



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



National Steering Committee (NSC) on Child Labour

Tool B.2

Terms of References (TORs)
for adaptation at national level

What is a National Steering Committee (NSC)?

An NSC is a national, cross-sectoral body tasked with policy oversight and coordination of national efforts to eliminate child labour. The NSC may have different names in different countries (e.g. NSC, National Coordination Committee, National Child Labour /Child Protection Council, National Counter-Trafficking Commission etc.)

An NSC, dealing with child labour, can be a separate entity under the Government Ministry responsible for implementation of national plans and programmes on child labour or a sub-committee under a wider national oversight and coordination mechanism. In some countries, a National Child Protection Committee or a National Labour and Employment Council have incorporated child labour elimination within their mandate and activities, either as core business or as a specific sub-group. Forced Labour is often included in national committees that oversee the response to human trafficking, but could also be combined with child labour intervention oversight. The decision on the set-up must rest on the specific circumstances in a given country: national institutional set-up, national development plans and their coordination and oversight mechanisms, political priority accorded to elimination of child labour and forced labour etc.

Also, NSCs differ on their specific roles and mandates. In some countries, NSCs are high-level policy bodies tasked with ensuring that efforts to eliminate child labour are in line with national priorities. They have an oversight role to play primarily.

In other countries, NSCs play a more technical role, coordinating interventions, identifying joint areas of operation among different partners etc. In this case, oversight is housed with higher level bodies, e.g. Parliamentary or Cabinet Committees.

Regardless of whether the NSC is a policy level oversight body or a technical level coordination and cooperation mechanism, adequate representation of the partners working to eliminate child labour is crucial. Hence, the tripartite partners must be represented along with other key government entities and civil society organisations. The leadership of the NSC must be clearly assigned to a partner that has both the mandate and the capacity to coordinate and call meetings.

Members of the NSC could include (but are not limited to): Ministry of Labour, Workers' and Employers' organisations, Ministry of Education, Ministry of Social Welfare, Ministry of Justice, Ministry of Health, Ministry of Agriculture, Ministry of Finance and Planning, Police and Immigration services, Ministry of Health?, NGOs/CBOs and Faith Based Organisations working with children, Media, Research organisations.

Note that this is a National Steering Committee and international organisations present in the country (e.g. ILO, Unicef etc.) will usually have observer status on the NSC. Hence, they will contribute and share knowledge and information but will not vote etc. on decisions

How to use this tool

The NSC is a national mechanism and its role and mandate must be established according to the national context. Hence, the proposed roles and responsibilities below are NOT a blue print. Rather they are a generic list that can be used as inspiration and can be adjusted according to the circumstances in a given country.

The different elements of the generic TORs can be copied, adjusted, reorganised, replaced etc. according to the circumstances and preferences in your country.

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

This tool may be shared with national partners for inspiration and reference. Part or all of the TORs may be used in the development of national TORs. The generic TORs are divided into responsibilities regarding i) policy oversight and ii) technical coordination and cooperation. In some countries, only one of these will be relevant, in others, both may be relevant for the NSC or for other bodies. It follows, that the roles and responsibilities described in the TORs below can be divided among several national bodies and mechanisms.

Further reading

IPEC (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/ipec/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/ipec/Informationresources/WCMS_202336

ILO: *Guidelines for Maximizing the Contributions of IPEC and other ILO Projects to the Realization of the Goals of the Focus on Africa Strategy* (Unpublished).

ILO: *Manual for enhancing Effectiveness and Efficiency of Key structures in Implementation of NAPs* (Unpublished).

Other related tools from the tool kit

Tool B.1 – Memorandum of Understanding

Tool B.3 – Child Labour Units

Tool C.3 – Social Partners Participation

Terms of Reference (TORs) for a National Steering Committee on Child Labour in *[Country]*

As these TORs are developed based on experience from National Steering Committees on child labour they only refer to child labour. They are equally relevant, however, if the Committee in question covers more issues, e.g. forced labour, as well. The wording in the TORs should then be adjusted accordingly.

For each country insert background information as appropriate. Background information may cover:

- Basic information on child labour in the country.
- Mention of key legislation.
- Mention of any National Action Plans/Roadmaps towards elimination of child labour.
- Mention of other relevant policies and plans/wider policy framework, e.g. National Counter-Trafficking Plan, National Child Protection and Development Policies/Plans/Strategies, National Employment Policies, DWCPs etc.
- Mention of major interventions and projects targeting elimination of child labour either directly or indirectly.

This is not a NAP, so background information should be brief and contain references, rather than an actual analysis.

The National Steering Committee (NSC) *[substitute name as required]* is the national policy and coordination body on child labour in *[country]*. These TORs describe the role and mandate and the composition of the NSC.

Role of the NSC

The NSC is expected to oversee and coordinate the national efforts towards elimination of child labour as laid out in *[insert title(s) of major policy document(s) and/or plan(s)]*.

This NSC is mandated by *[insert relevant information on, e.g. administrative orders or MOUs establishing the NSC]*.

NSC composition

Members of this NSC include *[delete, add and replace as appropriate]*:

- Ministry of Labour
- Ministry of Education & TEVET
- Ministry of Social Welfare
- Ministry of Justice
- Ministry of the Interior
- Ministry of Gender
- Ministry of Health
- Ministry of Agriculture
- Ministry of Mining
- Ministry of Finance and Planning
- National Police Services
- National Immigration Services
- National Employers' Organisation
- National Workers' Organisation
- Sector Unions and Employers' Groups
- NGOs (by name)
- Research bodies (by name)
- Media representatives

The ILO/Unicef/UNODC/IOM *[add/delete as appropriate]* are observers to this NSC and participate in meetings with speaking rights.

The NSC is chaired by the Permanent Secretary [*replace title if needed*] of the Ministry of Labour [*replace as required*] or his/her designate. The NSC chair calls NSC meetings and chairs these with the support of the secretariat in the Ministry.

Other members of the NSC may be represented by staff at [*specify level, e.g. "Head of Department" level*] with the mandate to commit the organisation to decisions made in the NSC meetings [*delete last part of the sentence if not feasible*]

Responsibilities

The NSC is responsible for the following: [*delete, add and replace as appropriate to your context*]

With regard policy level oversight

The NSC acts on behalf of the Government of [*country*] to:

- Ensure that interventions towards elimination of child labour are in line with the wider national policy priorities and development plans.
- Ensure that interventions towards elimination of child labour are in line with national policy priorities and action plans on child labour.
- Support and oversee research on child labour in [*country*].
- Provide guidance and policy direction as well as overall coordination of the development and implementation of the NAP/Roadmap.
- Ensure achievement by government and responsible agencies of the objectives and targets established under the NAP/Roadmap.
- Ensures co-ordination among the different actors/entities/organisations involved in or contributing to the elimination of CL in [*country*].
- Oversee and support monitoring and evaluation of the NAP/Roadmap. This will entail amongst others receiving regular

reports from partners contributing to implementation of the NAP/Roadmap.

- Advocate for elimination of child labour, including advocating for child labour sensitive programmes and budgets [*specify according to national context*], capacity development for law enforcement, coordination and ratification and implementation of relevant international conventions and agreements, etc.
- *Insert as appropriate to national context.*

With regard to coordination

- Ensure that all partners contributing to implementation of national policies, strategies, plans and programmes towards elimination of child labour communicate regularly and share knowledge and experience towards strengthening national capacity for child labour elimination.
- Provide a forum for joint planning and programming to ensure that activities are complementary, do not overlap and that potential and synergies are exploited to the fullest possible level.
- Organise and coordinate joint monitoring exercises (including field visits) under the NAP/Roadmap.
- Contribute to evaluation exercises under the NAP/Roadmap.
- Report on NAP/Roadmap implementation progress and achievement of targets to higher level bodies and the general public at regular intervals.
- Coordinate and oversee implementation of special events, such as commemoration of the WDACL, and other public awareness campaigns.
- Contribute to and coordinate the review/formulation of NAPs/Roadmaps [*adjust to fit national stage of NAP/Roadmap*].
- Spearhead mainstreaming of child labour issues into other development frameworks in the country.