



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



Child Labour Units (CLUs)

Tool B.3

Terms of Reference (TORs)
for adaptation at national level

Child Labour Units (CLUs) overall?

A Child Labour Unit (CLU) is a unit in a national organisation, responsible for coordinating and implementing activities under the NAP. A full CLU, with more staff, is usually only created in an agency that has a substantial coordination role and/or a very large portfolio of activities. In other organisations, it may be sufficient to appoint a Child Labour Focal Point. If so, the model job description for child labour focal points, also included in this tool kit, will be more appropriate than these TORs. These TORs are meant for a CLU with a substantial coordination and/or implementation and multiple staff members. They are developed primarily based on experiences from CLUs in Ministries of Labour, but they can be adjusted to also fit CLUs in other government departments or in workers' and employers' organisations.

Ideally, CLUs would include administrative staff as well as technical staff with different specialisations, such as labour law, communication, policy development, M&E etc. Staff can be assigned to the CLU on a temporary basis for particular time-bound tasks, like the revision of legislation. It is assumed, that the head of the CLU is a relatively senior staff member with decision making powers.

How to use this tool

This tool contains a bullet-point list of tasks and functions that a Child Labour Units may be responsible for. It is thus not a full TOR. Rather, HR staff and responsible supervisors may consult the list when developing TORs in their organisation's standard format. While this list is generated for Child Labour Units, it may also be useful when developing TORs for units responsible for coordinating efforts to eradicate forced labour and human trafficking.

ILO/FUNDAMENTALS teams are encouraged to use this list (or an adapted version) to provide technical support to partners.

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/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.2 – National Steering Committee

Tool B.4 – Child Labour Focal Point

Terms of Reference (TORs) for a Child Labour Unit (CLU): Suggested Tasks and Responsibilities

Mainstreaming

- Ensure that child labour (and possibly forced labour/Fundamental principles and rights) activities (assigned to *[name of organisation]* under the NAP or other relevant policy document e.g. DWCP) are included in annual *[or other relevant time frame]* work plans and budgets.
- Support other implementing partners to ensure that NAP priorities under their responsibility are included in annual work plans and budgets.
- Ensure that *[name of organisation]* annual *[or other relevant time frame]* reports include information on progress in activities to prevent and eliminate child labour and on the results and impact of activities.
- Ensure that child labour concerns are represented in long-term planning and programming exercises within *[name of organisation]*.
- Support other implementing partners to include child labour issues in longer term planning and programming exercises within their organisation.
- Represent *[name of organisation/the coalition of implementing partners under the NAP]* in wider national and/or local development planning initiatives and ensure that child labour issues are included.

Coordination

- Prepare and facilitate meetings in the NSC, including sending out invitations, preparing agendas and maintaining records.

- Facilitate regular communication and interaction among implementing partners, for example through organising technical working group meetings.
- Regularly inform colleagues and management about initiatives under the NAP, including those undertaken by other partners.
- Collect and collate information about activities regarding child labour within *[name of organisation]* and among all implementing partners and report on this to the NSC (or its equivalent).
- Represent *[name of organisation and/or national partners (delete as appropriate)]* in national and local working groups/coordination mechanisms (or equivalent) and promote joint planning and cooperation towards common goals.
- Provide support and technical advice to colleagues and partner agencies on elimination of child labour.

M&E and reporting

- Carry out monitoring (including field visits) of activities implemented by *[name of organisation]* and ensure that activities are adjusted accordingly and progress documented and reported.
- Coordinate and facilitate national joint-monitoring processes and exercises under the NAP.
- Maintain records of activities implemented by *[name of organisation]* and report to organisational and national bodies as required.
- Collate records/reports from implementing partners under the NAP and regularly report to the National Steering Committee and/or other relevant policy oversight bodies.
- Coordinate and facilitate evaluation processes under the NAP as required and on the request of the NSC (or equivalent).

Awareness raising and social mobilisation

- Initiate, coordinate and participate in the planning and execution of awareness raising events (e.g. commemoration of the WDAAL).
- Speak on behalf of the [*name of organisation*] in public events and media.
- Represent the national coalition of implementing partners in public events and the media.
- Prepare speaking notes and other materials for representatives speaking on behalf of the implementing partners in public events and media.
- Produce and disseminate information materials on behalf of the implementing partners, such as newsletters and website maintenance and up-dating.