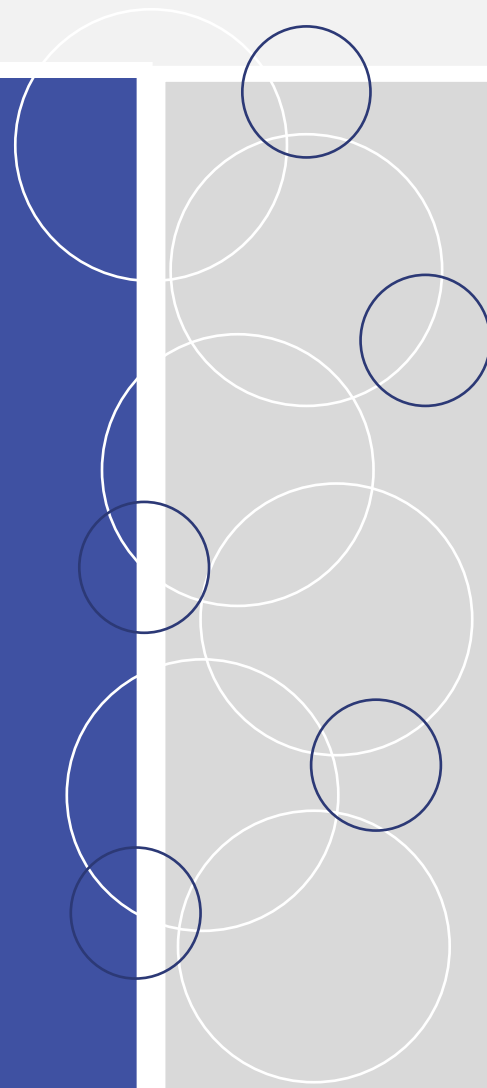




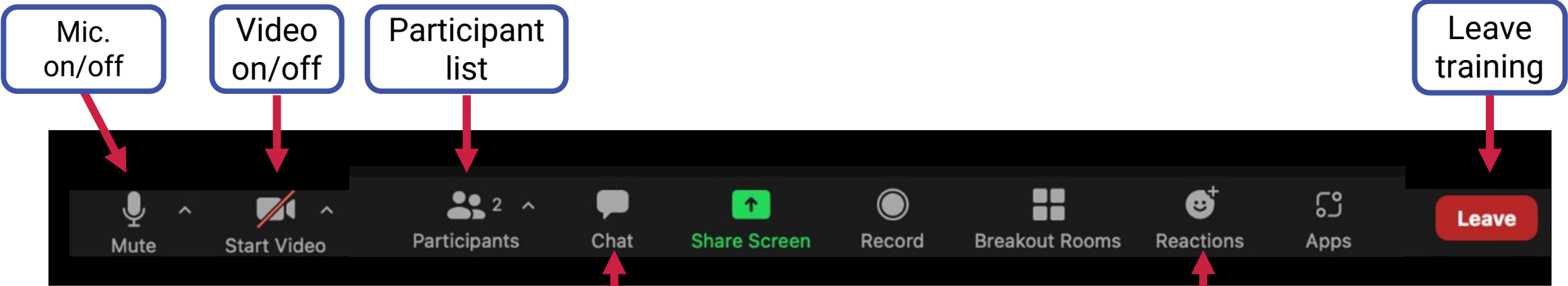
# Session 3

# ILAB Tools and Resources

June 2023

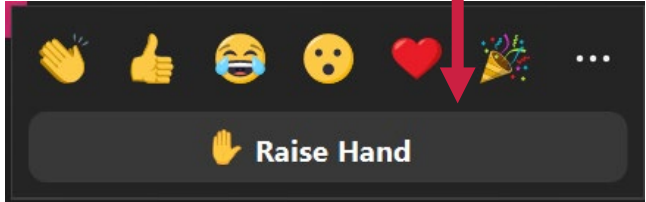


# Zoom Meeting Functions



See Chat

Reactions / Raise Hand



*Reactions/Raise Hand:  
When clicked, the hand  
symbol will appear in the top  
left of your screen.*

# Today's Trainers



Rachael  
Jackson  
Research Scientist  
NORC



Xan  
Paxton  
Data Scientist  
Data Elevates

# Our Training Session Goals

- Effectively use and apply M&E tools developed by ILAB
  - Theory of Sustained Change Guidebook for ILAB's Workers' Rights Programs
  - MEL Resource Library
  - Data Reporting Form



## How much have you explored the Theory of Sustained Change Guidebook?

I've read it cover to cover

0%

I've referenced certain sections to help me with my work

0%

I've skimmed through it

0%

What Theory of Sustained Change Guidebook?

0%

Join at  
**slido.com**  
**#1220 009**



## How much have you explored ILAB's MEL Resource Library?

I've read every resource

0%

I've referenced certain resources to help me with my work

0%

I've skimmed through the section headings

0%

What MEL Resource Library?

0%

Join at  
**slido.com**  
**#3683 170**



Join at  
**slido.com**  
**#1682 155**

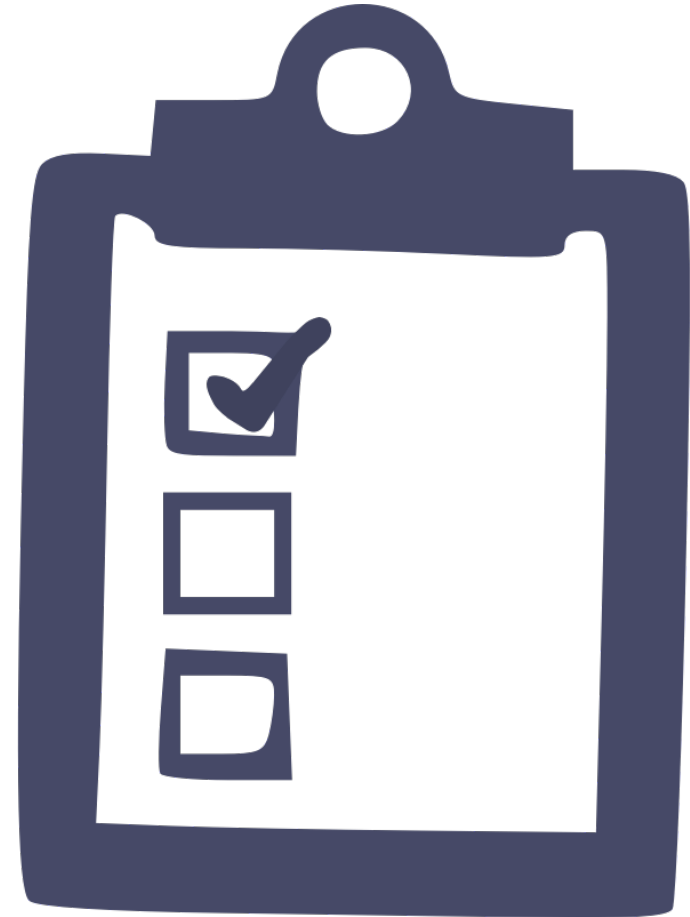
## Have you had an opportunity to use the new Data Reporting Form?

Yes  
 0%

No  
 0%

# Shared Norms for the Workshop

1. Enjoy each day. **Have fun.**
2. **Participate actively** by sharing your knowledge, opinions, and questions.
3. Cell phones and electronic **devices off** or on vibrate.







# Module 1

## Guidebook, Resource Library, and Data Reporting Form

June 2023



BUREAU OF INTERNATIONAL LABOR AFFAIRS

# Agenda

- 1 Theory of Sustained Change Guidebook for ILAB's Workers' Rights Programs

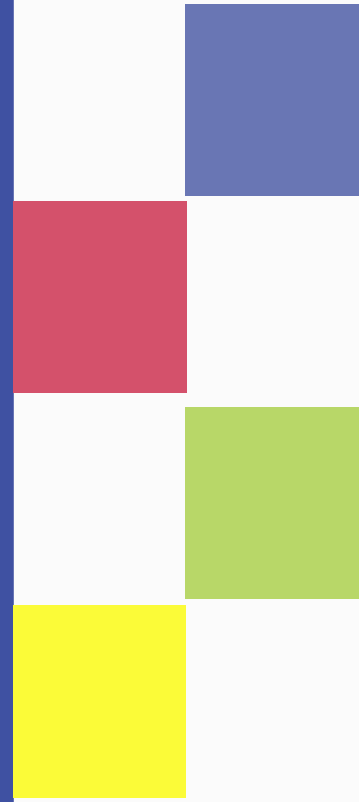
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- 2 MEL Resource Library

---
- 3 Data Reporting Form

---



# Section 1: Theory of Sustained Change Guidebook for ILAB's Workers' Rights Programs



# Purpose

- Provides an overview of:
  - ILAB's Theory of Sustained Change
  - ILAB's Standard Outcome Domains
  - ILAB's Standard Outcome Indicators
- Includes guidance on how to:
  - Map project outcomes to ILAB's standard outcome domains
  - Map project indicators to standard outcome indicators
  - Set indicator targets, analyze, and measure results
  - Report on and use indicator data for learning and adaptation

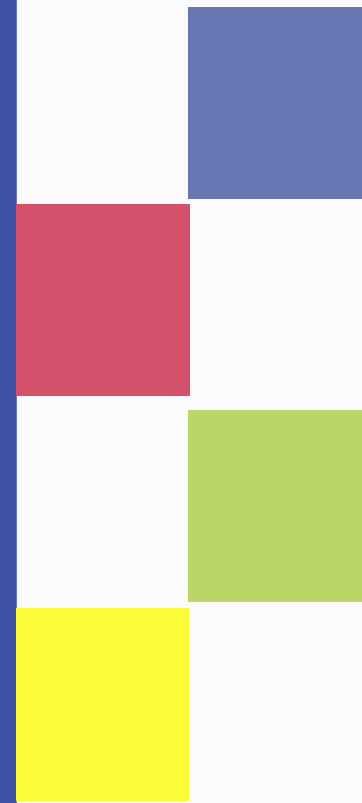


# Guidebook Review

# Questions?



## Section 2: MEL Resource Library



# MEL Resource Library

- A curated collection of MEL resources that may be relevant to your programs
- Resources do not cover all possible topics, but are limited to those most likely to be of greatest use to ILAB grantees



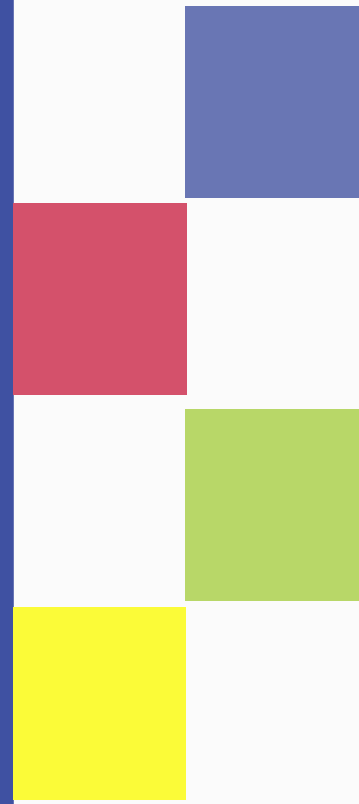


# Library Review

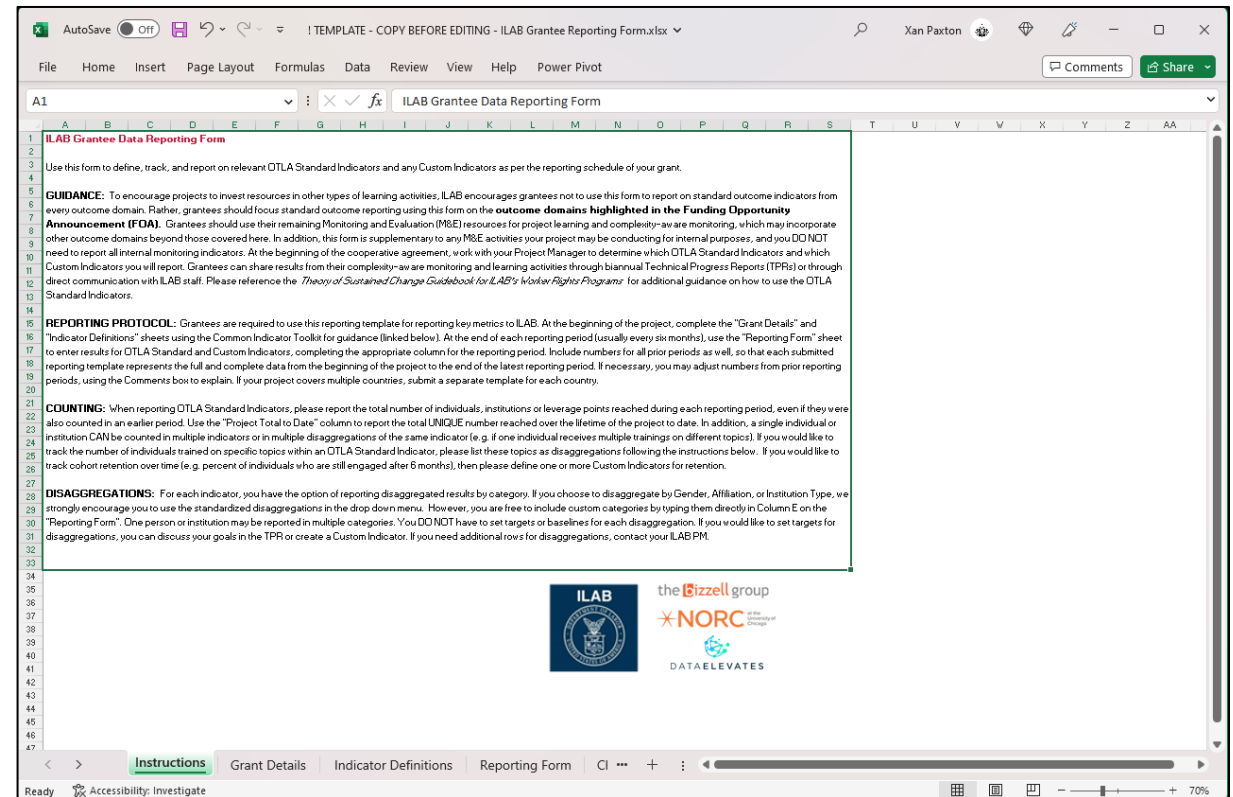
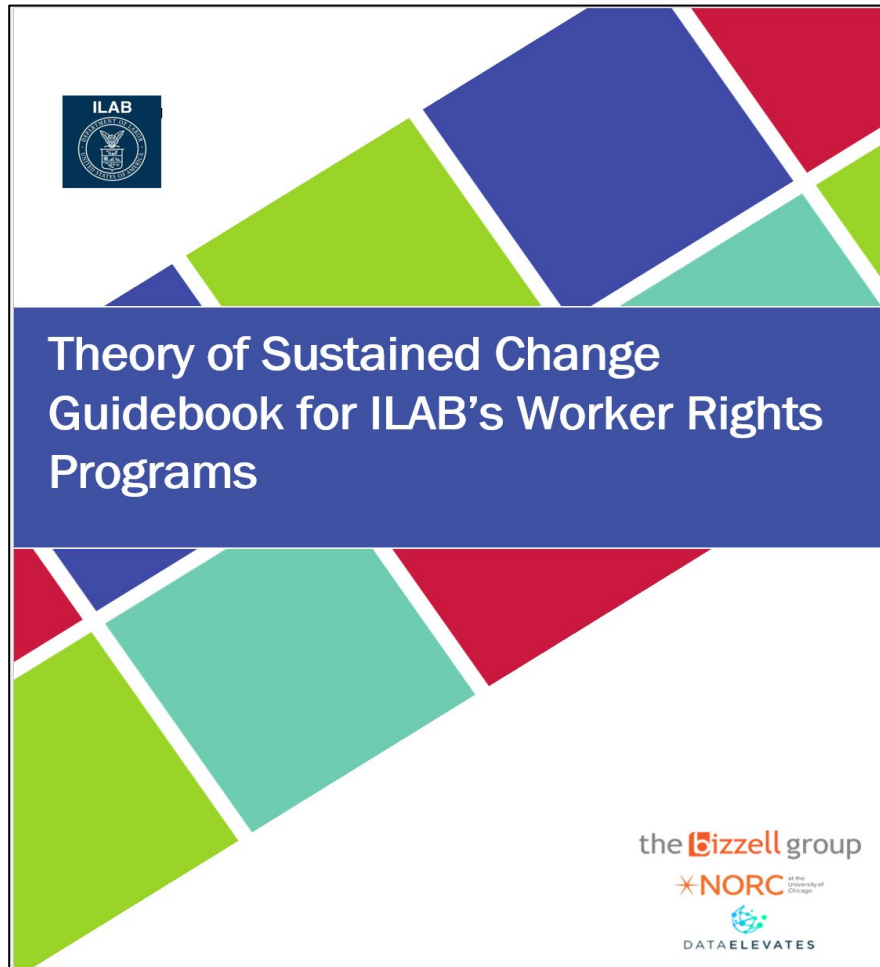
# Questions?



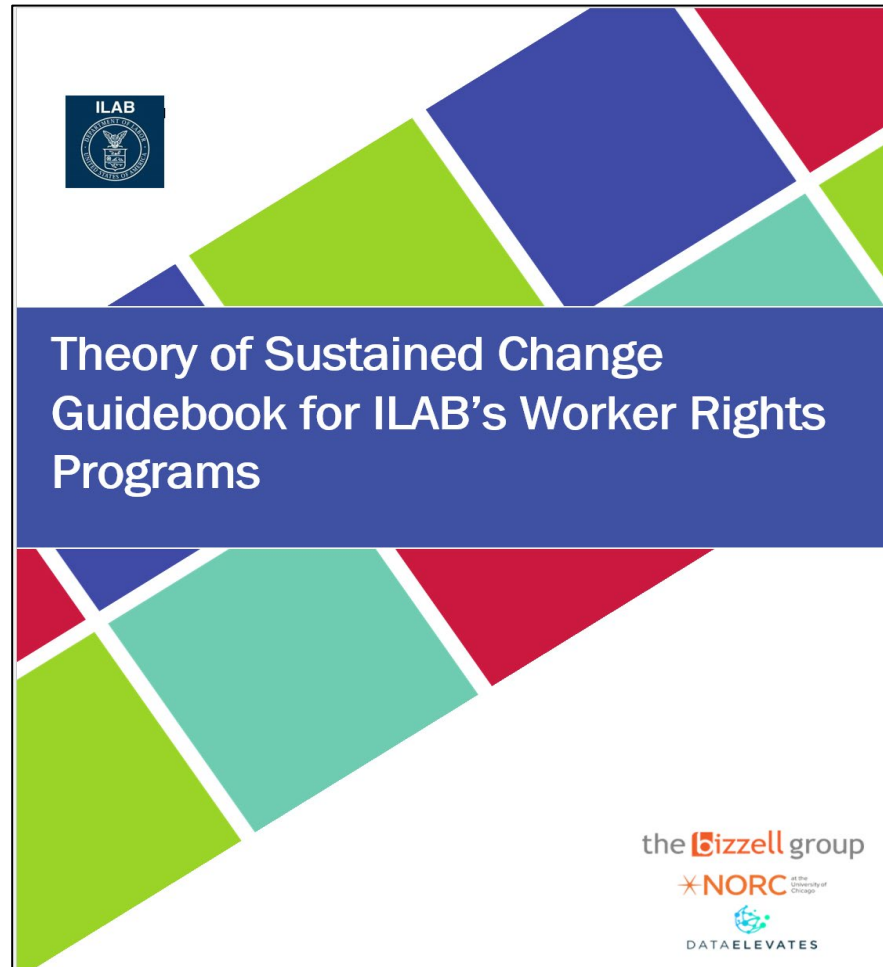
# Section 3: Data Reporting Form



# The ILAB Grantee Reporting Form is a companion to the TOSC Guidebook

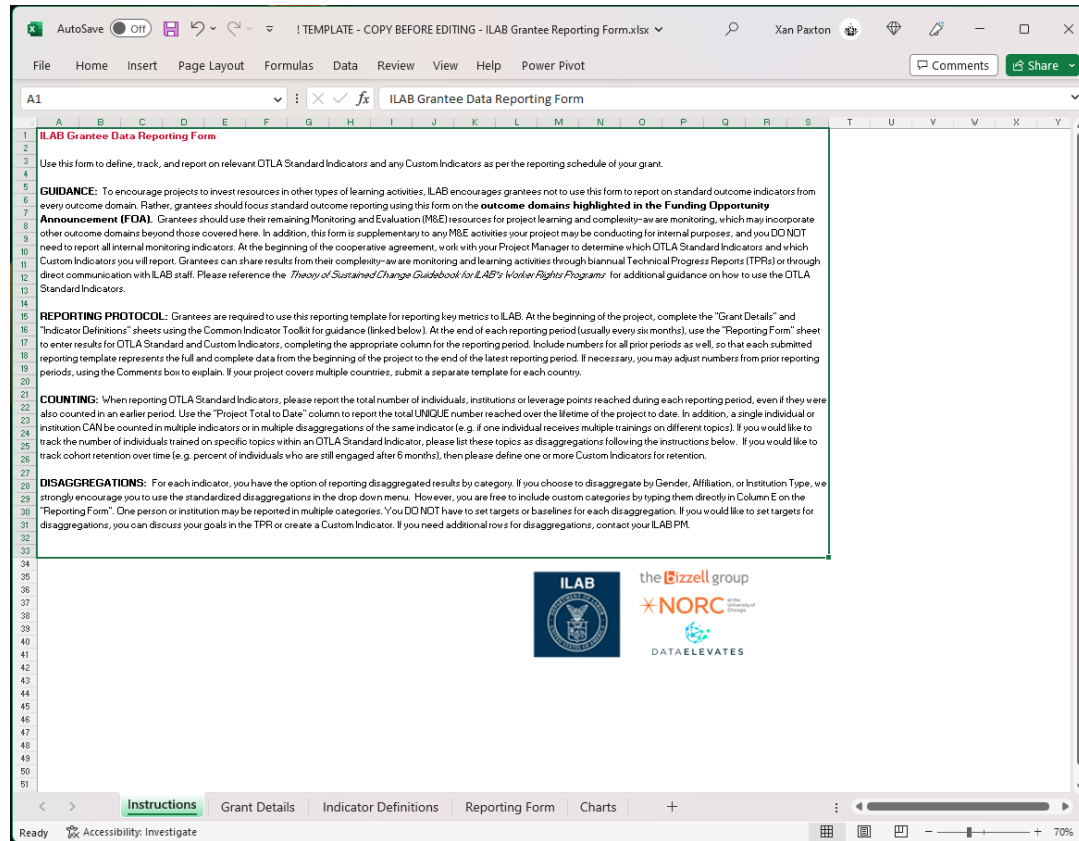


# Reference the T0sC Guidebook to:



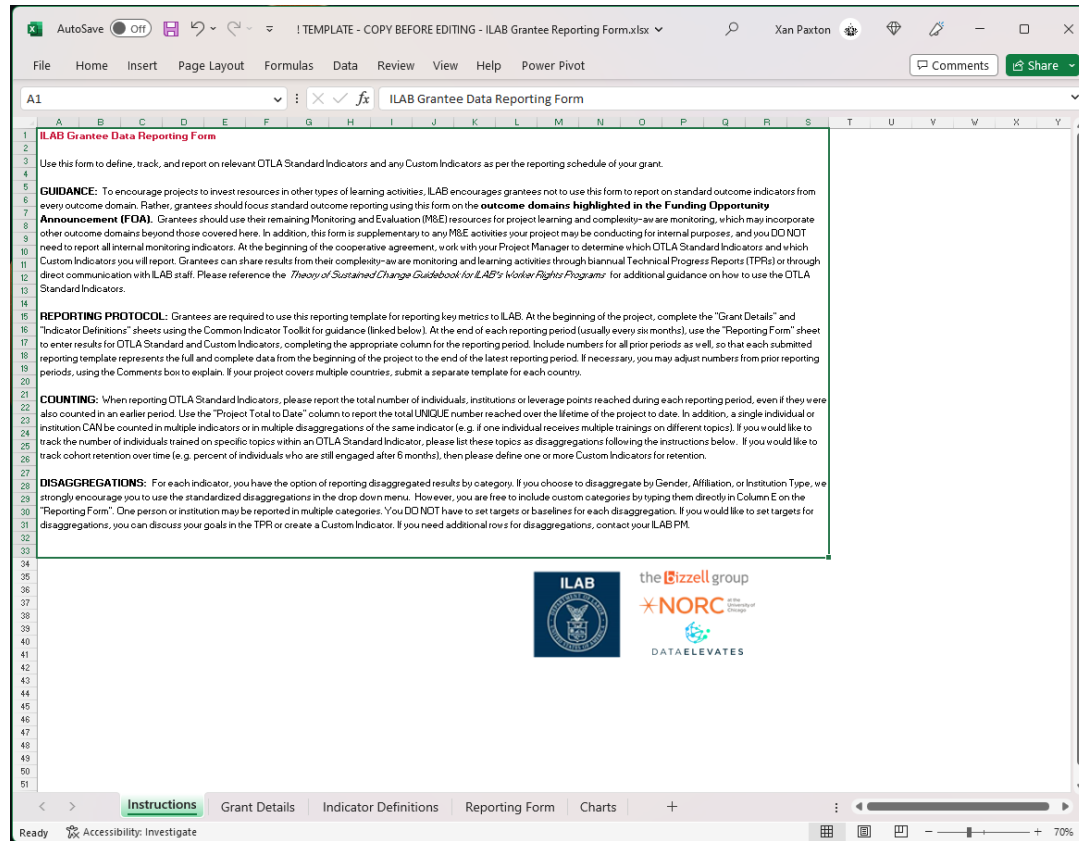
- Select and define project indicators that map to OTLA Standard Outcome Indicators
- Select and define Custom Indicators that do not map directly to OTLA Standard Outcomes

# The ILAB Grantee Reporting Form



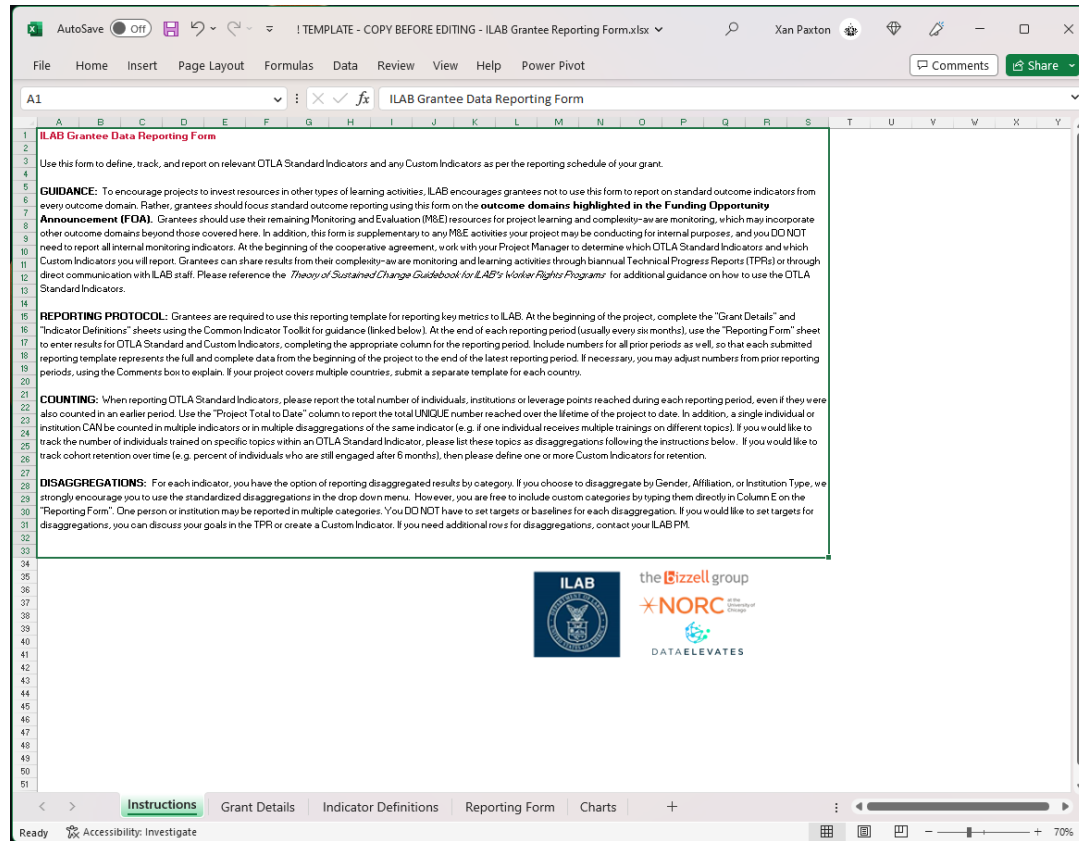
- MS Excel tool that simplifies reporting for pre-defined indicators
- Does not replace narrative reports
- Submit one form per country per reporting period

# Reporting Form Structure



- **Instructions** – Reference only
- **Grant Details** – Describe your project (once per project)
- **PMP** – Define your indicators (once per project)
- **Reporting Form** – Record data (once per reporting period)
- **Charts** - Display data

# Instructions Sheet



- For reference only
- Contains key information and useful reminders about how to use the Reporting Form, including:
  - Guidance for submission
  - Reporting Protocol
  - How to record data
  - How to handle disaggregations



# Grant Details Sheet

GRANT DETAILS	
Grantee	Safe Farm Workers Initiative
Coop. Agreement #	12345567890
Project Name	SFWI
Country	Afghanistan
Region	South & Central Asia
POP Start Date	2022-10-01
POP End Date	2027-03-31

REPORTING CALENDAR	
Reporting Period	Period End Date
Period 1	2023-03-31
Period 2	2023-09-30
Period 3	2024-03-31
Period 4	2024-09-30
Period 5	2025-03-31
Period 6	2025-09-30
Period 7	2026-03-31
Period 8	2026-09-30
Period 9	2027-03-31
Period 10	

LABOR RIGHTS ADDRESSED	
Right 1	OSH & ACW
Right 2	
Right 3	
Right 4	
Right 5	

LEVERAGE POINTS ADDRESSED	
Point 1	Labor law violation identification
Point 2	Labor violation claim submission
Point 3	Labor violation claim handling

- High-level description of project
- To be completed at beginning of project
- Includes
  - Grant Details
  - Reporting Calendar
  - Labor Rights Addressed
  - Leverage Points
  - Underserved Groups Included
- Can be changed if needed over course of project, for example if new labor rights are addressed or new underserved groups are included

# PMP Sheet

INDICATOR DEFINITIONS															
#	Project Indicators	Equivalent OTLA Standard Indicator	OTLA Standard or Custom	Name of Result Measured	Precise Definition(s)	Calculation(s)	Unit of Measure	Disaggregated By	How will this indicator be used?	Data Source	Method of Data Collection and Construction	Reporting Frequency	Individual(s) Responsible at Grantee Organization	Baseline Timeframe	Rationale for Targets
5a	11 Number of manual laborers within the agriculture industry that call into the hotline, reporting unsafe working conditions	5a. Number (#) of individual actors within a system demonstrating increased demand for services, benefits,	OTLA Standard	Increased demand for services, rights, benefits, protections, or programs associated with improved	"Manual laborers within the agriculture industry" include workers that perform tasks such as planting, harvesting, caring for	Number of calls received at the hotline that are made by a manual laborer and that report any type of problem at their	Number of individual actors	Gender, migration status	This indicator will be used to track successful increase	Hotline data tracker	Hotline data, including reason for the call, are tracked	Semi-annually	MEL Lead	First quarter of the project when hotline is fully functional	We will begin running the hotline in the second year
			OTLA Standard												
			OTLA Standard												
			OTLA Standard												
			OTLA Standard												
			OTLA Standard												

Precise Definitions  
See TosC Guidebook, pp. 22-24 for an example for OTLA Standard Indicators. Key definitions are in Appendix A, and indicator worksheets are in Appendix B. For Custom Indicators, follow a similar pattern to define all key terms.

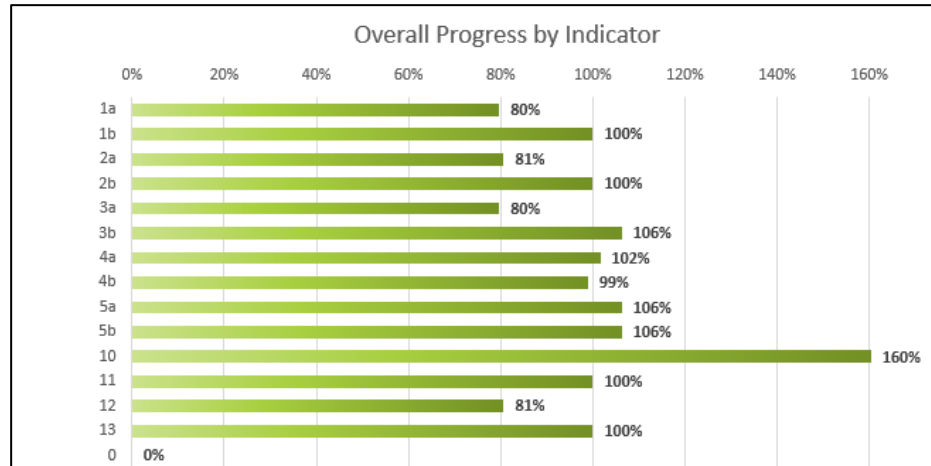
- Completed at beginning of project (if needed, indicators can be added to this sheet in future reporting periods)
- Allows you to define up to 10 OTLA Standard and up to 10 Custom Indicators (talk to your PM if you need more)
- Contains tooltips with additional guidance and references to the Guidebook (see the TOsC Guidebook for complete guidance on defining indicators)
- For OTLA Standard Indicators, some fields will auto-populate
- For purposes of OTLA Standard Indicators, ensure that indicators are defined so that individuals or institutions are not counted twice toward the same indicator
- Indicators defined in this sheet will populate the Reporting Form on the next sheet

# Reporting Form Sheet

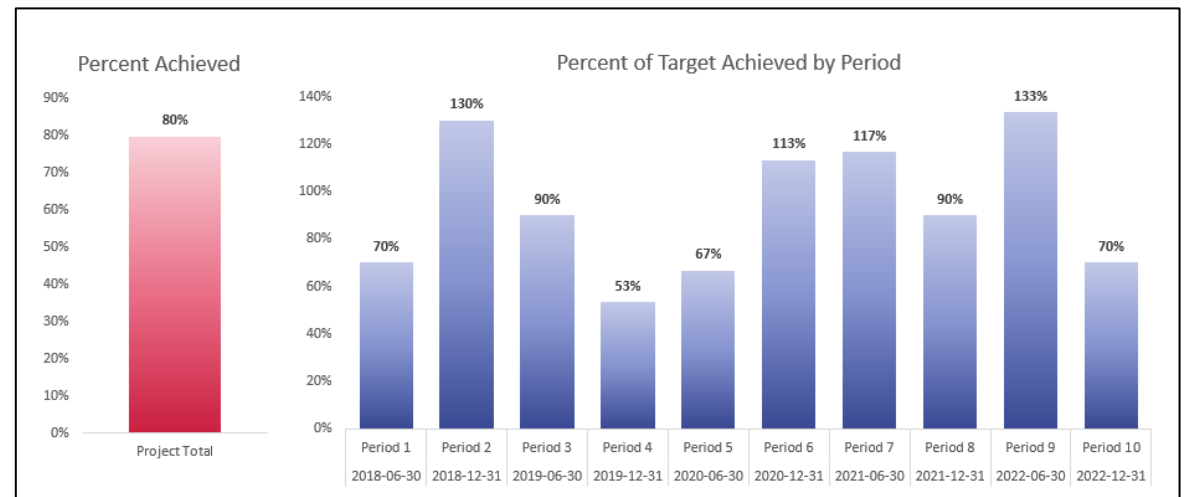
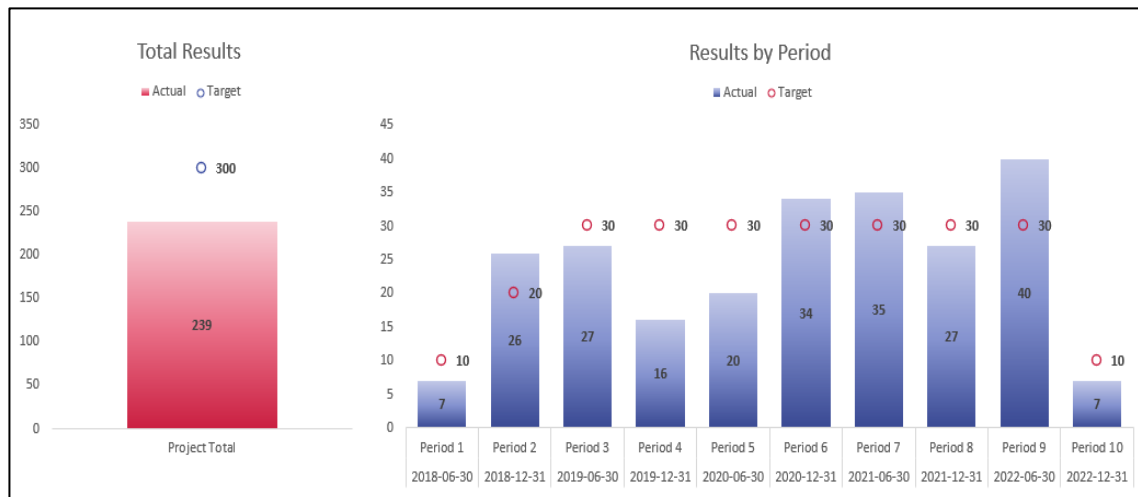
INDICATOR REPORTING FORM		Reporting End Date														Project Total to Date
Project Indicator	OTLA Standard/ Custom	Baseline	Target/Actual	Aggregation	2023-03-31	2023-09-30	2024-03-31	2024-09-30	2025-03-31	2025-09-30	2026-03-31	2026-09-30	2027-03-31	1900-01-00		
					Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10		
Sa. 1.1 Number of manual laborers within the	OTLA Standard	0	Target	Total	0	0	20	30	40	60	80	120	150		400	
Sa. 1.1 Number of manual laborers within the agriculture industry			Actual	Total											0	
10.2.1 Number of safety inspections conducted by government				Gender-Women											0	
11.2.2 Percent of safety inspections resulting in penalties to empl				Gender-Men											0	
				Gender-Other											0	
				Migration Status-Migrant											0	
				Migration Status-Non-migrant											0	
															0	
															0	
10.2.1 Number of safety inspections conducted by	Custom	0	Target	Total	5	5	7	10	15	21	30	40	55		227	

- Complete each reporting period
- Use the drop-down to select the indicator as defined on the PMP sheet
- Allows reporting on up to 10 reporting periods (columns G-P) as well as cumulative results to date (column AA). Dates are pre-populated from the Grant Details sheet.
- At the beginning of the project, define targets for each reporting period and up to 8 disaggregations
- Each reporting period, record the total number of unique individuals or institutions (or custom units) in that reporting period ONLY
- Use column P to record the total number since the beginning of the project through the reporting date.

# Charts Sheet



- Contains useful pre-populated charts and summary data to aid in reporting
- These are purely optional



# Other Helpful Information

- By default, all cells outside of the tables are locked
- If you need to make any changes to previous reporting periods, you can edit previous periods and submit the updates along with new numbers.
- Please note any changes in the comments column.

# Submission

- Save a copy with your project name and the reporting date.
- Format of the filename is not important
- Email to your ILAB program manager
- For future reporting periods, create a copy of the most recent last report, make your updates, and save with a new date.
- The latest version of each Reporting Form is uploaded and automatically aggregated across all ILAB projects

# Questions?

# Thank You!

Contact us at: [enter ILAB Email Address]





# Module 2

# Practical Application

June 2023



BUREAU OF INTERNATIONAL LABOR AFFAIRS

# Agenda

**1** ILAB's Standard Outcome Indicators

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**2** Exercise

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**3** Defining Key Elements of Standard Outcome Indicators

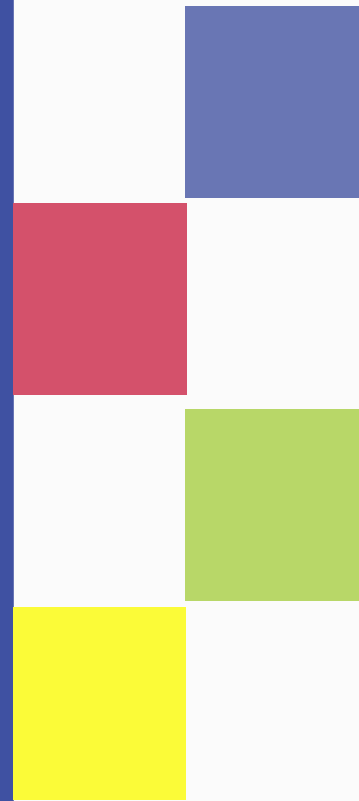
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**4** Exercise

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# Section 1: ILAB's Standard Outcome Indicators



# Exercise 1 Instructions

- We will provide you with a description of SFWI's program and indicators and some indicator data.
- On your own, practice entering the information into the Data Reporting Form. (Feel free to stay on the call but mute yourself and turn off your video while you work.)
- Xan will be available for any questions you have while entering the information. Feel free to unmute yourself at any time to ask him a question.
- Stop working and return to the Zoom call in 30 minutes

# Share Back

# Questions?

# Exercise 2 Instructions

- Each small group will receive two forms of data for the SFWI program.
- As a group, review the data and answer the key reflection questions for each.
- Prepare for share back:
  - What challenges, if any, did the group have in interpreting the data?
  - Did any group members have different interpretations from one another?

# Share Back



# Questions?

# Zoom Poll

# Thank You!

Contact us at: [enter ILAB Email Address]