



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



Child Labour Focal Point

Tool B.4

Model Job Description

Child Labour Focal Point Overall

The term Child Labour Focal Point is used to describe a staff member, who is responsible for coordinating and overseeing activities on child labour within his/her organisation. He/she is not necessarily responsible for implementing all activities under the NAP assigned to his/her organisation – but the Child Labour Focal Point is responsible for ensuring that activities are indeed implemented, monitored, reported and followed-up. (S)he may be responsible for coordinating and overseeing only child labour or forced labour or both, as well as activities on other fundamental rights. The title should be adjusted to reflect the specific area of responsibility.

Hence, Child Labour Focal Points may also be called “Child/Forced Labour Coordinators” or a range of other titles. They may be employed by any of the national and local partners implementing a NAP: Government, social partners, NGOs, CBOs, the media, research bodies etc. Child Labour Focal Points may be housed in various departments and units. In the Ministry of Labour, a Child Labour Focal Point may be employed in the Child Labour Unit (or equivalent) tasked with day-to-day coordination at national level and secretariat services to the NSC. In this case, Child Labour Focal Points will want to also refer to the TORs for Child Labour Units

Child Labour Focal Points may be working full-time on child labour (and possibly forced labour) issues, but more commonly they will perform their responsibilities activities within a broader port-folio within child protection, labour inspection, planning, etc.

How to use this tool

This tool contains a bullet-point list of tasks and functions that a Child Labour Focal Point may be responsible for. It is thus not a full job description. Rather, HR staff and responsible supervisors may consult the list when developing a job description in their organisation’s standard format. The list may be used to develop job descriptions for both Child

Labour Focal Points working on child labour/forced labour/fundamental rights full-time and those, working on the issues, as part of wider responsibilities.

It is generally assumed, that Child Labour Focal Points are fairly senior staff members with experience from coordination and managing meetings etc. Child Labour Focal Point responsibilities may be assigned to both technical staff members and staff members with management responsibilities, depending on the organisational set-up and tradition.

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/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

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).

Model Job Description for Child Labour Focal Points:

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.
- 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].
- Represent [name of organisation] in wider national and/or local development planning initiatives and ensure that child – and forced labour is mainstreamed into national policies and plans.

Coordination

- 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 report on this to the NSC (or its equivalent).
- Represent [name of organisation] 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 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.
- Participate in 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.
- Support evaluation processes under the NAP as required and on the request of the NSC (or equivalent).

Awareness raising and social mobilisation

- Participate in the planning and execution of awareness raising events (e.g. commemoration of the WDACL) for the [name of organisation].
- Speak on behalf of the [name of organisation] in public events and media.
- Prepare speaking notes and other materials for representatives speaking for [name of organisation] in public events and media.
- Other duties specific to the post, e.g. labour inspection, extension work etc. Duties not related to child labour could also be listed here to provide the Focal Point a full overview of his/her duties.