

Terms of Reference

MEL Short-Term Consultancy Support

Ethical Trading Initiative

Introduction and Background

The Ethical Trading Initiative (ETI) is a leading alliance of companies, trade unions and NGOs that promotes respect for workers' rights around the globe. Our vision is a world where all workers are free from exploitation and discrimination, and enjoy conditions of freedom, security and equity. Our members commit to the promotion of the ETI Base Code in their own operations and their supply chains which outlines nine standards for workers, based on the ILO conventions.

More information can be found on our website at: <http://www.ethicaltrade.org/>

Overview

In 2012, ETI launched the Tamil Nadu Multi Stakeholder (TNMS) programme in Southern India with the objective of enhancing recruitment and employment practices in the garment/ textile industry in Tamil Nadu by implementing a replicable model that promotes ethical recruitment and retention of young women in the sector. The TNMS programme, which runs on 18-months cycles, adopts a worker peer group model through which education focusing on health, safety and labour rights is provided to female workers while constructive dialogue with the mill management is concurrently facilitated and promoted.

The TNMS team conducts a baseline study in each of the garment factories / mills where the programme is being implemented. The methodology applied is mainly FGDs and one-to-one in-depth interviews with approximately 15% of the female workers within each factory selected by a stratified random sampling method. A similar data collection process has thereafter been implemented at the end of each mill intervention to assess the level of progress achieved within the factories. However, the currently applied MEL methodology needs further strengthening in order to more robustly measure programme achievement with a specific emphasis on collecting stronger quantitative evidence directly relating to logframe indicators.

In April 2019, ETI began a two-year programme funded by the UK Government's Modern Slavery Innovation Fund (MSIF). The programme is focused on providing access to remedy for migrant workers in Malaysia (concentrating on the rubber goods and furniture sectors). The programme has two parts: at the international level, ETI will consult on, develop and disseminate a set of Access to Remedy Principles, to be implemented by brands and retailers within their supply chains; within Malaysia, ETI is engaging with a number of local suppliers, as well as their buyers, local industry associations, civil society, unions and government to test one approach to providing meaningful access to remedy to a group of migrant workers. This will involve designing, developing and piloting a technology platform through which workers can access information and support, as well as report grievances and obtain remedy.

The programme includes extensive baseline work to understand the current situation and experiences of the pilot group of workers – both to inform the development of the technology

platform and to ensure that the impact of the platform can be effectively measured throughout the programme. We anticipate that the baseline work will involve a combination of worker surveys, one-on-one interviews and (if feasible and appropriate) focus groups.

This consultancy will develop the methodology for the baseline work, as well as undertaking capacity-building work with the local outreach workers who will collect the data, quality assuring the data collected and overseeing data analysis.

Activities

1. TNMS

- Address current gaps in draft endline report and finalise study by designing and driving additionally required quantitative statistics along with supporting qualitative assessments (e.g. through FGDs / KIIs) to provide a more robust results assessment of previous phase of intervention.
- Assess current methodology for data collection and propose concrete activities (including timeline) required for further strengthened MEL practice within the project.
- Train project management staff and data collectors in proposed revised MEL / data collection methodology

2. MSIF

- Review current draft of MEL workplan and methodology and suggest activities to strengthen where appropriate (including suggesting modifications based on results obtained)
- Design of baseline survey, methodology for application (e.g. quantitative surveys, interviews, focus group discussions)
- Design and deliver training for project management staff and data collectors in proposed data collection methodology
- Quality assurance of data collection
- Design continued analysis methodology of baseline results, and develop recommendations for next steps
- Oversight of analysis of results, conducted in partnership with key MSIF staff members

To carry out the activities it is expected that the incumbent will travel to the TNMS programme office in Tamil Nadu as well as carry out selected site visits to mills, and to the MSIF partner's office in Malaysia.

Deliverables

1. TNMS

- High-quality final endline study report based on robust quantitative evidence assessing level of achieved progress towards logframe. The final report will build on data collection and a draft narrative already outlined but in need of further improvements.
- Final MEL Framework covering required future data collection methodology including survey tools
- Provision of one-time training to key TNMS staff members including relevant enumerators

2. MSIF

- Baseline study designed, complete with rollout plan, aligned to the programme's objectives and logframe
- Training provided to key MSIF staff members and partners, including relevant enumerators, to ensure delivery of robust baseline data
- Recommendations report provided for continued data collection and analysis

Timeline

The assignment should ideally be initiated as soon as possible and be completed and approved by ETI by Friday November 15, 2019

Skills and Experience

Essential:

- Consultant must have a background in Monitoring, Evaluation and Learning in the non-profit sector
- Knowledge of logframes, indicator selection & other MEL methodologies
- Technical knowledge and experience of quantitative and qualitative surveying methodologies and practical application
- Experience designing and providing training / capacity building services
- Familiarity with safeguarding principles and experience designing methodologies appropriate for vulnerable workers
- Experience working with local institutions (local NGOs, the ILO, development agencies etc)

Desirable:

- Experience of working in India and/ or Malaysia
- Knowledge of labour rights context in Malaysia and/ or India
- Knowledge and understanding of the United Nations Guiding Principles and working in labour rights/ corporate supply chains

Application process

CV and cover letter summarising methodology, availability and budget / costs

Please email applications for this consultancy to clare.fitton@eti.org.uk by 9am GMT on Monday September 9, 2019 with the subject line 'MEL Short-Term Consultancy'.

Applications should include:

- Short overview of how you meet the qualifications, skills and experience required for this consultancy
- Proposed methodology for the assignment including workplan.
- Detailed budget outlining your daily rates / fees, any taxes (including VAT where applicable) and expected expenses.