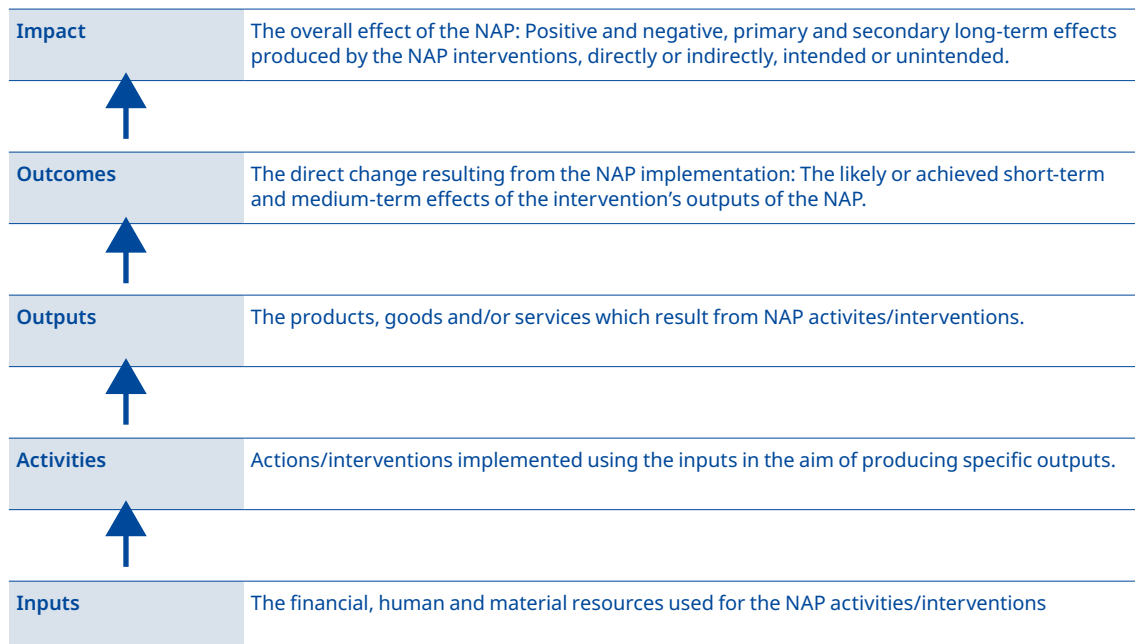# Tool No. 16:
Monitoring and evaluation framework template

The Monitoring and Evaluation of the NAP is instrumental to monitor implementation, track progress and identify learnings. One of the first steps to developing a monitoring and evaluation framework, is to clearly identify the result to be achieved and the accompanying activities, outputs and outcomes. This is sometimes referred to as the results framework.
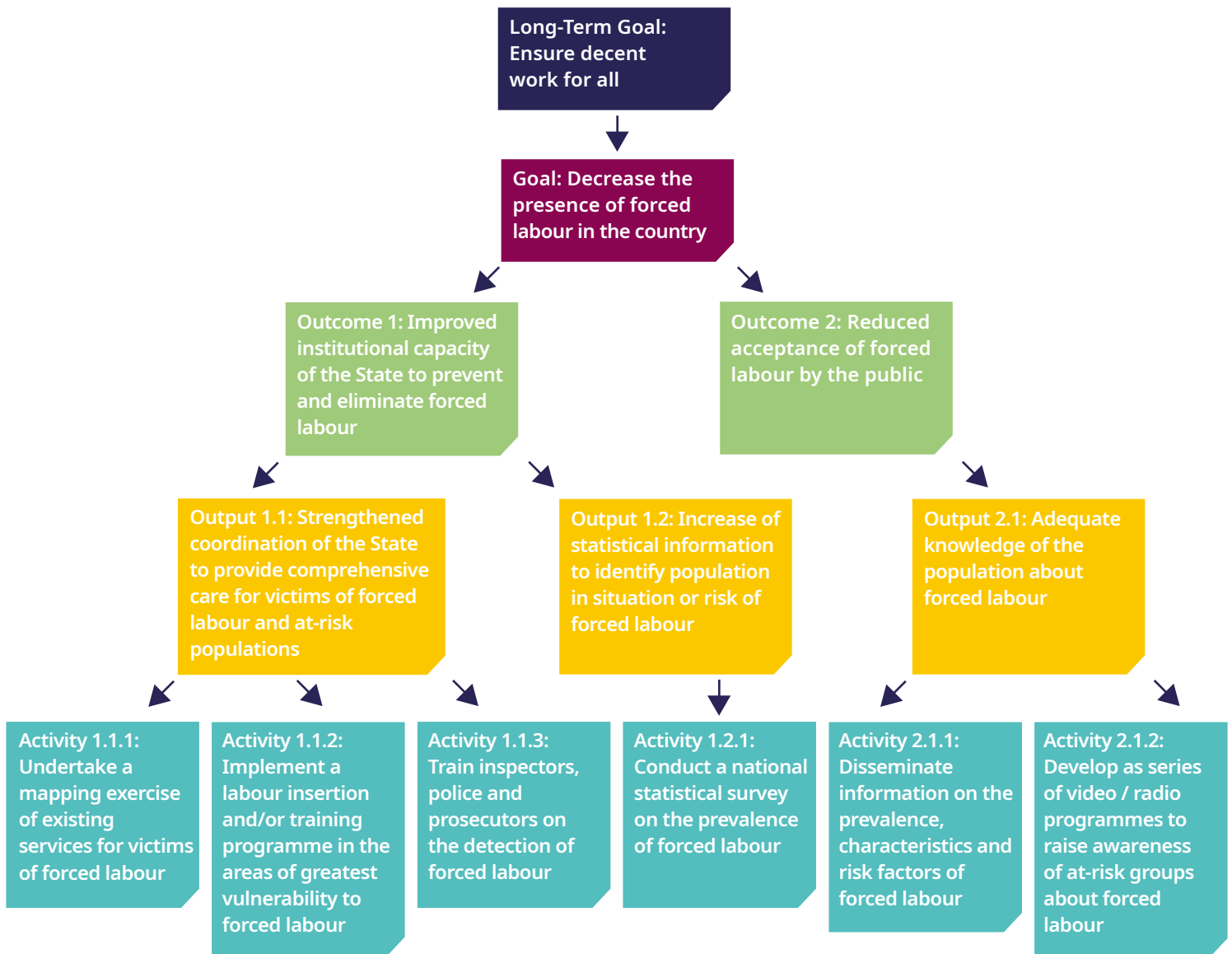
Developing a results framework

The diagram below presents the anticipated cause and effect relationship between the inputs, activities, outputs, outcomes and impact of a results framework.

Impact	The overall effect of the NAP: Positive and negative, primary and secondary long-term effects produced by the NAP interventions, directly or indirectly, intended or unintended.
Outcomes	The direct change resulting from the NAP implementation: The likely or achieved short-term and medium-term effects of the intervention's outputs of the NAP.
Outputs	The products, goods and/or services which result from NAP activites/interventions.
Activities	Actions/interventions implemented using the inputs in the aim of producing specific outputs.
Inputs	The financial, human and material resources used for the NAP activities/interventions

The logic is that once the activities are implemented, the outputs will be achieved (sometimes in the form of products, goods or services). The outputs then in turn, start to bring about change (outcomes) in the form of intermediate results, eventually leading to impact. The figure below presents an example of a results framework, including the outcome and impact components and their associated indicators, in addition to the assumptions underlying this results framework.

Figure 1: NAP Results Framework – Template

Long-Term Goal: Ensure decent work for all

↓

Goal: Decrease the presence of forced labour in the country

Outcome 1: Improved institutional capacity of the State to prevent and eliminate forced labour

Outcome 2: Reduced acceptance of forced labour by the public

Output 1.1: Strengthened coordination of the State to provide comprehensive care for victims of forced labour and at-risk populations

Output 1.2: Increase of statistical information to identify population in situation or risk of forced labour

Output 2.1: Adequate knowledge of the population about forced labour

Activity 1.1.1: Undertake a mapping exercise of existing services for victims of forced labour

Activity 1.1.2: Implement a labour insertion and/or training programme in the areas of greatest vulnerability to forced labour

Activity 1.1.3: Train inspectors, police and prosecutors on the detection of forced labour

Activity 1.2.1: Conduct a national statistical survey on the prevalence of forced labour

Activity 2.1.1: Disseminate information on the prevalence, characteristics and risk factors of forced labour

Activity 2.1.2: Develop as series of video / radio programmes to raise awareness of at-risk groups about forced labour

Developing indicators

Once, the components of the results framework are established, it is easier to then develop appropriate indicators to measure the outputs, outcomes and impact. This is a very important step and should involve all key stakeholders to get their different perspectives. The indicators should be SMART and verifiable. If information to verify an indicator cannot be found, the indicator will not be useful. Hence, it is highly recommended that NAP M&E frameworks include a data source and a means of verification to check the selected indicators.

Please, also refer to section 6 in the Guidance Manual.

A **SMART INDICATOR** is an indicator that is:	**Data source/Means of Verification (MOVs)** is the way in which one collects the right information to measure progress or impact according to an indicator. That is, from where will we get information to verify an indicator? How will we get it? How often? And, how will we store this information?
▶ **S**pecific ▶ **M**easurable ▶ **A**chievable (in a cost-effective way) ▶ **R**elevant to the NAP ▶ **T**ime-bound	Readily available information (such as data from Labour Management Information Systems or school records) is cheaper and easier to work with than information that must be collected specifically for the purpose of the NAP. If information cannot be collected for an indicator at all, then it is of no use and should be replaced by another indicator.

Indicators can be quantitative or qualitative. Quantitative indicators are "countable" and measure quantities or percentages (e.g. the number of judges trained on forced labour), whereas qualitative indicators capture people's opinions, perspectives and attitudes. For each indicator, it is also important to describe the unit of analysis (e.g. number of forced labour victims provided with livelihood services), disaggregation (e.g. age, sex), data source and targets.

Framework template

The table below provides an example of a template for a Monitoring and Evaluation (M&E) framework which includes the activities, outputs, outcomes and indicators. This is to be adapted to the actual NAP and should be accompanied by a short description of the M&E framework.

Goal: By 20XX forced labour and trafficking in persons are eradicated in country X.

Objective/Outcome/ Output/Activities	Indicator	Definition	Disaggregated by	Means of verification/ Source of data	Unit	Baseline value	Targets Year +1	Targets Year +2	Reporting frequency	Lead / partners involved
Objective										
Forced labour reduced in the country	% decrease of forced labour prevalence	Change in % of the prevalence of forced labour in the country	Gender, Age, Region	Monitoring report	%				yearly	**National Commission on Forced Labour /** Ministry of Labour
Outcome										
O 1 Improved protection of forced labour victims	Number of victims assisted by the State	Total number of victims who received assistance (psychological, medical, legal) by the State	Gender, Age, Region	Monitoring report	person				yearly	**National Commission on Forced Labour /** Ministry of Labour
Output										
O 1.1 Institutional capacity of the State to detect forced labour cases developed	Number of forced labour cases detected	Total number of victims / cases of forced labour detected by law enforcement agencies (police, labour inspection)	Gender, Age, Region, Sector	Monitoring report	person				yearly	**National Commission on Forced Labour /** Ministry of Labour; Ministry of Interior
Activities										
A 1.1.1 Training of labour inspectors to detect forced labour cases	Number of labour inspectors trained to detect forced labour victims	Total number of labour inspectors who received a specific training on how to detect forced labour cases, interview victims, etc.	Gender, Age, Region	Training report; registry list; photos	person		80	150	yearly	**Ministry of Labour /** National training institute for labour inspectors
A 1.1.2 Joint operations to rescue victims	Number of joint operations carried out to rescue victims and identify perpetrators	Total number of rescue operations carried out jointly with Labour inspection and police forces with the objective to rescue victims	Region, Secteur	Monitoring report	operation		1	2	yearly	**Ministry of Interior /** Ministry of Labour

M&E Framework Checklist

It is recommended to write a dedicated Monitoring and Evaluation (M&E) section in the NAP. Below is a generic comprehensive checklist of elements to include in the M&E section. The checklist is not a blueprint and should be adjusted to fit national needs, styles and national preferences for the Monitoring Framework.

SECTION	POSSIBLE CONTENT
SECTION I: Introduction (background; mandate of the plan; authority of the M&E framework; objectives of the M&E framework)	▶ Objectives of the M&E plan and long-term vision ▶ Structure of the M&E plan ▶ Reference to relevant policy frameworks that spell out M&E responsibilities
SECTION II: The M&E framework (basic information on how to measure, collect, and analyze data within the M&E system)	▶ NAP Results Framework ▶ Data Sources ▶ Indicators, definition, type ▶ Baseline and targets ▶ Data sources, collection method, frequency, and responsible party ▶ Reporting responsibilities, frequency, and dissemination strategy ▶ Costed M&E work plan and budget – description of the link between M&E planning and government budgeting