

The table of contents below serves as an example of how a NAP document could be organized and presented.

1. Introduction

- ▶ Background: social, economic and cultural context (any useful information to understand the NAP strategy);
- ▶ Problem statement: why eradicating forced labour is a priority for the country (reference can be made to the ILO 1998 Declaration, Convention No. 29 and the Forced Labour Protocol);
- ▶ Definition of key concepts (for reference to international definitions, see [Tool No. 2](#));
- ▶ Analysis of the different forms of forced labour identified in the country, based on available data (with references to existing studies), including root causes, gender dynamics, vulnerable groups (gender, age, disability, race/ethnicity and other grounds);
- ▶ History of interventions against forced labour (what has happened to date).

2. The NAP development process

- ▶ A short description of the process that led to this NAP document (including who was involved, who is in the lead, how and where consultations were organized with social partners and other key stakeholders, who was responsible for drafting the NAP document).

3. The legal and policy framework

- ▶ Overview of key legislation and summary of the remaining gaps, including ratification status of relevant conventions and protocols, as well as an analysis of enforcement capacity.
- ▶ Description of the National Development Framework in place or under development.
- ▶ Description of key government policies and programmes on topics relevant to the eradication of forced labour, such as migration, poverty reduction, discrimination, social protection, child protection.

This section could also include description of relevant development cooperation frameworks and partnerships, such as the UN Development Assistance Framework (UNDAF), the ILO Decent Work Country Programme, Alliance 8.7; as well as frameworks under regional bodies such as the African Union, the Association of Southeast Asian States (ASEAN), the Commonwealth, the Council of Europe, the Organization of American States.

4. Strategy description

This chapter presents the NAP rationale and provides a justification of its priorities.

- ▶ Introduction to the overall goal of the NAP and the immediate objectives.
- ▶ Priority areas:
 - ▶ Sectors.
 - ▶ Geographical areas.
 - ▶ Groups (broken down by age, gender, disability and other key grounds).
 - ▶ Timeframes and links to national development frameworks and the SDGs.

- ▶ Description of the different strategies related to prevention, protection, access to justice and remedies, as well as partnerships and consultation with social partners and other main stakeholders.
- ▶ Description of the strategies for each of the objectives – i.e. what is the rationale behind the objectives, what are the activities planned and how will they lead to achieving these objectives.



This chapter can also include the implementation framework as a matrix. You will find an example of a matrix in **Tool No. 14**. Before filling it, the long-term goal (or development objective) of the NAP must be clear – see also section 3 in the Guidance Manual.

5. Coordination framework

This chapter should provide a clear description of the institutional framework for the implementation of the NAP, including coordination, oversight, governance and reporting. This is key and requires a mapping of the various partners, their mandates and capacity. It should include:

- ▶ An overall description of the implementing partners;
- ▶ How activities will be mainstreamed into existing programmes: description of the overall principle and of specific programmes where forced labour eradication will be integrated/mainstreamed, what the entry points will be, how mainstreamed activities will be implemented;
- ▶ A description of the coordination mechanism(s);
- ▶ Oversight and reporting lines: description of the oversight body/bodies and the way in which implementing partners report to it/them and receive guidance and feedback.



6. Monitoring and Evaluation (M&E) framework

The simplest way to develop and present the M&E framework is often in a table format. **Tool No. 16** includes a template that can be adapted to build the M&E framework for a NAP. This should include:

- ▶ The **strategic objective**, and the expected **outcomes, outputs and key activities**.
- ▶ **Indicators** (and their definitions) to measure the achievement of activities, outputs, outcomes and objectives.
- ▶ **Targets** identified for each indicator. If the results are of a general nature and/or have long timeframes, it can be helpful to establish several **milestones** towards their achievement.
- ▶ **Means of verification/data source**: Explain how information/data will be collected to verify the indicators
- ▶ **Reporting frequency**: How often will this be done?
- ▶ **Responsible agency**: Who will be responsible for verifying the indicators and targets and for reporting on progress to the oversight body?

7. Cost estimate

This should include:



- ▶ Short introduction explaining that this is a cost estimate, as the full budget may be finalized at a later stage. See also section 3 in the Guidance Manual and **Tool No. 12** on the cost estimate.
- ▶ List of existing and potential **sources of funds**.
- ▶ Identifiable **resource gaps**.
- ▶ Plans for resource mobilization strategy.