



Tool kit for development and implementation of **National Action Plans (NAPs)** on Child Labour



Memorandum of Understanding (MOU) for Implementing Partners

Tool B.1

Template for adaptation
at national level

A Memorandum of Understanding (MOU) for Implementing Partners?

A Memorandum of Understanding (MOU) has proven to be an effective tool to assign responsibilities for implementation of NAPs. An MOU will ease coordination and enhance ownership as the roles and responsibilities of various partners are made clear and explicit.

MOUs may be entered into by government agencies or by both government and civil society partners, depending on political culture and bureaucratic tradition in the country in question. MOUs can also be small, entered into on a bilateral basis between the MOL (or equivalent agency with responsibility for coordination of the NAP), or large with one MOU that encompasses all or most implementing partners. Again, this will depend on the preferences and traditions in the country.

How to use this tool

This template is not a blue print and must be adjusted to suit the context. It can however, be shared with partners as a starting point for negotiating a specific MOU for a particular country and NAP. MOUs can be negotiated at any point in time during formulation and implementation of a NAP provided that the partners think it is necessary and the time is right.

Questions on this tool may be directed to ILO Country Office. You may also ask your Regional Child Labour Specialist or ILO FUNDAMENTALS for further advice and ideas.

Further reading

ILO (2010): *Roadmap to make Central America, Panama and the Dominican Republic a Child Labour Free Zone. Programming, Implementation, Monitoring and Evaluation Guide*, ILO, San Jose. Available at: www.ilo.org/ipecc/Informationresources/WCMS_IPEC_PUB_13376

ILO (2013): *Implementing the Roadmap for Achieving the Elimination of Child Labour by 2016. A Training Guide for Policy Makers*, ILO, Geneva. Available at: www.ilo.org/ipecc/Informationresources/WCMS_202336

Other related tools from the tool kit

Tool B.2 – National Steering Committee

Tool B.3 – Child Labour Units

Tool B.4 – Child Labour Focal Point

Tool C.3 – Social Partners Participation

Memorandum of Understanding (MOU) between Partners implementing a Child Labour NAP in [Country]

Preface

The National Action Plan towards the Elimination of Child Labour in [insert country] (the NAP) was adopted on [insert date] and launched by [insert details].

The NAP will be implemented by a coalition of partners who have entered into this MOU in order to coordinate the implementation, monitoring and evaluation of the NAP.

The following partners:

[List the partners involved]

Hereby agree as follows:

Coordination

The implementation and monitoring of the NAP will be coordinated by the Child Labour Unit in the MOL [replace names as appropriate]. All other partners hereby agree to:

- i) Respond to requests for action and information from the CLU in a timely and committed manner.
- ii) Regularly report to the CLU every [insert reporting schedule, e.g. 3 months] for compilation of reports to the National Steering Committee (NSC) (or equivalent).
- iii) Participate in joint monitoring activities.
- iv) Participate in and facilitate any external or internal evaluations foreseen in the NAP or decided upon by the NSC.
- v) Send consistent representation to the NSC (if a member) and to any other coordination and technical working groups agreed upon by the parties to this MOU.

Implementation

The NAP will be implemented in accordance with the annual (or other time frame) NAP Implementation Plan and the overall division of responsibilities designed in the main NAP document and summarised here:

Partner name	Main responsibilities

All implementing partners hereby agree to

- i) Include activities allocated to them under the NAP into their programmes, budgets and annual works plan.
- ii) Allocate sufficient human and other resources to the implementation of the NAP, including integrating duties related to the NAP into the job descriptions and performance evaluation criteria of key staff members and into the TORs/performance criteria of key organisational units.
- iii) Deliver agreed activities in a timely and committed manner and in coordination and collaboration with other partners.

Monitoring and Evaluation (M&E)

The NAP will be monitored and evaluated in accordance with the agreed M&E Framework for the NAP. Partners hereby agree to:

- i) Undertake regular monitoring of their own activities and adjust the course of action where required.
- ii) Participate in joint M&E activities.
- iii) Report regularly to the NSC on the progress of implementation and follow advice for adjustments from the NSC to the greatest possible extent.