECLAHT. The project is working to prevent the different forms of ECLAHT including human trafficking, forced labour and the worst forms of child labour. Given their comparative vulnerability to the various forms of ECLAHT, the project's efforts primarily target women and children.

Partnerships:

ActionAid's approach prioritizes the building of movements of solidarity through partnerships and the project is implemented in collaboration with other organizations. In Ethiopia, ActionAid is working alongside 4 partners and 3 sub-partners including the Consortium of Ethiopian Human Right Organizations (CEHRO), Population Health and Environment (PHE-EC), Union of Women and Children Association (UEWCA) and Emmanuel Development Association (EDA) as well as sub partners: The Ethiopian Human Rights Council (EHRCo), Ethiopian Labor Rights Watch (ELRW) and Integrated Family Service Organization (IFSO). At the global level, the project's advocacy and campaigning dimension is led by ActionAid International Global Secretariat in collaboration and campaigning with strategic partners including trade unions, civil society, and women's organizations like the Feminist for Binding Treaty coalition (F4BT), #Ratify C190 Campaign group (Care International, ITUC, IWRAW, Centre for Women's Global Leadership and ActionAid) and others.

2. Aim of the Project:

The project on the overall aims to reduce the scale, prevalence and incidence of ECLAHT within the global supply chains, agricultural value chain, industrial and service sectors through improved government legislation and business practices, as well as increased rights for survivors and those at risk of ECLAHT² within in Ethiopia, Ghana as well as at international level.

¹ <https://cdn.walkfree.org/content/uploads/2023/05/17114737/Global-Slavery-Index-2023.pdf>

² Whilst no single, universally agreed definition of ECLAHT currently exists, please refer to Anti-Slavery international at <https://www.antislavery.org/slavery-today/modern-slavery/> for more information including a useful overall definition as well as various forms or manifestations including: human trafficking, forced labour, domestic servitude, debt bondage and others.

3. Project Endline Study

The **Endline Study** component will mirror the Baseline Study to the extent relevant and possible (context and resources allowing) in terms of research frameworks, methodology and tools (making improvements where required) with the aim of assessing the extent to which the three project objectives have been achieved and whether the project has made a measurable contribution to ensuring: “a decrease in the scale and prevalence of ECLAHT in Ethiopia.

Purpose

We anticipate that the Endline Study should not only allow for a direct comparison of the situation at endline, but it will also contribute significant data for the final donor reports, the linked End of Project Evaluation, as well as a series of stories of most significant change.

Objectives of the study

The survey is expected to benchmark the information and data on in line with the indicators and targets in the project’s results framework. The specific objectives of the study will be to assess the extent to which:

1. Government engagement with processes aimed at a) the ratification of ILO Conventions 189 and 190 and b) the negotiation for a UN Binding Treaty on Business & Human rights has changed.
2. Findings from high-quality research into the nature, scope and severity of ECLAHT in Ethiopia and Ghana have been disseminated and used to engage and influence international and national-level anti-MS policy, laws and measures.
3. Legal and policy frameworks on ECLAHT and forced labor have been analyzed, gaps identified, and solutions proposed including response mechanisms to be adopted by international/national structures.
4. Awareness of ECLAHT in agribusiness operations and supply chains has been raised through advocacy initiatives delivered in collaboration with CSO networks, government stakeholders and community structures.
5. Development and uptake of Anti-ECLAHT Self-Assessment frameworks have contributed towards improved practices by the participating businesses.
6. Civil Society Organization networks and community groups have been empowered to identify, prevent and address ECLAHT.
7. Vulnerable individuals/survivors have been able to improve their socio-economic conditions as a result of project support (business skills training, alternative livelihoods, start-up funds)
8. Changes in awareness of the nature and prevalence of ECLAHT has led to changes in the nature, scope and frequency of reporting on the subject.
9. Access to justice and support for survivors of ECLAHT or coercive employment practices has improved.

Approach:

It is worth noting that beyond measuring whether targets set against each indicator in the Results Framework have been achieved, the study should ideally seek to identify and detail evidence of measurable changes that have been achieved at different levels (individual, community, district, national, regional, global) as a result of the project’s actions. This process may result in the identification of stories of most significant change, touching on issues such as (but not limited to) changes in:

- Levels of government engagement on modern-slavery related issues at different levels.
- Policies and legislation aimed at tackling and preventing forms of ECLAHT the strength of movement building and coordination in efforts to tackle ECLAHT at different levels.
- The attitudes and practices of businesses.
- The socio-economic conditions of vulnerable people and survivors of ECLAHT.

As part of this approach, the study should seek to combine qualitative and quantitative data in the analysis of findings in order to:

- Situate the findings within the broader socio-economic and cultural context.
- Provide an understanding of why the changes sought have/have not happened.
- Identify any unintended (positive or negative) impacts, of the project.
- Identify and draft at least 3 stories of change (see example).

4. Methodology

The Endline Study will involve research at four levels: community, district, national and international. Whilst we expect consultants to be propositional, we anticipate the methodology will include both primary and secondary research methods (qualitative and quantitative), such as: desk review/documentary analysis, Key Informant Interviews and Focus Group Discussions (which may also include participatory methodologies)

and/or Surveys and draw on relevant findings from project beneficiaries/rights holders, businesses/communities and other stakeholders.

While adopting a similar approach to the Baseline Study, the Endline Study will:

Re-assess the best ways of measuring prevalence of ECLAHT, comparing what was done at baseline and taking recent [Norad/GFEMS](#) guidelines into account.

Strengthen the qualitative component to provide more in-depth reflection and understanding of the findings, to encourage community reflection processes and to enable the report narrative to unpack key issues. For the qualitative research, with all health considerations in place, in-depth face-to-face interviews will be conducted targeted at policy makers, especially government officials who have an influence on policy change.

- Include national coalitions and district level platforms and a selection of other stakeholders involved in decent work-focused advocacy in the qualitative component.
- Rectify some gaps or omissions of questions at baseline.

The Endline Study will be guided by ActionAid's Human Rights Based Approach (HRBA) as well as the organization's overall [Research Signature](#) and [Feminist Research Guidelines](#) i.e. **'People-led evidence, combined with external knowledge, influences change at local, national and international levels.'**

The entire process is expected to be guided by AAI Child Safeguarding and SHEA Policy and adhere to GDPR standards among other fundamentals of ethics and good practice in research. A risk assessment shall be conducted to ensure any potential risks are identified and mitigated prior to conducting the study.

4.1. Proposed process:

This is composed of several stages and allows each stage to inform the design of the next. Ideally and building on the lessons learnt from the baseline processes, there will be some preliminary work with the project Monitoring, Evaluation and Learning Working Group (MELWG) and Consultants to discuss and agree on the overall endline approach and methodology before entering into the stages outlined below.

Stage 0: Online Endline Design Workshop (August 2023)

With the basic methodology agreed, a face-to-face or an online workshop will be arranged before the start of community-level fieldwork. The purpose will be to reinforce understanding of the overall approach and methodology with reference to the Research Signature and Feminist Research Guidelines as well as all the data collection processes and to develop and agree on the qualitative methodology for gathering personal perspectives/impact stories of change and agree how these will be integrated into the analysis and narrative. Led by the MELR Officer and co-facilitated by the International Consultants, this would be attended by 3-5 people from each country (National Consultants, MELWG members and project partner staff who will be directly involved in the data collection) and include sharing of key lessons learnt from the baseline study and discussion of the quantitative and qualitative components and their integration in the analysis.

Stage 1: Local level work with target businesses/communities

The project staff and teams already have a degree of experience from the Baseline Study as well as the learning from other country projects. It will be important to phase this data collection in a flexible way, ensuring that it is possible to access the key respondent groups, project beneficiaries/rights holders and other stakeholders safely. This be discussed and planned with each country team and partners as well as the selection of the community research assistants and data collectors in line with ActionAid's Human Rights Based Approach (HRBA).

Stage 2: District civil society and local government level

This will involve similar topics to those in Stage 1 but at district level with both civil society and local government staff. It will be an assessment of changes in issues/questions raised in Stage 1 and how their district level actors and actions have managed to support national level initiatives. Likewise, it should identify what evidence from target businesses/communities has served to support and strengthen local government's position in relation to the national level and what evidence has supported services and advocacy at local level.

Stage 3: National civil society (relevant organizations and networks) & government level

This would take place subsequently and be informed by the findings from Stages 1 and 2 and should include both local government and also country team analyses of the Baseline information that has proved most useful and that which has not been used or not been useful for advocacy. The above would ideally be done in a civil society workshop enabling sharing and consensus. It would enable key advocacy goals and opportunities to

be identified for beyond the project and enable the civil society participants to prioritise and develop a shared research and advocacy matrix for who will do what once the project comes to an end. If a steering group is formed of interested stakeholders from Stages 1 and 2 to engage with the findings as they emerge, this would help maximise ownership and usage of the findings. It would also help enable the validation process with stakeholders/key informants at each level hence sustainability.

4.2. Fieldwork Methodology

Community-level

In order to allow comparability of data obtained at community-level the approach to community-level data collection will be as close as possible to that used at baseline, for example:

- Similar sample of project beneficiaries/rights holders and other stakeholders visited at baseline.
- The same, or similar data collection tools, e.g. question matrix, questionnaires, interview guides etc. but with some additional open-ended (qualitative) questions on changes noticed.
- The same or similar data entry and analysis to produce matching data-tables.
- Some of the same community data collecting team members where possible.

District and National level

A mix of approaches will be required, and this may involve a division of work between the consultant and the AA Country team members. It will involve:

- *Desk research*: for new/updated data on ECLAHT, legal and policy frameworks (ILO conventions, legal frameworks, policy/National plans of Actions and other International Conventions, Protocols, and Charters), commitments etc. This will also include primary monitoring data collected by the AA office and/or partners and platforms on the numbers of people engaging with events and activities supported by the project.
- *Qualitative research*: In-depth interviews (and possibly focus group discussions) with key informants to assess changes in attitude towards ECLAHT, legal and policy frameworks (ILO conventions, legal frameworks, policy/National plans of Actions and other International Conventions, Protocols, and Charters) and the contributions made by the project. Likewise, the activities and strength of national coalitions advocating on aspects of ECLAHT and decent work will be explored with key stakeholders. Respondents are likely to include government officials, civil society representatives and coalition/platform members.
- A common list of qualitative topics/questions as agreed upon and developed at Baseline will be used upon review and improvement.

4.3. Data Entry, Analysis and Validation

Countries will use the same methods used for the quantitative baseline data to produce directly comparable tables as well as charts comparing baseline and endline findings. A format will be provided for recording and documenting summary qualitative findings.

4.4. Report Writing/Deliverables

Detailed specifications and guidance will be developed by the consultants in consultation with the country teams, AA international Project Manager and AA international MEL Officer, for the data-tables, qualitative analysis and reports. The following deliverables are expected from the Endline Study process:

1. Consolidated Endline Report: a consolidated endline report, comparing results at endline with those at baseline across the three entities (as no baseline was done for the international component the reflection will have to be retrospective) and discussing key areas of change (or lack thereof) will be written by the international consultants following the final internal evaluation workshop and in dialogue with the country staff and national consultants.
2. Stories and perspectives of change/impact stories of change: will be documented in the final overall evaluation report and key themes emerging will be integrated into the consolidated endline report.

5. Scope of Work

Using a collaborative approach that involves working closely with the ActionAid International MEL& Research Officer and Project Management teams of AAE (including Project Managers and MEL focal points) for approximately 45 working days. The overall scope of work will be divided into distinct phases and will include the following key tasks and deliverables.

6. Deliverables

6.1.1 Phase 1: Pre- Online workshop preparations:

- Support the design of the Online Endline Study Design workshop; helping to ensure clear links are established between the baseline data gathered at local, national, international level and that the evidence gathered is comparable across the different levels.
- Workshop programme and materials (pre-workshop preparation, workshop session plans/process notes) developed in collaboration with ActionAid staff.

6.1.2 Phase 2: Online Workshop and immediate follow up:

- Lead on the co-facilitation of the Online Endline Study Design workshop.
- Review of the different report formats and data collection tools: community/businesses, district, national and international.
- 5-day workshop facilitated as per agreed programme in collaboration with ActionAid staff.
- Agreed format for Country Endline Study report.

6.1.3 Phase 3: Endline Study

- Overall Approach and Methodology; Review of Baseline approach and methodology to adapt to the Endline Study; research framework, scope, methods, tools and processes for data collection and analysis. Review and feedback on tools, guidance documents (fieldwork, reporting and quality assurance), formats etc. in the Endline Pack and all the processes for the endline data collection and analysis.
- Support to AAE PQL Coordinator: respond to any queries relating to quality assurance issues from both Community and Civil Society components. This will include any improvement on the tools/guidance to analysis with CSO partners/other stakeholders.
- Review of project reports and obtaining clarifications on Community/businesses/civil society components: reviewing and providing feedback on draft country reports.
- Re-analysis baseline data where necessary to reflect any field methodology revisions and new data to ensure consistency of the project baseline data and endline data.
- Analysing, drafting, liaising with AAE PQL Coordinator and Project Manager: and incorporating feedback into Endline Study Report.
- Endline Study report summarizing key findings from the 2 regions (Amhara and SNNP) and the national level engagements

Policy Analysis Processes (to be done as part of phase 3)

- Lead on the policy analysis component of the Endline Study, supporting the revision of the key research questions related to national policies on ECLAHT, legal and policy frameworks (ILO conventions, legal frameworks, policy/National plans of Actions and other International Conventions, Protocols, and Charters).
- Analysis of key legal and policy provisions vs the extent to which rights to decent works are being met by agribusinesses.
- Desk review of relevant research, policies and strategies relating to decent work.

Summary Deliverables

The specific outputs of the consultancy will be as follows:

1. Inception Report -Just before Phase 1
2. Pre-Endline Study design workshop preparations.
3. Research Questions and Tools
4. Endline Study Design Workshop³
5. Data and Policy Analysis.
6. Draft Consolidated Endline Study Report (at least 2 drafts before finalising)
7. Input into Country Endline Study Report Reviews and follow up.

³ This is expected to be virtual.

8. Meeting with Project Team and other relevant stakeholders to present and validate findings Final Endline Study Dissemination Workshop.
9. Final Consolidated Endline Study Report.
10. Executive Summary of report capturing key findings and recommendations for future programming
11. Updated Project Results Framework (Endline Section)
12. Raw data files including all qualitative and quantitative data collected.

7. Roles and Responsibilities

The section below outlines key roles and responsibilities to be assigned to the two main parties in the endline study process, i.e., ActionAid (GS and country teams) and the consultants.

AAI:

1. Provide overall leadership and coordination of the endline study processes in collaboration with the country teams and the international consultants.
2. Support the identification of national consultants to provide quality assurance to the endline process in country.
3. Collaborate on the overall design and lead on coordination of the multi-country online endline design workshop.
4. Facilitate and support the international consultant's participation at the multi-country online endline design workshop.
5. Work in close collaboration with country teams to monitor and ensure that the endline study process is followed as per agreed overall approach, methodologies, and timelines.
6. Provide technical input and quality assurance at all stages of the endline study process (including spot checks and field visits as needed) in collaboration with the international consultants.
7. Quality assurance/review by the International MEL & Research Officer of draft reports coming from country level before they reach the international consultant/s.
8. Work with country teams to review the quality of the reports and provide timely feedback to the national consultants.

AA Country Teams:

1. Recruit the Endline Study Consultant
2. Assign a technical support team responsible for managing and supporting the overall process e.g., facilitating and providing the required documents, facilitating field work for data collection, provision of logistical support etc.
3. Facilitate and support the national consultants' participation at the multi-country online endline design workshop organized by AAI.
4. Facilitate community-based data collectors onboarding in collaboration with AAE local project partner
5. Monitor and ensure that the process is followed as per the agreed overall approach, methodology and timelines.
6. Arrange and facilitate stakeholder validation meetings at various levels.
7. Provide technical input and quality assurance at all stages of the endline study process (including spot checks and field visits as needed), in collaboration with the international MEL&RO.
8. Review the quality of the reports and provide timely feedback to the national consultant.
9. Release payments after checking the quality of the deliverables meet the standard and expectations.
10. Sign off the final country endline reports with relevant annexes by the Country Director for print and wider circulation.

International Consultants:

Pre-workshop:

Work closely with the MEL&RO and International Project Manager to:

1. Contribute to the design of the multi-country online design workshop.
2. Facilitate the review of the endline study approach, methodology, framework, questions, methods and tools for data collection and analysis.
3. Attending one or two multi-country calls re: endline study preparation.
4. Begin desk review and policy analysis including analysis of relevant research, policies and strategies relating to access decent work.

Online Workshop

1. Attend multi-country online endline design workshop to be organised by ActionAid International in **August 2023**.
2. Work with MEL & Research Officer and International Project Manager to co-facilitate workshop sessions on the endline design and planning.

Post Workshop:

1. Provide quality assurance/review the design of the endline study approach, methodology, protocol and tools for qualitative and quantitative data collection and analysis guidance to be validated and agreed with AA technical team.
2. Review the existing design of reporting templates for the community level as well as the national level and consolidated reports with ActionAid staff and partners.
3. Attend the multi-country internal evaluation workshop to be organized by ActionAid International in November 2023 and present findings.
4. Provide quality assurance/review of draft country endline reports.
5. Produce consolidated multi-country Endline Study Report.

National Consultants:

1. Agree the TOR with ActionAid, including the scope, deliverables, time frame and procedures of the Endline Study.
2. Submit inception report showing an understanding of the Terms of Reference and outlining the technical and financial proposal for this piece of work.
3. Undertake a desk review including analysis of changes in policies and strategies relating to decent work compared to the baseline.
4. Attend the multi-country online design workshop in August 2023.
5. Agree any necessary changes to the study design, protocol and tools for qualitative and quantitative data collection and analysis with AA technical team.
6. Train and orient relevant ActionAid, partner staff and community facilitators to use the participatory tools.
7. Lead on and provide technical input to and quality assurance during primary data collection in collaboration with ActionAid and other key stakeholders.
8. Agree any changes to the reporting template for the national level reports with ActionAid staff and partners.
9. Produce detailed data tables and the first draft research report, following guidance provided by the international consultant, and submit to ActionAid.
10. Present findings to a panel and also at stakeholders' validation workshops at local, district and national levels.
11. Attend the multi-country internal evaluation workshop to be organized by ActionAid International in November 2023 and present findings.
12. Produce the final country reports accommodating the inputs and feedback provided at the endline workshop and by the international consultants.

8. Key References

The following key documents (in English) will be made available to the reviewer:

1. Project Proposal, Implementation Plan and Budget
2. Theory of Change
3. Research and Advocacy Strategy
4. Project Results Framework

5. All project reports (including narrative and financial reports as well as the Baseline Study reports)
6. Other documents as necessary: research reports, knowledge products, articles, etc

9. Timeframe

Ideally, the work on this component of the project should start as soon as possible by August 2023, in order to enable the consultant/s to support tasks in the lead up to as well as the actual planning for and delivery of the Online Endline Design Workshop, scheduled for the last week of **September 2023**. Work will then continue throughout the remaining part of 2023.

N.B.: This timeframe will need to be reviewed and revised during the Online Endline Design Workshop in order to ensure it takes account of country, consultant and partner availability and workloads and the importance of participatory and responsive consultation processes. **(Excel to be annexed).**

10. Consultant Criteria/Personal Specification

We are looking for a qualified and experienced consultant, or team of consultants with a background and demonstrated experience in conducting research and evaluations on issues related to women's rights (in particular issues related to labour rights and women's right to decent work and ECLAHT), ideally from an intersectional feminist perspective who will be able to lead the Endline Study in Ethiopia. The successful candidate must fulfil the criteria listed below:

Essential:

- Advanced Degree in the field of Gender, social work, Economics or another relevant Social Science subject.
- Understanding of issues related to human rights, especially women's rights, and experience of conducting gendered analysis, principally from an intersectional feminist point of view and current discourse around women's rights to decent work and freedom from violence and harassment. Experience of working on issues of ECLAHT an advantage.
- Experience of secondary research and legal/policy analysis and proven track record of relevant research focussing on the above-listed issues in one or more of the focus regions/countries.
- Experience of working with NGOs, Trade Unions and/or women's rights organisations.
- Proven experience of relevant research (quantitative and qualitative) in the field of human rights, especially women's rights to decent work and issues of ECLAHT.
- Experience of designing and facilitating workshops using feminist participatory research approaches and methodologies, civil society organisations and NGOs.
- Understanding of the role of Monitoring & Evaluation in the programme cycle and experience of conducting learning reviews and evaluation processes, including of advocacy-based projects in the international development sector.
- Ability to apply a range of primary and secondary research methods including participatory methods.
- Experience of using qualitative and quantitative data analysis packages (e.g., SPSS and NVivo or others as relevant).
- Understanding of issues related to research ethics, safeguarding and data protection.
- Ability to analyse complex data and communicate findings using engaging, clear language and visual representations.
- Fluency in written and spoken English , Amharic and preferably .linguistic of Hadiya with excellent communication skills and the ability to write clearly and concisely tailor-made communications for diverse range audiences.

Desirable:

- Understanding of the political and social contexts of Ethiopia and the implementation areas.
- Experience of conducting relevant research in Ethiopia.
- Experience of strong downward accountability mechanisms used with project stakeholders/research participants to actively share results and learning.
- Experience of working with ActionAid and understanding of/familiarity with the feminist, women's rights-based approach to research and the way this supports evidence-based advocacy.

- Fluency in any of the local languages of Ethiopia an advantage.

N.B: The consultant/s will be expected to sign and abide by ActionAid values and compliance statement and key policies (including Anti-Sexual Harassment Policy, Child Safeguarding Policy etc.)

11. Selection Process

Candidate selection will be based on the following criteria:

1. The ability to respond to and meet the essential and desirable specifications outlined in these terms of reference.
2. Demonstrated capacity to undertake the type of services sought.
3. Relevant academic and professional qualifications and experience.
4. Proposed budget and schedule.

12. Application Process

We invite interested candidates to submit the following application documents, **applications which are incomplete will not be considered:**

- a. Bidders must provide CV and application letter together with a complete set of technical and financial documents "Original" and "Copy" in a separately sealed envelope with one copy for each.
 - b. A brief Technical Proposal (max 8 sides of A4) for the Endline Study including data collection methodology and workplan, sampling strategy and data collection tools.
- a) how the consultant(s) meet the selection criteria.
 - b) their understanding of the ToR.
 - c) Financial Proposal and budget in Birr (separating core consultancy costs, daily rates of team members and in-country data collection costs).
 - d) availability.
 - c. Legally required documents (renewed license and TIN certificate) as well as credentials in a sealed envelope within 10 days from the date of this vacancy announcement.
 - d. The winner is required to comply ActionAid's SHEA and Safeguarding Policies which will be delivered to them together with the contract agreement and must be filled and returned to AAE. If the winner fails to do this, the award will be cancelled automatically.
 - e. The full TOR can be obtained from our Facebook page <https://www.facebook.com/actionaidethiopia> or from our office (address indicated below)
 - f. Bidders can obtain additional information through our Office telephone 09 32 02 50 53
 - g. Only short-listed applicants will be contacted.
 - h. ActionAid Ethiopia reserves the right to cancel all or any part of the bid.
 - i. The **deadline** for the submission of applications will be August 8th, 2023.

Address: Addis Ababa, Lemi Kura Sub-city Woreda 11, House No.3044, behind CMC/Altad Street St. Michael Church (Opposite to Gast Cinema).

For more information, please contact us at: Admin.ethiopia@actionaid.com or +251932025053