



MANUAL

CLMRS Manual

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International
COCOA
Initiative

Protecting children and their families in cocoa growing communities

The International Cocoa Initiative is a non-profit partnership organisation dedicated to improving the lives of children and adults in cocoa growing communities. We are experts on child labour and forced labour in cocoa, advising governments and corporations to inform their practices and influence decisions-making, and working with NGOs in the field. We are committed to achieving sustainable cocoa production that protects the rights of children and adults worldwide.

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Contents

About this manual	4
Context	5
Who is this Manual for and what does it offer	5
How to use this Manual	5
Complementary tools and resources	6
Understanding CLMRS	7
What are CLMRS?	8
How do CLMRS address child labour?	8
Theory of change	9
What do CLMRS look like in practice?	11
Three Required Activities	12
Providing support and raising awareness	12
Identifying child labour	14
Following up with children	15
Two Mandatory Elements	16
CLMRS Personnel	16
CLMRS Database	17
Strategic decisions for system design	19
CLMRS approach: Supply chain or community	20
CLMRS support: What support to provide, when, and how	22
Human resources: Who should be involved in CLMRS implementation	27
CLMRS implementation	29
Hiring and training CLMRS Personnel	30
Defining a list of targeted households	34
Collecting and managing CLMRS data	37
Providing guidance and raising awareness	40
Providing support activities	44
Identifying children in child labour	47
Following up with children in child labour	51
Additional resources	53

About this manual

Context

Child labour is widely recognised as a salient human rights issue present in the cocoa supply chain. According to a study done by NORC at the University of Chicago (2018/19), more than 1.5 million children are estimated to be involved in child labour in the cocoa-growing areas of Ghana and Côte d'Ivoire.

Companies have a responsibility to respect human rights in their direct operations and throughout their supply chains. This responsibility is set out in the United Nations Guiding Principles on Business and Human Rights and in the OECD Due Diligence Guidance for Responsible Business Conduct. It requires companies to conduct ongoing, risk-based Human Rights Due Diligence by proactively identifying and assessing risks and impacts, and taking appropriate steps to prevent and address them.

A Child Labour Monitoring and Remediation System (CLMRS) is one means of doing so. A CLMRS aims to reduce child labour by identifying cases of children in child labour and providing support to these children to improve their situation. By enabling the identification, prevention, and remediation of child labour, a CLMRS can reduce child labour, improve child wellbeing and access to quality education, and support companies in fulfilling their due diligence responsibilities.

Child labour monitoring systems were first developed in the 1990s by the International Labour Organisation. Today, the approach is used in many parts of the world by governments, civil society organisations, and businesses. Many cocoa and chocolate companies are using CLMRS as part of their efforts to tackle child labour in their supply chains.

Who is this Manual for and what does it offer

This Manual is designed to guide CLMRS implementers, including sustainability and programme managers at chocolate and cocoa companies, cooperatives, and NGOs, in effectively designing and operating a CLMRS.

By focusing on implementation, this Manual supports CLMRS practitioners to strengthen and refine existing systems, as well as set up a CLMRS from scratch. It explains what a CLMRS is, why each component matters, and how to effectively put each element into practice.

The Manual is grounded in the experience of the International Cocoa Initiative and its partners, who have been implementing and supporting CLMRS in West Africa since 2012. The practices described here are based on years of collaboration, field experience, research, and lessons learned across a range of operational contexts.

While the Manual is rooted in the cocoa sector, much of its content is relevant to other supply chains, where commodities are produced by smallholder farmers.

How to use this Manual

The Manual is structured to serve both as a practical guide and a flexible reference document. While chapters can be read sequentially for a comprehensive understanding, each section is also designed to stand alone, allowing readers to consult specific guidance as needed.

- **Understanding CLMRS** introduces what CLMRS are, how they function in practice, and their role in addressing child labour.

- **Strategic decisions for system design** provides guidance on the key choices that shape a CLMRS, such as deciding the CLMRS approach, defining support priorities and activities, and making staffing decisions.
- **CLMRS Implementation** sets out the detailed procedures and practical steps for putting CLMRS into practice, from hiring CLMRS Personnel and managing the database, to raising awareness, providing support, identifying child labour, and following up with children.

Together, these chapters aim to support implementers to deliver high-quality CLMRS, leading to positive impacts for children and their households.

Complementary tools and resources

This Manual is part of a broader package of resources developed by ICI to support the effective implementation and continuous improvement of CLMRS.

This Manual provides in-depth guidance on the required activities and system components. Throughout the document, there are links to practical tools – including decision trees, job descriptions, examples of support packages – as well as references to research, which has informed the recommendations made.

In addition, the following complementary tools offer definitions, benchmarks and practical examples that can support CLMRS implementers in specific aspects of their work:

- The **CLMRS Core Criteria** set out the minimum requirements for systems to meet the definition of a CLMRS. These criteria can also be used as a benchmarking tool for designing, assessing and improving the performance of a CLMRS. Implementers are encouraged to consult the Core Criteria alongside this Manual.
- ICI's **Learning into Action** briefs translate lessons from field implementation into actionable guidance. Each brief focuses on a specific intervention, offering step-by-step recommendations and good practices for improving the quality and impact of CLMRS activities. These briefs complement the Manual by providing deeper insights into interventions that can be delivered as part of, or in addition to, a CLMRS.

Together, these resources provide a package of strategic guidance, practical tools, and field-tested advice to help implementers strengthen every stage of a CLMRS. All the resources above, and more, are available on [ICI's Knowledge Hub](#).

Understanding CLMRS

What are CLMRS?

CLMRS are child-centred support systems designed to identify children in or at risk of child labour, provide support to improve their situation, and follow their progress over time. CLMRS aim to prevent and reduce child labour, mitigate its harmful effects, and ultimately prevent it from being passed down to the next generation. CLMRS include interventions which strengthen the protective environment around children and tackle the root causes of child labour.



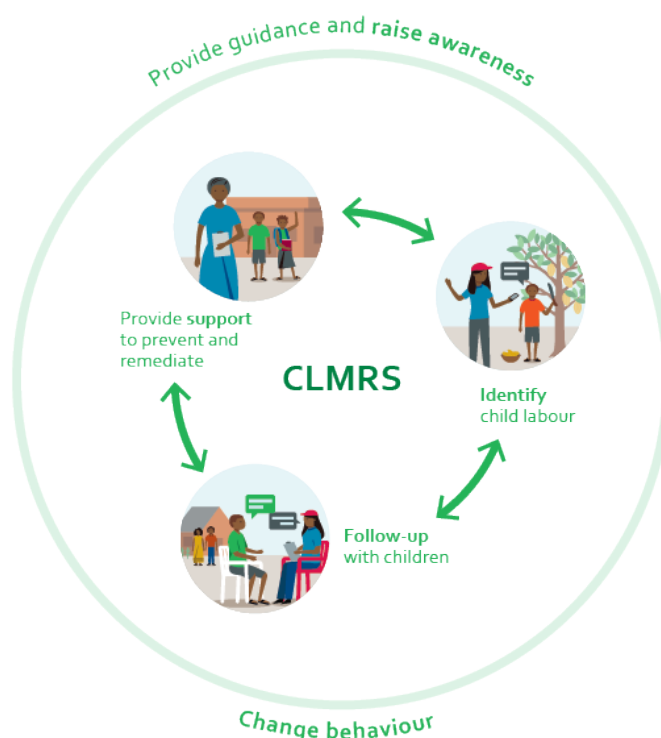
Child labour is a complex issue with many root causes. There are many reasons why caregivers rely on their children to help out. For example, there might not be a school close by for the child to attend, the caregiver may not be aware of the dangers of certain tasks or situations, or they may not have enough funds to make ends meet or hire adult labourers. Several factors increase the risk of child labour, including household poverty, barriers to quality education, limited access to healthcare, cultural practices, limited understanding of child labour, migration, social exclusion, inadequate employment opportunities for adults, armed conflict, humanitarian crises, etc.

CLMRS cannot address child labour alone. To effectively combat child labour, complementary and reinforcing actions are necessary to address its root causes. CLMRS must coordinate with a broader range of prevention and response policies, programmes, and systems at local, regional, and national levels, whether public, community-based, private, or supported by development actors.

How do CLMRS address child labour?

CLMRS provide ongoing guidance and support to enable households to change their behaviour in ways that better protect children from child labour.

CLMRS Personnel, sometimes known as monitors, agents or field officers, provide guidance and support by visiting households, raising awareness of the dangers of child labour, and identifying children in child labour. If a child is found in or at risk of child labour, CLMRS Personnel record this information in a database, and support is provided to the child, their household and/or the community.



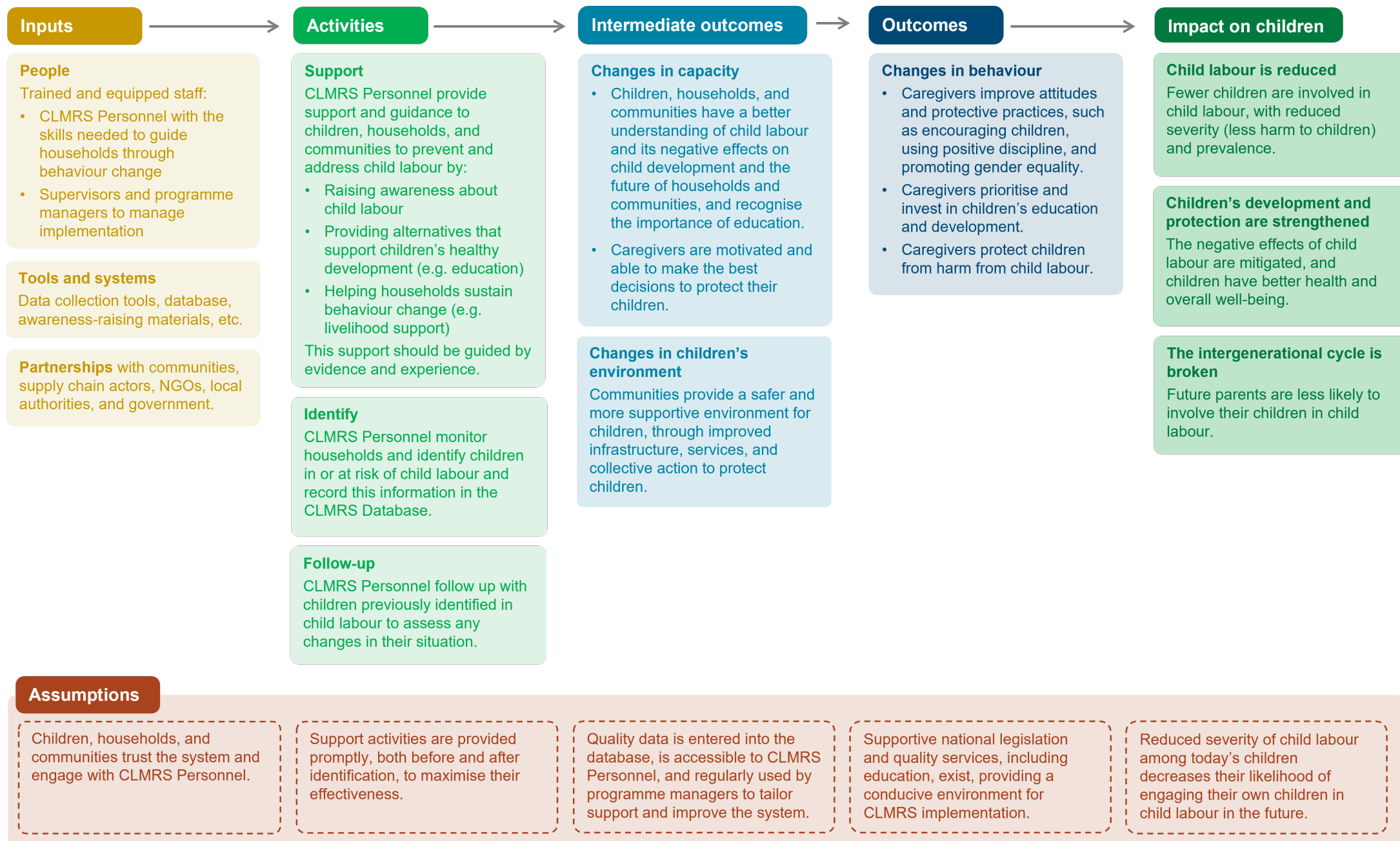
The support and ongoing guidance provided by CLMRS Personnel aim to encourage households to stop using child labour, promote an environment that supports children's healthy development, and help households manage without resorting to child labour. CLMRS Personnel conduct regular follow-up visits to guide households and monitor the situation of children until they are no longer found in or at risk of child labour.



Theory of change

The theory of change outlines how the activities of a CLMRS work together in a complementary and intentional way to reduce child labour. The different activities carried out by a CLMRS are not isolated; *together*, the regular visits, guidance, and different types of support help create conditions in which households are better able and more motivated to protect children.

When implemented effectively, CLMRS activities reinforce one another to encourage households to stop relying on child labour, strengthen the protective environment around children, and promote children's healthy development.



What do CLMRS look like in practice?

The CLMRS theory of change comes to life through a set of coordinated actions carried out at the household and community level. These actions fall under **three required activities** that form the backbone of CLMRS in practice:

- Providing support and raising awareness
- Identifying children in child labour, through monitoring visits
- Following up with children in child labour

To implement these activities effectively, a CLMRS relies on **two mandatory elements**: CLMRS Personnel, who carry out the fieldwork and maintain relationships with households, and a CLMRS Database, which is used to monitor child labour, track progress, and inform decision-making over time.



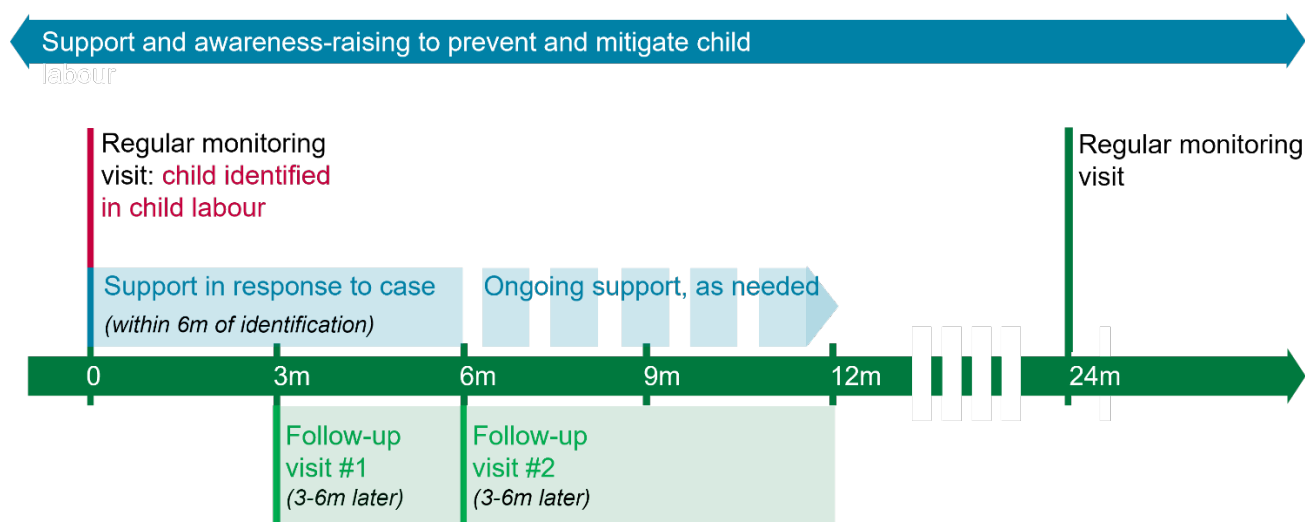
Each of the three required activities of a CLMRS contributes to guiding and supporting households through the process of behaviour change. Every interaction with households, whether during monitoring and follow-up visits or when delivering support, is an opportunity for CLMRS Personnel to guide and support households to better protect their children.



A **household** consists of individuals, whether related or not, who regularly share the same living space. The household of a registered farmer includes everyone who habitually lives with the farmer.

The three required activities are part of a cyclical and iterative process. Although there is no fixed order in which they must occur, the different required activities should happen within specific timeframes to ensure the system's effectiveness and to comply with requirements set out in the [CLMRS Core Criteria](#).

Overview of the CLMRS required activities and timeframes



The [CLMRS Core Criteria](#) set out minimum standards for CLMRS design and implementation. They set out the operational definition of a CLMRS, key metrics on coverage and all required activities, and provide definitions and explanations of all essential terms.

Three required activities

Providing support and raising awareness

Providing support to children, their households, and their communities is crucial to enabling behaviour change and helping households to manage without child labour.

Supporting households to do without child labour is key to preventing and reducing child labour as well as mitigating its harmful effects. With the right guidance and support, households can better understand the risks, find alternatives, and make sustainable changes that protect their children. In contrast, punitive approaches, such as excluding households from supply chains, penalising, or even criminalising them, are often counterproductive. Rather than solving the issue, they can lead to false reporting and push households to hide child labour practices. Moreover, because child labour is deeply embedded in rural societies, a punitive approach risks being rejected by communities, limiting the effectiveness of interventions. Lasting change requires the active participation of households, parents or caregivers, and entire communities. This is why CLMRS take a positive approach, providing guidance and support to households, and ensuring they are empowered to be agents of change.

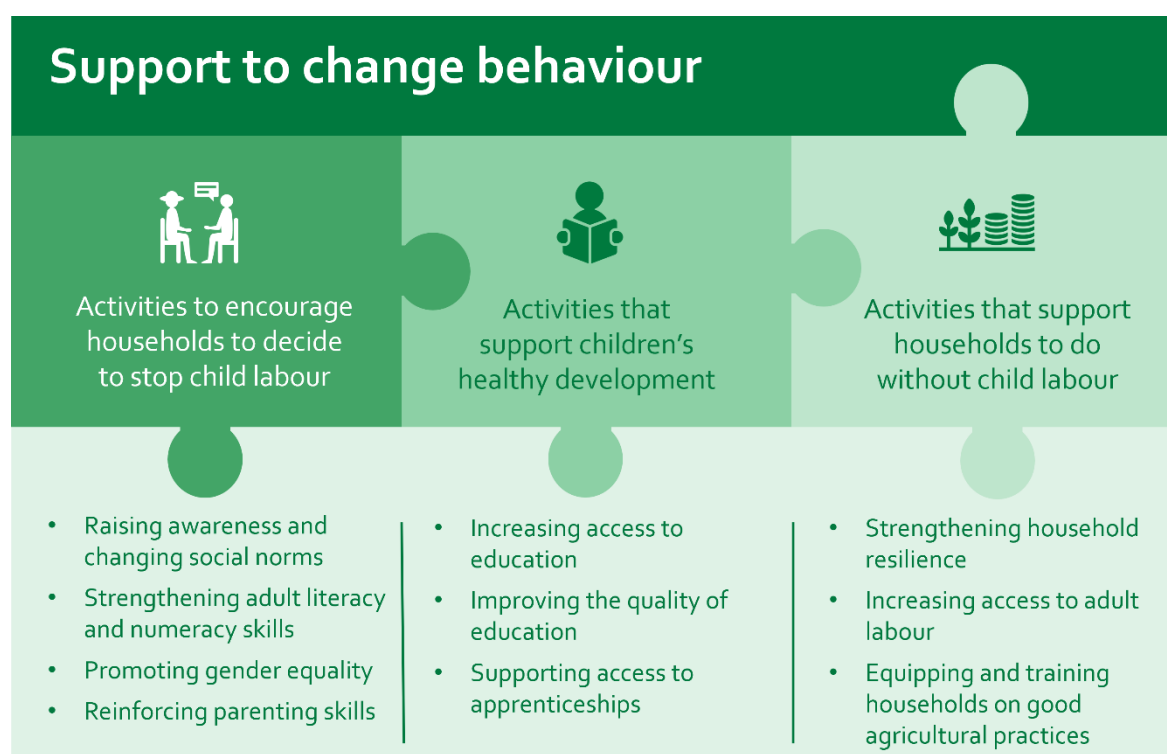
The ongoing guidance and long-term relationship between CLMRS Personnel and households contribute to supporting households in changing behaviour. In addition, the system should provide support activities to children in or at risk of child labour, their households, and their communities, both to prevent child labour and to remediate and mitigate its harmful effects.

Support activities within CLMRS can take many forms, either immaterial (e.g. targeted awareness-raising) or material (e.g. a cash transfer). There is no fixed list.

To be effective, support interventions should be designed to pursue three complementary objectives:

- **Encourage households to decide to stop child labour** by raising awareness and motivating parents and caretakers to take action to protect their children.
- **Provide alternatives that support children's healthy development**, such as educational or recreational activities that can reduce the harmful effects of child labour.
- **Enable households to sustain their decision to stop child labour** by giving them access to practical alternatives and support mechanisms, such as adult labour groups, livelihood support, etc.

Support activities are an integral part of the behaviour change process, rather than one-off actions expected to tackle child labour on their own. Sustainable behaviour change rarely comes from isolated interventions; it requires a combination of actions, guidance, and interactions with households to address the root causes of child labour and help them adopt new practices over time.



Raising awareness is a key element of the support provided by the CLMRS. It is key in guiding households through the behaviour change process and is among the most effective ways of tackling child labour. Following a child's identification in child labour, awareness-raising is often the first type of support provided, tailored to the situation of the child and household. Household-level awareness-raising is also commonly provided as a preventative measure, even before any child has been identified in or at risk of child labour.



Appropriate support should be provided as soon as possible, starting with household-level awareness-raising, within one month of a child's identification in child labour, complemented by material support, within six months of a child's identification in child labour.



For more guidance on providing support and raising awareness, jump to the following sections of this Manual:

[CLMRS support: What support to provide, when, and how](#)

[Providing guidance and raising awareness](#)

[Providing support activities](#)

Identifying child labour

Identifying children in child labour allows for providing timely support to children in or at risk of child labour and their households.

CLMRS Personnel conduct monitoring visits to households and farms and interview caregivers and children, confidentially.

These monitoring visits are part of the ongoing guidance and support that the CLMRS offers to households. Each visit is an opportunity to raise awareness about children's rights, the risks of child labour, the importance of education, and to reinforce positive behaviour by caregivers. These interactions help build trust with households and strengthen their commitment to lasting change.

The information gathered during these visits also allows for identifying cases of child labour and other situations of risk, such as a child not in school. This information is recorded in the CLMRS database and is vital to understanding each child's situation and helping identify children's specific needs. It informs decisions about which support activities a child should receive and helps determine when follow-up visits are necessary to support children more closely.



CLMRS Personnel should visit households and/or farms at least every 24 months – ideally every 12 months – to assess children's situation and identify any cases of child labour or other situations of risk. Child labour is most commonly identified through interviews with children at home.¹ It may also be reported by caregivers during household interviews or observed during farm visits.

¹ ICI's [CLMRS Effectiveness Review](#) found that many more children are identified in child labour during home visits than during farm visits. However, around one-third of children identified during farm visits had *not* been previously identified during household visits, highlighting the importance of farm visits as an additional monitoring layer, to ensure that any child labour used by cocoa producers covered by the CLMRS is identified and can be addressed.

When a child is identified in child labour, their situation should be recognised, assessed and documented straight away. Identification triggers the sequence of steps that lead to providing tailored support and following up.



For more guidance on identifying child labour, jump to the following section of this Manual:

[Identifying children in child labour](#)

Following up with children

Follow-up visits help monitor a child's situation, reinforce awareness-raising messages, assess the effectiveness of previous support, and identify whether additional support is needed.

Follow-up is the continuous monitoring of children previously identified in child labour, through in-person visits by CLMRS Personnel. These visits play a crucial role in encouraging and reinforcing a household's decision not to involve children in child labour. Like monitoring visits, they are a key element of the ongoing guidance and support CLMRS Personnel provide.

Follow-up visits serve the following purposes:

- **Provide ongoing support and guidance.** Follow-up visits offer an opportunity to reinforce awareness-raising messages and help families change behaviour, emphasising the importance of addressing child labour.
- **Monitor changes in the child's situation** regarding child labour.
- **Evaluate whether the support provided was effective** in helping change behaviour or if additional support is needed.
- **Confirm a child's status.** A second follow-up visit helps verify that a child is no longer in child labour.

CLMRS Personnel record the information gathered using standardised data-collection tools during follow-up visits, just as they do during monitoring visits. However, these follow-up visits should go beyond simply collecting data. They allow CLMRS Personnel to engage meaningfully with children and their caregivers. CLMRS Personnel should address any questions or challenges the households may be facing, and whether there are any questions or concerns around support provided to the child.



Once a child is [identified in child labour](#), CLMRS Personnel visit them every 3 to 6 months until the child is no longer in child labour and no longer needs support. Follow-up visits should take place regardless of whether support has already been provided.



A child is considered “no longer in child labour” if they report not engaging in child labour during two consecutive follow-up visits. This approach accounts for the fact that a child's involvement can vary due to seasonal agricultural demands, school holidays, and family circumstances.

After this confirmation, children re-enter the standard monitoring cycle, which includes at least one monitoring visit every 24 months.



For more guidance on following up with children, jump to the following section of this Manual:

[Following up with children in child labour](#)

Two mandatory elements

CLMRS Personnel

CLMRS Personnel are the cornerstone of a CLMRS. These people provide ongoing guidance and support to help households change behaviour regarding child labour.

CLMRS Personnel play a crucial role in the implementation of all CLMRS activities. They visit households, conduct awareness sessions, collect information and data through observation, interviews and conversations, and recommend and deliver support.

They are the primary link between the system and the household, building trust over time through repeated visits and consistent engagement. By engaging in ongoing dialogue, they help households understand the risks associated with child labour and encourage them to reflect on their own practices. They guide households in identifying safer alternatives and making informed decisions that better protect their children.

A relationship of trust between CLMRS Personnel and households is essential. Investing in qualified and motivated CLMRS Personnel is therefore crucial to increase the impact of a CLMRS and help more children to stop working.



CLMRS Personnel may be agents, employees, independent contractors or other service providers performing CLMRS activities for and on behalf of the CLMRS implementer.

CLMRS Personnel perform a variety of tasks:

- **Monitoring visits** to identify children in or at risk of child labour. These visits are often the starting point for engaging with households. Interviewing children during these visits is one of the most important and sensitive tasks and requires sufficient time and dedication.
- **Household awareness-raising visits**. These visits are an integral part of the ongoing guidance and support provided to households to encourage behaviour change, and as such, take up a significant portion of the CLMRS Personnel's time.
- **Supporting the implementation of support activities**, including recommending and delivering support activities.
- **Follow-up visits** to monitor the situation of children identified in or at risk of child labour over time.
- **Community-level awareness-raising**. These sessions involve sharing information about child labour and its risks with a broader audience. They are usually held in a public space, such as a cooperative or school. These sessions can be a helpful tool to spread messages and motivation in relation to preventing and addressing child labour.
- **Coordinating with cooperatives and farmer groups** to plan and deliver support activities and organise awareness-raising sessions. CLMRS Personnel may also provide training or guidance to cooperatives and farmer groups on child protection and child labour risks.

These tasks should happen continuously throughout the year, which is why CLMRS Personnel should be hired on a long-term basis.



For more guidance on human resources and hiring CLMRS Personnel, jump to the following sections of this Manual:

[Human resources: Who should be involved in CLMRS implementation](#)

[Hiring and training CLMRS Personnel](#)

CLMRS Database

The CLMRS database is crucial for the efficient operation of a CLMRS. It helps monitor a child's situation over time, plan interventions based on verifiable information, and evaluate their impact.

The CLMRS database is a central repository for all information gathered through the system's activities (identifying child labour, providing support and raising awareness, and following up with children). It enables planning of future visits and support activities based on the needs and situation of children, households, and communities, and it is essential for monitoring and reporting on progress and results over time.

CLMRS Personnel gather information during visits to households, farms, and communities. Information collected during visits is uploaded into the CLMRS database, where it is verified, validated, and processed. Programme management teams complement this by entering records of the support provided to each child, ensuring the database offers a complete picture for coordination, monitoring, and reporting.

The database should be structured as a case management system, so that all information collected about a specific child or household is linked together and can be reviewed over time. It should also allow for the analysis of data across multiple visits, helping to identify patterns, track progress, and support individual cases or communities.

The information contained in the database serves the following key purposes:

- Recording and monitoring child labour cases over time
- Planning and prioritising future visits and support based on the needs and situation of children, households and communities
- Ensuring continuity of interventions and interactions with children and households
- Assessing the effectiveness of interventions and measuring the impact of the system



Data collection and management also helps companies exercise their due diligence obligations of identifying human rights impacts linked to their supply chains and monitoring the effectiveness of implemented measures to address these adverse impacts.

To ensure the above objectives are met, the following information should be collected and uploaded into the database:

- General household information, including details about household members, the educational situation of children in the household, GPS coordinates, farm size, use of external labour, etc.
- Information on activities carried out by children aged 5-17, with additional details on any children identified in or at risk of child labour.
- General community details, including location, demographics, access to basic social services, school facilities, etc.
- Details of support activities, including awareness-raising, provided to a child, household, or community.

By centralising this information, the database ensures that all individuals involved in managing and implementing the system have access to the information they need, so that the system can operate efficiently and effectively in combating child labour. For example, CLMRS Personnel need to know which households to visit and which activities to conduct; Field supervisors need to know how CLMRS Personnel are progressing in relation to their targets; those involved in the planning support need to know needs identified at individual, household and community level in order to make decisions; while Programme Management needs an overview of system's coverage and performance.



For further details on the types of data collected and how they are recorded and shared, see the section on [Collecting and managing CLMRS data](#), which includes ICI's standardised data collection forms and ICI's data sharing template.

Strategic decisions for system design

CLMRS approach: Supply chain or community

One of the first strategic decisions CLMRS implementers must make is whether to target only households in a specific supply chain or to target all households in a set of communities (i.e. communities within a company's sourcing area). This decision will shape key aspects of the system's design, including who is targeted for monitoring, who receives support, how resources are allocated, and what partnerships may be needed.



- A **supply chain-based** CLMRS targets children and households linked to a company's supply chain. Monitoring is limited to the households of registered cocoa producers and their workers supplying a specific company or cooperative.
- A **community-based** CLMRS targets entire communities within a company's sourcing area, regardless of whether each household is directly part of the supply chain.

When deciding which approach to take, consider:

- **Share of supply-chain households in each community.** If the vast majority of households in a community are part of your supply chain, a community-wide approach may be more efficient. Alternatively, if supply-chain households are a small proportion of the total, focusing on those specific households may be more resource-effective.
- **Producer turnover and supply chain fluidity.** Producers may switch cooperatives or buyers, and companies may change sourcing agreements with cooperatives from one season to the next. In a supply chain-based CLMRS, this can lead to monitoring gaps or duplication, especially if there is no mechanism for data sharing between actors. A community-based approach can help maintain continuity in case management and reduce the burden of constantly updating supply-chain household lists. If implementers choose a supply chain-based model, this challenge can be mitigated by establishing a standardised procedure for transferring CLMRS data when sourcing changes. ICI has developed a [data sharing template](#) for this purpose.
- **Level of traceability in the supply chain.** If your supply chain is highly traceable and well-documented, a supply chain-focused approach may be more feasible. However, where traceability is weak or informal, a broader community lens may be more practical and reliable, ensuring that all children linked to the supply chain are covered.
- **Availability of household lists in the targeted community.** A supply chain-based CLMRS benefits from pre-existing producer lists, which can be used to plan household visits. In contrast, community-based systems often require implementers to build household lists from the ground up, which can be time-consuming and may increase the risk of duplicate visits or missed households. For more information on household lists, go to the section on [Defining a list of targeted households](#).
- **Presence of local actors or community structures.** If strong community-based organisations or local child protection mechanisms are already active, a community-based CLMRS may allow better integration with and leverage of existing systems. However, these structures are often voluntary and may lack the capacity, incentives, or accountability mechanisms to support sustainable CLMRS implementation in the longer term. In such cases, working through supply chain actors (e.g., cooperatives or licensed buying companies) may offer a more structured and sustainable approach.

- **Presence of other supply-chain actors.** If multiple companies are sourcing from the same area, there is a high likelihood of duplication of efforts in implementing CLMRS. In such cases, community-based approaches, whereby companies either take responsibility for targeting specific communities or pool funds to ensure all communities in a specific area are covered only once, can be more efficient than supply-chain approaches.

CLMRS support: What support to provide, when, and how

Defining support priorities

CLMRS implementers should identify priority intervention areas for support activities. Prioritising helps ensure that resources are used efficiently, allowing implementers to become more effective at delivering support, rather than spreading efforts thinly across too many different intervention areas. Examples of priority areas may include:

- Improving access to quality education
- Strengthening livelihoods
- Promoting gender equality

These priorities provide a strategic direction for the support component of a CLMRS and guide the selection of relevant and specific support activities. They also help ensure that interventions are tailored to the specific risks and challenges in a supply chain or set of targeted communities.

CHECKLIST: DEFINING SUPPORT PRIORITIES

- ✓ Define priority areas that are both **grounded in evidence** and **address multiple root causes** of child labour to increase the chances of meaningful and sustained change.
- ✓ Take into account **specific risks or needs identified in your supply chain** and the **realities of the local context**. Monitoring data or risk assessments can help identify which support is most urgently needed. Consult ICI's [Protective Community Index Map](#) to view data on access to services that help protect children in cocoa-growing communities in West Africa.
- ✓ Consider **available capacity, resources and potential partnerships**. Select priorities that are feasible within your current capacity.

Selecting support activities

Once priority areas have been defined, the next step is to select specific support activities that will help improve the situation of children in the system, in line with those priorities. Choosing the right interventions is critical to ensuring that the support component of the CLMRS delivers meaningful, lasting change.

Each activity should be chosen based on a clear rationale that links it to the desired change and the intended outcomes in the CLMRS theory of change. This ensures that every intervention contributes directly to reducing child labour and improving child well-being.



For complex interventions, such as bridging classes or cash transfers, developing a theory of change can help clarify the link between the activity, the desired change, and its contribution to reducing child labour. This may not be necessary for simpler interventions, such as distributing school kits.

Developing a theory of change for a specific intervention involves thinking through:

- **What immediate changes should the activity lead to?** For example, a bridging class should help a child catch up with missed schooling and prepare to enrol in formal education.

- **What needs to be in place for that to happen?** (Enabling conditions, actions or assumptions). For example, parents need to support and encourage children to attend bridging classes, and a formal school must be available nearby so that children can continue their education after completing a bridging class.
- **How will this impact child labour and child well-being?** For example, access to quality education is essential to support children's healthy development, increasing their well-being, and opening more opportunities for adult life. More time in school should also leave less time for child labour, thereby decreasing child labour.

Example of a theory of change for a support activity (Bridging classes)

One effective way to guide the activity selection process is to prepare typical **child profiles** and corresponding **support packages** in advance, before any individual cases are identified. This approach allows implementers to act quickly once monitoring data is collected and to determine whether certain support activities can be provided proactively before identification. By doing so, support can be delivered in a timely and efficient manner, increasing its relevance and impact.

Typical **child profiles** represent common situations observed in the field. They can be identified based on child labour prevalence studies, historical CLMRS monitoring data, or other reliable sources of qualitative and quantitative information about children's situation in the local context. These profiles combine key characteristics such as age, gender, school status, and child labour situation. They offer a structured way to group similar cases and help determine which types of support are most appropriate for each group, while still allowing for flexibility and individualised decision-making where needed.

This is an example of a profile:

Profile characteristics
Age: 9 – 13
Gender: Girl
School situation: Out-of-school
Status: Child in child labour

These indicators provide enough information to be able to define a **package of support interventions** that respond to the typical needs and vulnerabilities of each child profile. Packages should combine different types of support, targeting the child, the household, and the community, and typically include both material support and awareness-raising efforts.

For example:

Profile characteristics	Corresponding support package
Age: 9 –13	<ul style="list-style-type: none"> • Bridging class
Gender: Girl	<ul style="list-style-type: none"> • Birth certificate (as needed)
School situation: Out-of-school	<ul style="list-style-type: none"> • Ongoing guidance and awareness-raising to the household
Status: Child in child labour	<ul style="list-style-type: none"> • Parenting skills training • Adult labour group, also known as Community Service Groups

CHECKLIST: DEFINING SUPPORT PACKAGES

When selecting support packages, consider:

- ✓ **Align with the CLMRS theory of change.** Each support activity should clearly contribute to the behavioural changes and outcomes defined in the [CLMRS theory of change](#).
- ✓ **Focus on proven impact.** Prioritise activities that have demonstrated potential to reduce child labour and support long-term behaviour change. Draw on available evidence or past implementation experience to assess which activities are most likely to lead to real and lasting improvements.
- ✓ **Avoid unintended harm.** Avoid interventions that may cause harm or have negative side effects for children, households or communities.
- ✓ **Provide multiple support activities.** One activity alone is rarely enough to tackle child labour. Plan a combination of interventions that address multiple root causes for each child and household.
- ✓ **Combine activities at different levels.** A child's development is largely shaped by their immediate environment. Aim for a balanced mix of support activities that target the child (e.g. bridging classes), the household (e.g. parenting skills training), and the community (e.g. creation of Community Service Groups) to address needs holistically.
- ✓ **Include awareness-raising.** Awareness-raising is one of the most effective ways of addressing child labour. Material support should be accompanied by awareness-raising sessions to help change perceptions.
- ✓ **Consider feasibility and scalability.** Assess how easy the activity will be to implement at scale. Some activities may be better suited for smaller groups (e.g., vocational training), while others may benefit broader categories of children (e.g., school kits for all children in a certain grade).



- [Decision tree: Selecting support to prevent and remediate child labour through a CLMRS](#)
- ICI's research and experience showcase effective interventions in tackling child labour and can support implementers in selecting effective interventions. Explore the following resources for more:
 - ILO's [Meta-analysis of the effects of interventions on child labour](#) examined a comprehensive set of interventions to provide a quantitative assessment of their impact on child labour. Cash transfers (both unconditional and conditional) were found to be particularly effective at reducing child labour, while many other types of intervention risked increasing child labour.
 - ICI's [Effectiveness Review of Child Labour Monitoring and Remediation Systems in the West African Cocoa Sector](#) examines the likelihood of children stopping engaging in child labour, having received different types of support through a CLMRS. Results show that the effectiveness of different types of support can vary a lot, depending on the gender and age of the child. However, education-focused interventions appear particularly promising, while Income Generating Activities tend to be less effective.
 - ICI's study on [The effect of bridging classes on child labour](#) in Côte d'Ivoire showed a significant reduction in child labour, compared to a control group.
 - ICI's [Learning into Action briefs](#) series and other [research and reports](#) provide further insights, including impact data, on the design and selection of interventions to tackle child labour.
 - A series of pages on ICI's website summarise [what works to tackle child labour](#).

Deciding when to provide support

Support activities can be provided at any point in the CLMRS cycle, either before a child is identified as being in child labour (blanket support) or in response to a specific case of child labour or another situation of risk (tailored support, initiated within six months of identification). Once support packages are defined, implementers can determine whether each activity should be provided as blanket support, tailored support, or a combination of both.

- **Blanket support** refers to activities that are provided proactively to children, households and communities covered by the CLMRS, regardless of whether a child labour or an at-risk case has been identified. Common examples include household awareness-raising sessions, school kits, health insurance, and cash transfers.
- **Tailored support** is provided in response to the specific needs of children identified in or at risk of child labour, based on monitoring data and community and household insights. Common examples include birth certificates, bridging classes, adult literacy classes, school refurbishment, and borehole construction.

While waiting until after identification can help ensure support is adapted to the individual child's situation, it also introduces a delay between when the system is rolled out and when children and households receive support. It is important to ensure this delay is kept to a minimum.

Providing some form of blanket support before identification can reduce this delay and can be very beneficial. For instance, awareness-raising should be conducted throughout the CLMRS cycle and is particularly important at the early stages of interactions with households and communities. Similarly, distributing school kits to every household with children can be more efficient and cost-effective than targeting individual cases, as the time

savings often outweigh the added cost. Blanket support can help establish trust and engagement in communities, reduce some of the most common risk factors, and lay the groundwork for more targeted follow-up.

In practice, a combination of both blanket and tailored support is often the most effective approach, delivering early activities while ensuring children in need receive tailored support.

Deciding how to implement support

CLMRS implementers need to decide who is responsible for support decisions, in other words, who decides what support should be provided to each child. These decisions are about applying the pre-defined support packages in practice, taking into account eligibility, needs, and context.

This decision-making structure can take different forms:

- A **centralised system**, where support decisions are made by a central team, such as a company's national office or implementing partner.
- A **decentralised system**, where support decisions are made at the local level, often by cooperatives or field-based teams who have direct knowledge of the children, the households, and their communities.
- A **hybrid model**, which combines both approaches in various ways. For example, a central team might define available support activities and eligibility criteria, while cooperatives apply these locally. Alternatively, different parts of the supply chain may follow different models, with some cooperatives operating under a decentralised structure and others remaining centralised.

Each model has trade-offs that should be carefully considered based on the context, existing partnerships, resources and support priorities of the CLMRS.

CHECKLIST: DECISION-MAKING STRUCTURE

Consider the following when deciding on the decision-making structure:

- ✓ **What is your relationship with your cooperatives or local partners?** Consider whether the partnership is long-term and built on trust, making it worthwhile to invest in training and shared decision-making. If there is a high likelihood of turnover or disengagement, a more centralised approach may be more appropriate.
- ✓ **Can you trust the cooperative or local partner to deliver support effectively?** Decentralised approaches require a level of trust in the partner and their ability to manage resources and follow through with agreed processes.
- ✓ **Does the cooperative or local partner have the necessary skills and systems in place?** If not, are you willing and able to invest in building their capacity to plan, manage, and record support activities?



For more guidance on providing and delivering support activities, jump to the following section of this Manual:

[Providing support activities](#)

Human resources: Who should be involved in CLMRS implementation

Effective CLMRS implementation depends on the people involved. Early decisions about who will carry out, supervise, and support implementation are essential to building an effective and sustainable system.

What roles are needed for CLMRS implementation?

- **CLMRS Personnel** (sometimes known as monitors, agents or field officers) – Provide guidance and support to households, raise awareness of the dangers of child labour, visit households and farms, identify children in child labour, and follow up.
- **Field supervisors** – Manage and coach CLMRS Personnel. They ensure quality and consistency of implementation, monitor performance, provide guidance, and act as the link between field teams and programme management.
- **Programme management** – Coordinate CLMRS implementation in a specific area or country. They oversee planning, data management, budgeting, and management of partnerships linked to the system.
- **Global programme and sustainability teams** – Provide strategic direction, tools, capacity-building, oversight, and support to national offices and local teams. They may also manage cross-country learning, liaise with external stakeholders, and track overall performance.

Different approaches to staffing

CLMRS implementers should decide what kind of actors will take on these roles, particularly the CLMRS Personnel and Field supervisors. There are multiple possible approaches, and implementers can draw on different structures depending on their goals, supply chain context, local partnerships, and available capacity.

CLMRS Personnel and Field supervisors:

- **Cooperatives** – CLMRS Personnel can be embedded within cooperatives or other supply chain structures. This model promotes proximity to cocoa producers and allows the CLMRS to build on existing relationships and management systems. However, cooperatives may need capacity-building in child protection and data management, and oversight mechanisms must be in place to ensure that implementation meets required standards. When CLMRS Personnel are hired from within cocoa-growing communities, the highest performing staff are those who: are women; have higher levels of education; have strong social skills; and are hired to do the role in a dedicated capacity, rather than as an additional responsibility.²
- **NGOs or other specialized partners** – Some implementers may choose to outsource the role of CLMRS Personnel to specialist organisations. This often enables access to staff with higher levels of education and training, technical expertise, as well as providing more structured supervision and access to institutional knowledge of child protection. However, working with specialized partners may be more expensive, staff may lack prior knowledge of the target communities and be harder to retain in post over time, which can make it challenging to ensure continuity for households covered by a CLMRS.

² For more information see: [Learning into action: Recruiting and retaining female field agents](#) and [Child labour monitoring through locally based agents](#).

Partnerships to support CLMRS:

- **Community-based actors** – In some cases, existing community groups, such as Community Child Protection Committees or Human Rights Committees, can be mobilised to support CLMRS activities such as raising awareness, providing input on needs and priorities to guide community-level support planning, and through referring any cases they may encounter to CLMRS Personnel or social services. Involvement of community-based actors can bring community trust, legitimacy and a better understanding of community needs and priorities; however, due to their voluntary status, they should *not* be tasked with conducting systematic monitoring or data collection.
- **Government staff or social workers** – Government staff, such as social workers, education or labour officers, can be involved with supporting the set-up and implementation of a CLMRS. Partnerships with these actors can be useful to support training, ensure alignment and linkages with national child protection systems and facilitate referrals, when a CLMRS identifies a child in a situation of immediate danger requiring immediate support by specialised professionals. However, the availability and capacity of government personnel vary by context.

CHECKLIST: SELECTING STAFF AND PARTNERS FOR CLMRS IMPLEMENTATION

Consider the following questions to guide your decision:

- ✓ **Capacity and experience:** Do potential partners have the skills, systems, and experience to recruit and manage staff effectively?
- ✓ **Local presence and legitimacy:** Are potential staff and partners present where the CLMRS will operate and trusted by the community?
- ✓ **Long-term relationship:** Are potential staff and partners likely to remain engaged in over time, making investment in capacity building worthwhile?
- ✓ **Alignment with child protection principles:** Do potential staff and partners understand and commit to key principles such as child safeguarding and confidentiality?
- ✓ **Clarity of roles and accountability:** When multiple partners are involved, can clear roles, responsibilities and reporting lines be defined and maintained between different partners?
- ✓ **Integration with existing systems:** Can potential partners help connect the CLMRS with the existing child protection structures and services and ensure support is provided in accordance with national standards and legislation?
- ✓ **Resources and support needs:** Will potential partners need additional capacity-building, funding, or tools to perform the role effectively?



For more guidance on hiring CLMRS Personnel, jump to the following section of this Manual:

[Hiring and training CLMRS Personnel](#)

CLMRS implementation

Hiring and training CLMRS Personnel

[CLMRS Personnel](#) are the cornerstone of the system. Hiring the right people is crucial to building a strong CLMRS. To ensure households feel guided over time, implementers should invest in qualified CLMRS Personnel and in professionalising this role.

PRACTICAL MEASURES: CLMRS PERSONNEL

- **Recruit dedicated and qualified candidates with the right profile.** CLMRS Personnel should be hired specifically for this role, rather than adding CLMRS tasks to the responsibilities of staff in other positions, such as agronomists or cooperative outreach agents, as their role requires a specialised skillset. Candidates should be able to grasp complex subjects, learn new skills quickly, and have strong communication skills. Most importantly, they should have the ability to build trust with children and caregivers, and to engage in a respectful and culturally appropriate way.
- **Professionalise the role.** Hiring full-time CLMRS Personnel with secure conditions and long-term contracts helps attract qualified candidates, ensures continuity throughout CLMRS cycles, and contributes to building trust with households. Changing behaviour and social norms linked to child labour takes time. Having motivated, stable personnel allows them to form meaningful relationships, provide ongoing guidance and sustained support to encourage lasting change.
- **Train and coach CLMRS Personnel,** ensuring they have adequate supervision and are equipped with the knowledge and skills to perform their roles effectively. These roles are complex, requiring technical expertise and strong interpersonal skills.
- **Invest in recruiting more women.** Sector experience shows that women identify higher average rates of children in child labour than men, helping more children to receive support. Likewise, when CLMRS Personnel are women, children are more likely to stop engaging in child labour than when CLMRS Personnel are men. Find out which practical measures work to hire and retain female field staff in [our brief](#).



- Our [learning report](#) explores how personal relationships affect interactions between CLMRS Personnel and farmers and their children.
- Our [Learning into Action](#) brief provides practical measures to recruit and retain women as CLMRS Personnel.

Skills of CLMRS Personnel

To perform the job, CLMRS Personnel must have the following skills:

- **Strong communication skills,** allowing them to engage with households in their native languages and adapt messages to their cultural contexts.
- **Interpersonal skills,** including the ability to build trust, demonstrate cultural sensitivity, and engage caregivers in the process of behaviour change. CLMRS Personnel must be able to discuss sensitive topics with care and motivate households to make informed decisions that better protect children.

- **Child-centred interview and survey skills**, including adapting questions and language to obtain accurate information.
- **Knowledge of child labour, child rights, and child protection**, enabling them to identify child labour and raise awareness within the community.
- **Data collection skills**, allowing them to accurately record information in the CLMRS database.
- **Mobilisation skills** to encourage farmers and community members to participate and actively engage in awareness-raising sessions.

While some skills and knowledge can be acquired after recruitment through training, it is important to hire qualified candidates who are capable of assimilating new knowledge.

PRACTICAL MEASURES: RECRUITMENT CRITERIA

Consider the following minimum recruitment criteria:

- Ability to grasp complex subjects and learn new abilities quickly
- Strong communication and interpersonal skills, including the ability to build trust with children and caregivers, demonstrate empathy and cultural sensitivity.
- Emotional resilience, ethical integrity, and at ease discussing sensitive topics.
- Proficiency in local language(s).
- Tech-savvy.
- Ability to ride a motorbike or willingness to learn. CLMRS Personnel often work in remote rural areas where households and farms are far apart and difficult to reach by foot or public transport. A motorbike is often the only practical means of transportation. Driving lessons and assistance with obtaining a license can be provided after recruitment for candidates without a license.
- No history of child abuse or any behaviour that goes against the CLMRS implementer's child safeguarding policy.
- Willingness to work and live in a rural environment.

Our experience shows that a high school diploma or its national equivalent is the minimum education requirement to demonstrate these competencies.



[Sample Terms of Reference for CLMRS Personnel](#)

Training and coaching CLMRS Personnel

Once recruited, CLMRS Personnel should be trained on the following topics:

- Child labour concepts and legislation, including identifying children in or at risk of child labour
- Child rights and child protection
- Relevant child safeguarding policies and code of conduct. CLMRS Personnel must understand how to engage safely and respectfully with children, ensuring no harm is caused through any of their interactions and that the best interests of the child are respected throughout.
- Child-centred interviewing techniques and methods, including guidance on seeking informed consent from caregivers and obtaining feedback from interviewees.
- Awareness-raising methods and tools, including mobilisation and facilitation skills.
- Detecting abuse and serious cases of child labour and referral protocols.

- Data protection.
- Data collection tools.

ICI is currently revising its comprehensive curriculum for CLMRS Personnel training. It will outline the modules required for each type of personnel to be fully equipped for their role and will include accompanying slide decks and handouts.

Initial training alone is not sufficient to cover all the skills and knowledge required for the role. CLMRS Personnel should continuously strive to improve and review their practices to ensure high-quality work. Supervisors must frequently monitor their performance and determine if further training or support is necessary.

- **Coaching.** Supervisors should coach their CLMRS Personnel to evaluate progress and identify areas for improvement. It is especially important to monitor their interviewing skills as well as the quality of the data they collect. This coaching involves the supervisor accompanying the CLMRS Personnel during their duties, allowing for evaluation of real-life situations. Each coaching session should conclude with a self-assessment by the CLMRS Personnel and a joint debriefing with the supervisor. These sessions should be scheduled every two months during the first year, with the frequency adjusted based on the progress of CLMRS Personnel.
- **Refresher training** should be provided every year to review practices, share experiences, and explore new and more effective ways of working. It should address the gaps identified by the supervisors rather than repeating the content from the initial training. Since CLMRS Personnel have already completed theoretical training, it may be beneficial to structure the refresher training as an experience-sharing exercise instead of a theoretical session.

PRACTICAL MEASURES: DESIGNING TRAINING FOR CLMRS PERSONNEL

When designing training for newly recruited CLMRS Personnel, keep in mind:

- **Adapt the level of detail and the length** of training to the education level and background of the recruits.
- **Combine theory and practice.** Content-heavy and long theoretical training can be counterproductive. Instead, prioritise role play, case studies and field practice. Our experience shows that four days of theoretical training and one day of field practice effectively consolidate the learnings.
- **Remember: practice makes perfect.** CLMRS Personnel will learn some of the skills on the job. Focus the session on those skills that require theoretical training.



ICI's training and awareness-raising material can be used to train CLMRS Personnel:

- [Training Manual](#) presents child rights, child labour and awareness-raising techniques.
- [Child protection and safeguarding materials](#)

Equipping CLMRS Personnel

CLMRS Personnel should be equipped to perform their duties safely and professionally. Standard equipment should include:

- Suitable vehicle for rural terrain for accessing communities and farms, usually motorbikes for full-time CLMRS Personnel.
- Protective gear for the chosen vehicle.
- Appropriate attire that allows for clear identification.
- A tablet or smartphone for data entry/transmission.
- Up-to-date information about the households and children within their caseload, usually integrated within a mobile data collection app.
- Materials for household and community awareness-raising sessions, including posters, picture books, leaflets, megaphones, and multimedia materials, among others.

Beyond equipment and training, CLMRS Personnel must also be fairly remunerated for their work. Salaries should reflect their education, skills, and experience, and provide stability to reduce turnover and foster long-term commitment. Motivated and secure personnel are better able to build trust with households and sustain meaningful change. Since CLMRS monitoring tools allow for tracking of activities, performance-based incentives may be considered. However, these incentive schemes should be designed carefully to avoid rushed monitoring visits or negative dynamics where households feel “policed” instead of supported.

Defining a list of targeted households

CLMRS implementers should define the list of children and households that will be monitored and supported. This is challenging, particularly because households and their children don't always stay in the same place. Once on a list, households may relocate to another part of the country, making it very difficult to find them, or leave a cooperative, falling out of the scope of a supply chain-based system. Lists need to be regularly updated to account for this.

The targeting scope will vary depending on the [CLMRS approach](#).

In a **community-based CLMRS**, the monitoring scope includes all households and children living in a targeted set of communities, regardless of their parents' economic activities, for example, all households within a company's sourcing area.

PRACTICAL MEASURES: BUILDING A HOUSEHOLD LIST IN COMMUNITY-BASED CLMRS

- **Use monitoring visits to build a list over time.** In a community-based CLMRS, there is rarely a pre-existing list of households. Instead, build the list progressively by recording households and children during monitoring visits until all households in the targeted communities are included.
- **Ensure each household is counted once.** Put in place clear processes to prevent different CLMRS Personnel from visiting the same household twice or the same household being recorded twice on the list. Practical measures include: clearly assigning CLMRS Personnel to specific communities, marking visited households on a shared and up-to-date map, and encouraging CLMRS Personnel working in the same community to meet regularly to share updates.

In a **supply chain-based CLMRS**, the scope of monitoring is narrower and involves households directly linked to a list of registered producers, for example, the households of registered farmers and sharecroppers.

PRACTICAL MEASURES: DEFINING TARGETED HOUSEHOLDS IN SUPPLY CHAIN-BASED CLMRS

- **Use the list of producer households.** This approach relies on the formal structure of the supply chain and the existence of up-to-date lists of producer households linked to a buyer or a cooperative.
- **Define “active producers”.** Companies usually consider a producer as “active” if they deliver cocoa during the crop year. However, as this is not always known in advance, companies risk missing children linked to their supply chains. For CLMRS monitoring, it is recommended to consider any registered producer at the *beginning of the crop year in a targeted cooperative or producer group* as an active producer.
- **Review lists annually.** Lists of registered producer households used for CLMRS monitoring must be reviewed and updated annually to ensure they reflect the reality on the ground.
- **Go beyond producer lists.** Relying on lists of registered producer households may not be enough to ensure all households linked to a supply chain are covered by a CLMRS. Farms are often managed by caretakers or sharecroppers, and may employ day labourers or farm workers, who are not listed in the producer list and may involve their own children in child labour. To address this gap, encourage cooperatives to provide information on any sharecroppers or caretakers linked to producer households.

- **Develop data sharing procedures.** Producers may switch cooperatives or buyers, and companies may change sourcing agreements with entire cooperatives from one season to the next. This can lead to gaps or duplication in monitoring when using supply-chain approaches, particularly if no mechanism is in place to share data. Using national farmer IDs where possible and developing a standardised procedure for transferring CLMRS data on producers between different CLMRS implementers helps maintain continuity in case management and reduce duplication when changes happen. ICI has developed a [template for sharing CLMRS data](#).

Using a risk model to determine who to monitor

What is a risk model?

A risk model is a statistical tool that uses existing and reliable data to predict the likelihood of an outcome, in this case, whether a household is likely to use child labour. The model relies on predictors: household or community characteristics that research has shown to be linked with child labour. These predictors can be identified through statistical analysis of reliable data sets, such as national child labour surveys. Using these predictors, the model estimates the likelihood of child labour for each household, highlighting those “at-risk”.

How can it be used in a CLMRS?

Within CLMRS, predictive risk models can be used to identify “at-risk” households that should be prioritised for in-person monitoring visits, awareness-raising and other forms of support. Instead of visiting every household registered in the system, the risk model helps identify which households are most likely to have children in child labour, allowing these households to be prioritised for visits and support.

If predictive risk models are used, they should be run annually. Any households predicted to be “at-risk” must receive an in-person monitoring visit within 24 months of assessment.

PRACTICAL MEASURES: RISK MODELS

When relying on a risk model to pre-select “at-risk” households to receive an in-person monitoring visit, consider the following:

- **Ensure data quality.** It is not possible to use a predictive risk model if data quality is poor, outdated or incomplete. CLMRS Core Criteria specify that:
 - Household-level data, collected within the past 3 years, must be available for all the households on which the model is run
 - Household data must include information on the number of children in the household.
 - All households with missing data on one or more predictors must automatically be considered “at risk”.
- **Set appropriate thresholds for risk classification.** Predictive risk models separate households into two groups: at-risk and low-risk. Where this line is drawn must be based on reliable prevalence data to ensure vulnerable households are not excluded. For example, where prevalence data shows that 50% of households have at least one case of child labour, a risk model should flag at least 60% of households as “at-risk” to avoid missing cases.

When correctly applied, risk models can reduce the number of households needing in-person visits while maintaining robust identification of child labour cases.



For more information on the design and use of risk models, see:

- [CLMRS Core Criteria](#)
- [Risk models for predicting child labour](#)



From targeted to covered

A targeted household can be considered ‘covered’ by a CLMRS if, in the past 24 months, the household received an in-person monitoring visit from CLMRS Personnel, including a discussion with caregivers and an interview with all children aged 5-17 who were present at the time of the visit to understand if children are in child labour or not (this could be a “monitoring visit” or a “follow-up visit”).

In cases where a predictive model meeting minimum requirements for risk models is used to assess households’ risk of child labour, any households designated as “low-risk” in the past 12 months may also be counted as covered.

A child can be considered ‘covered’ if interviewed during an in-person monitoring visit or follow-up visit in the past 24 months.

In cases where a predictive model meeting minimum requirements for risk models is used, all children living in households designated as “low-risk” in the past 12 months may also be counted as covered.

Collecting and managing CLMRS data

A well-functioning CLMRS relies on high-quality data that is collected consistently and managed effectively through the [CLMRS Database](#). Field-level data enables implementers to identify children in and at risk of child labour, to plan and deliver support, and to track their situation over time.

Data collection

CLMRS Personnel collect data as part of the activities they carry out: raising awareness, monitoring visits, and follow-up visits.

ICI has developed five questionnaires for data collection that comply with national and international child labour laws. These forms are designed for anyone implementing a CLMRS. They are based on ICI's experience and have been reviewed to incorporate sector best practices.

- **Form A: Community Profile** – Contains questions about community details. CLMRS Personnel should complete this form when they first arrive in a community and update it every two years. This form, unlike the others, should be filled out once per community.
- **Form B: Household Visit** – Contains questions about a household's status. CLMRS Personnel should conduct interviews with each targeted household (in a supply-chain CLMRS, this is usually all registered producers in a cooperative, including any sharecropper households; while in a community-based approach, this is all households in a targeted community).
- **Form C: Farm Visit** – Contains questions about adults and children observed working on a farm. CLMRS Personnel should complete this form when doing an unannounced visit to a farm.
- **Form D: Monitoring child labour** – Contains questions about the situation of children previously identified in child labour. This information is used to recommend specific support activities for a child, their household and community. This form should be filled out as soon as a child has been identified carrying out at least one hazardous activity. It should be filled out every 3 to 6 months, in line with the CLMRS Core Criteria, until it is established that the child is no longer in a child labour situation, as determined by two consecutive visits with no child labour.
- **Form E: Awareness-raising activities** – Contains questions about the awareness-raising conducted with specific households or communities.

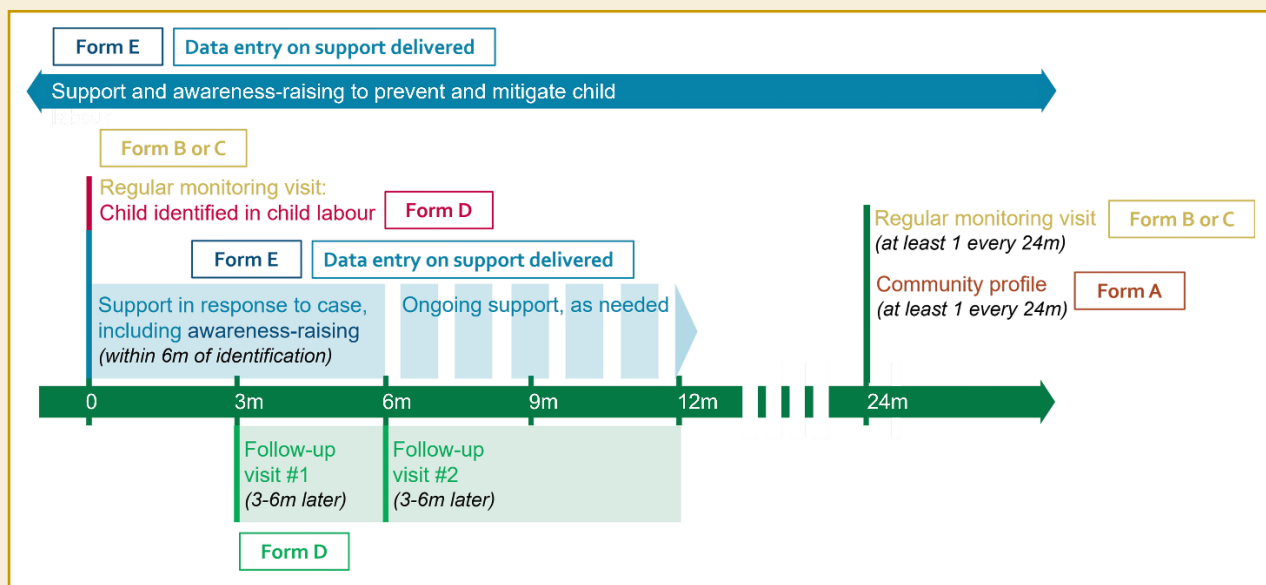
ICI's standardised questionnaires are typically used through a mobile app designed for CLMRS data collection. The app allows CLMRS Personnel to input data directly during household and farm visits.

These forms can be adapted to suit national contexts and specific CLMRS requirements. However, when doing so, keep in mind that **data collection should be limited to the data that will be used and is needed for the functioning of the CLMRS**. Adding too many or unnecessary questions can lead to respondent fatigue among farmers and children, compromising data quality.

In addition to the forms above, data on support provided, linked to the specific children, households and communities who received that support, must also be entered into the database. In ICI-implemented CLMRS, such data is entered through a dedicated section of the data management platform.



Overview of data entry timeline:



This diagram shows the process for a *single* household. Implementers should *not* aim to complete all steps for all households before moving on to the next one, as this leads to unnecessary delays, preventing children from receiving guidance and support.



ICI's [data collection forms](#).

ICI's [data entry template for support activities](#).

Data management

Once collected, data must be stored and managed in a way that supports the CLMRS's goals, while protecting the rights and privacy of children and households.

PRACTICAL MEASURES: MANAGING DATA

- **Ensure permanent and real-time access.** CLMRS Personnel and programme managers should be able to access up-to-date data to allow for timely decision-making and better coordination of visits and support.
- **Comply with data protection standards and protect personal data.** Given the sensitive nature of child labour data, it should be stored and processed in compliance with national and international data protection standards and children's rights. While CLMRS Personnel need to see the names of the people they visit, programme managers and other higher-level decision-makers do not.

- **Invest in consistency.** Using standardised [data collection forms](#) and unique identifiers for children, households, and communities which do not change over time helps ensure consistency in data collection, contributes to centralising information, and prevents duplicate entries. Where possible, link household or producer identifiers to farmer IDs used in national traceability systems to enhance interoperability.
- **Use geo-located data.** Collecting GPS data during each visit has several advantages: it helps locate households more easily for follow-up; improves accuracy compared to relying on community names and districts, helping improve data quality; allows verification that visits took place as and where they were supposed to; and can improve the quality of analysis on needs and support planning, for example, to measure how far households with children in child labour are located far from the nearest school.

Providing guidance and raising awareness

Child labour often happens because farming households lack awareness of how child labour can harm their children's healthy development and well-being, or may not know what constitutes hazardous or harmful work. Perceptions of child labour as a normal part of growing up and a means of learning important skills also contribute to its prevalence.

To address this, it is essential to create spaces for dialogue within cocoa-growing communities to raise awareness about child labour and its risks and to provide guidance to households that empowers them to reflect on their practices and identify safer alternatives. This is central to guiding households through behaviour change and is one of the most effective support interventions to tackle child labour.

Awareness-raising and guidance can be provided at any stage of a CLMRS, either before a child is identified in child labour or in response to a child labour case. Every interaction with a household, whether during monitoring visits, follow-up visits, or support interventions, provides an opportunity for CLMRS Personnel to engage in dialogue and promote safer practices. Awareness-raising can also take place at the community level to reinforce messages from household awareness-raising sessions.

Conducting awareness-raising sessions

Awareness-raising sessions can cover a range of topics to help households and communities better understand the risks of child labour and adopt safer practices. Key topics include:

- Children's rights
- Child labour, its root causes, dangers, and consequences
- The difference between permissible light work, child labour and hazardous tasks
- Importance of education for children's well-being and healthy development
- Alternatives to child labour
- Protective farming practices
- Labour rights and forced labour

Raising awareness about these topics serves both as a means of prevention, promoting behaviours that help avoid future occurrences of child labour, and as a form of remediation, encouraging decisions and actions that protect children from child labour.

PRACTICAL MEASURES: RAISING AWARENESS

For awareness-raising sessions to be effective, they must be engaging and contextually relevant. Consider the following when conducting awareness-raising sessions, whether at the household or community level:

- **Focus on what caregivers can do to protect their children**, not just on what is not allowed. Emphasising practical, positive actions helps caregivers feel empowered rather than judged. It encourages households to take ownership of child protection and identify realistic alternatives to child labour.
- Use the **local language** and adapt the content, methodology and materials to the **cultural context** to get the message across more effectively.
- Use different **visual and audio materials**, such as movies, audio, songs, posters, and flipcharts, among others, to engage the audience and help them recall information. The selection of tools should be tailored to the context, including the legal definitions of child labour and hazardous activities that are specific to each country, as well as seasonal agricultural activities.

- Find **creative and innovative** ways to raise awareness to help engage communities more effectively, such as role play, theatre, games, and participatory activities, where they can share their own experience.

Raising awareness at household level

Every household visit is an opportunity for CLMRS Personnel to engage in meaningful discussions with children and their caregivers about child labour. These conversations aim to foster a change of attitudes and empower households to find alternatives that better protect children from child labour and promote their healthy development.

Household awareness-raising sessions can take place during regular monitoring visits as a preventive measure or as a separate awareness-raising visit to households in response to a specific child labour case within one month of identification (organised by the CLMRS Personnel who identified the child).

PRACTICAL MEASURES: RAISING AWARENESS WITH HOUSEHOLDS

- **Tailor the content** of the session to each household's situation, taking into account the hazardous tasks the child was found performing, their age, and other relevant factors. For example, if a child was found carrying heavy loads, the session should focus on that topic.
- **Consider the agricultural calendar.** Where possible, plan awareness during or just before work-intensive periods of the cocoa agricultural calendar, where the likelihood of child labour is higher.
- **Record** each awareness-raising session in the CLMRS database, including the topics covered, to facilitate planning follow-up sessions and avoid duplication.

Raising awareness at community level

Community-level awareness-raising sessions are essential for reinforcing and consolidating messages from household awareness-raising sessions. They also help change collective perceptions of child labour and contribute to creating an environment conducive to behaviour change at the household level.

Unlike household awareness-raising, which focuses on individual households, community sessions aim to mobilise entire groups, including farmers, cooperative members, community leaders, teachers, and other community members. This approach ensures that awareness spreads across multiple households and is reinforced through peer influence and shared commitments.

PRACTICAL MEASURES: PREPARING COMMUNITY AWARENESS RAISING

- **Plan based on identified needs.** CLMRS Personnel should organise community-level sessions based on needs identified during household visits. The frequency and focus of sessions will vary depending on the community's context. For example, a community where the CLMRS is newly introduced may require several sessions to cover key topics, while others may only need a refresher session once a year, such as before the harvest.
- **Involve community leaders** in decisions such as the timing and location of the session to increase credibility and encourage community participation.

- **Spread the word.** Use existing networks such as cooperatives, schools, farmer groups, and religious institutions to mobilise the community to participate in the session. Ensure that diverse groups (men, women, youth, elderly, etc) are included.
- **Rotate session topics and vary tools and methods** to progressively cover different aspects of child labour. Schedule sessions during different periods to ensure all households are reached progressively.

PRACTICAL MEASURES: FACILITATING COMMUNITY AWARENESS RAISING SESSIONS

CLMRS Personnel should facilitate open dialogue, ensuring the approach is interactive, flexible, and adapted to the audience. The goal is to encourage reflection and motivate action.

- **Engage community leaders** in delivering key messages during the session, which helps influence behaviour change.
- **Encourage reflection.** Community members should be encouraged to reflect on their role in preventing child labour and come up with alternatives and practical solutions. Allocate time at the end of each session for participants to reflect on what they learned.
- **Use interactive methods.** Supporting discussions with posters, visual aids, and interactive activities like role play, instead of one-way presentations, helps ensure active participation and encourages discussions.
- **Promote positive practices.** Messages should focus on practical steps community members can take to protect children, rather than inducing guilt.
- **Ask for feedback.** CLMRS Personnel should collect feedback from participants to help them improve their facilitation skills and adapt future sessions.

Evaluating the impact of awareness-raising activities

Monitoring and evaluating awareness-raising activities is essential to assess their effectiveness, ensure continuous improvement, and plan the content and frequency of the sessions based on community and household needs. This involves a combination of practical measures that help track implementation, assess whether awareness efforts are leading to changes in knowledge and behaviours, and understand the broader impact on child labour outcomes. These measures include:

- **Monitoring activities and conducting self-evaluations.** CLMRS Personnel should log awareness-raising activities in the system, filling out the relevant forms. The information recorded should include the date and specify the topics covered. CLMRS Personnel should also reflect on their facilitation approach to identify strengths and areas for improvement.
- **Measure Knowledge, Attitudes and Practices.** Knowledge, Attitudes and Practices (KAP) assessments, conducted with a representative sample of participants, can be used to identify areas where further efforts are required, as well as to measure how knowledge, attitudes and practices are changing over time. Such surveys should be used with caution, to avoid data collection fatigue, but can be a helpful way to monitor progress and generate actionable data to adjust the content and approaches used for awareness-raising. ICI has developed standardised KAP surveys that can be used for this purpose. A survey on labour rights and forced labour is already available on [ICI's Knowledge Hub](#), while a survey focusing specifically on child labour is currently under development and will be published by the end of 2025.

- **Analyse CLMRS data.** Review trends in child labour identification from the CLMRS database. Use findings to refine awareness-raising strategies and identify areas where more targeted efforts are needed.

By systematically monitoring and evaluating awareness efforts, CLMRS can enhance their effectiveness and drive meaningful behaviour change in communities.



[Awareness-raising tools](#)

[KAP survey on labour rights](#)

Providing support activities

Planning support activities

Once support priorities, child profiles, and support packages have been defined at the [strategic level](#), implementers must translate these into concrete, actionable plans. This means turning strategic choices, such as which activities are delivered universally as blanket support and which are reserved for tailored responses, into clear decisions about who receives what, when, and how.

In practice, this planning process takes two different forms depending on whether the activity is blanket support or tailored support.

For [blanket support](#), planning focuses on making sure activities reach all intended households or children efficiently and at the right time. This may include, for example, organising awareness-raising sessions at the outset of community engagement or distributing school kits before the start of the academic year.

For [tailored support](#), implementers should analyse monitoring data to match the specific needs of children, households, and communities with the most relevant support package. This process should remain flexible to accommodate individual circumstances and updated information. CLMRS Personnel, through their close relationships with households, can provide critical insights into which forms of support may be most helpful, and households themselves may suggest what support would be most useful in their context. Actors, such as Community Child Protection Committees, can also provide valuable insights to inform this process.

Whether planning tailored or blanket support, designing an efficient decision-to-delivery workflow is critical. Delays can reduce the effectiveness of support. Tailored support should be delivered within six months of identification, as required by the CLMRS Core Criteria. In some cases, certain support activities can only be initiated in this timeframe, but may take longer to complete or be delivered, for example, the construction of a school. This requires good internal coordination and planning across teams.

PRACTICAL MEASURES: PLANNING SUPPORT DELIVERY

When planning support delivery:

- **Prioritise children who need support most urgently.** Children identified in and at risk of child labour face different levels of urgency. Children facing more serious or urgent situations may require immediate support, while others may be supported over a longer timeframe as part of ongoing engagement with the household. Prioritise the delivery of support to ensure the children in the most vulnerable situations receive support as soon as possible. ICI has developed this [decision tree](#) to help prioritise support delivery.
- **Plan with timing in mind.** Delivering support as soon as possible and on time is key to achieving its intended purpose. For example, school kits and uniforms should be distributed before the start of the school year, where possible, to ensure children can attend school from day one. It is crucial to design an efficient and well-coordinated implementation process that ensures support is delivered effectively.



[Decision tree: How to prioritise children for immediate support](#)

Delivering support activities

The way support is delivered is just as important as what is delivered. Households should understand that support activities are part of a coherent set of efforts to promote behaviour change and protect children, instead of as isolated actions. CLMRS Personnel play a key role in this.

PRACTICAL MEASURES: DELIVERING SUPPORT

- **Ensure continuity through CLMRS Personnel.** Support should be delivered by CLMRS Personnel who have an ongoing relationship with the household. This strengthens trust, ensures continuity, and reinforces the role of CLMRS Personnel as a source of guidance and support.
- **Give meaning to the support.** CLMRS Personnel should communicate the purpose of the support to households, linking it clearly to efforts to protect children and stop child labour. Communication should use positive and empowering language, rather than language that could be perceived as negative or accusatory. Households should understand that they are receiving support to make decisions that ensure a better future for their children. In practice, this can include accompanying material support with a short explanation or letter. For example, ICI has developed a [letter to accompany school kit](#) deliveries to help reinforce this message. Accompanying letters for other interventions are under development.
- **Integrate support activities within the broader guidance.** Support activities should be accompanied by ongoing dialogue, awareness-raising, and follow-up visits. This helps households see the connection between the assistance received and the behaviours being encouraged. For example, after delivering a school kit to a child, CLMRS Personnel should follow up with the household to reinforce the importance of education, explain the negative consequences of child labour on education, remind households of the positive role they can play to support their child's performance in school and monitor the child's school attendance. CLMRS Personnel should be cautious of creating negative incentives, such as households overstating or misreporting cases in order to access support.

Recording and monitoring support activities

Once support activities have been delivered, they should be documented in the CLMRS database. Recording the support received by a child and/or household is essential for ensuring the continuity of interventions, planning follow-up visits, and assessing the effectiveness of these interventions. This information also helps guide future support efforts.

For more detailed guidance on data collection, refer to the [Collecting and managing CLMRS data](#) chapter.



ICI's [data entry template for support activities](#).

Referring cases of children in immediate danger

In some cases, a child may be identified as being in immediate danger or at high risk (e.g., a victim of abuse, exploitation or serious injury). In such situations, the CLMRS's standard support system may not be equipped to respond alone. When this occurs, the case must be referred to the appropriate child protection authorities or government services.

PRACTICAL MEASURES: REFERRING CHILDREN IN IMMEDIATE DANGER

To ensure preparedness for these situations:

- **Develop an internal protocol** that outlines how to identify, document, and refer cases of children at immediate risk, in line with national procedures.
- **Map and coordinate with existing services** in the area to understand what types of support are available and which referral criteria each actor uses.
- **Assess the capacity and resource needs of referral partners.** Check whether referral partners can provide assistance and if they require financial or logistical support to act effectively.
- **Allocate a separate budget for referrals.** Ensure there is a dedicated, flexible budget available to take immediate action when urgent cases arise. This should be planned in advance, rather than waiting for an emergency to occur before seeking funds.
- **Designate a specially trained officer,** such as a child welfare or social protection focal point, who can take the lead and manage these cases according to national child protection protocols.
- **Train CLMRS Personnel** to recognize situations of immediate danger, understand referral procedures, and act swiftly in collaboration with local protection actors.
- **Record and follow up.** Document all referrals in the CLMRS database, including the date and type of referral. Follow up systematically to ensure the child has received the necessary support and determine if additional action is needed.

Even in these cases, the CLMRS can continue to provide ongoing support and guidance alongside the formal protection response.

Identifying children in child labour

CLMRS Personnel conduct monitoring visits to households and farms to [identify child labour](#) and children at risk. These two locations provide complementary insights and help triangulate information. Some children may be involved in hazardous farm work, but do not live in the household of the registered producer. Farm visits help uncover these less-visible cases, which may include the children of non-cocoa-producing households, caretakers, sharecroppers or seasonal workers. Data from ICI's [CLMRS Effectiveness Review](#) shows that approximately 1 in 3 children seen working on farms were identified for the first time during the farm visit.

Planning and preparing visits

Effective monitoring starts with planning and preparation. CLMRS Personnel should consider the following when planning their visits.

PRACTICAL MEASURES: PLANNING AND PREPARATION

- **Schedule household visits in advance.** Informing households of the visit at least three days in advance allows caregivers and children to make time to be available and to participate meaningfully. Advance notice supports transparency and builds trust with the community.
- **Plan unannounced farm visits.** While household visits should be scheduled, farm visits should be unannounced, particularly when there is a need to directly observe farming activities and identify any children who may be working but not present during the household visit.
- **Consider caregivers' and children's schedules.** Plan visits at times that do not conflict with peak farming hours or school attendance, to ensure meaningful participation by both caregivers and children. CLMRS Personnel should also allocate sufficient time for each visit, recognising that interviews and discussions may take longer than expected.
- **Review past visit data in advance.** If available, reviewing previous monitoring records for the household or child enables more personalised and relevant discussions during the visit.

Visiting households and farms

Each visit is more than just data collection; it is an opportunity to build trust, raise awareness and strengthen the relationship between the CLMRS Personnel and the household. CLMRS Personnel should apply the following practical measures.

PRACTICAL MEASURES: VISITS

- **Introduce the CLMRS and the purpose of the visit.** CLMRS Personnel should begin each visit by clearly explaining their role, the purpose of the CLMRS, and why the visit is taking place. Even if the household has previously received a monitoring visit, farmers, caregivers, and children may have forgotten details or may not fully understand the objectives. Explain the CLMRS, its objectives, and how it supports child protection, in simple, accessible language, tailored to both adults and children. Consider using visual aids, such as illustrated brochures, short videos, flipcharts, or printed cards, to help explain the key concepts. For children, use child-friendly language and communication methods. ICI is developing a short leaflet that explains CLMRS, consent, and safeguarding in simple, accessible language. This resource will serve as a practical tool for CLMRS Personnel to support their explanations during visits and will be available by the end of 2025.

- **Raise awareness.** The visit is also an opportunity to conduct a short awareness-raising session with caregivers and children. This may focus on reinforcing good practices (e.g. school attendance) or explaining the risks of child labour and encouraging protective behaviour by caregivers. Tailor the messages and content of the awareness-raising session to the specific context of the household or farm, for example, by taking the ages and gender of children into account in the examples provided.

Interviewing adults and children

During monitoring visits, CLMRS Personnel should interview:

- **Caregivers or household heads.** These interviews aim to understand the household structure, school attendance, and any involvement of children in work. CLMRS Personnel should ask about children who are not currently present, such as those away at school, visiting relatives, or working.
- **Children.** CLMRS Personnel should interview each child aged 5-17 individually and confidentially to learn about their daily routines, school attendance, and any work they may be engaged in, whether at home, on the farm, or elsewhere. While cocoa-related activities are the entry point, the CLMRS should seek to identify all forms of child labour, including hazardous tasks or excessive working hours not related to cocoa. This includes work considered as household chores. Interviews should seek to gather a complete picture of the child's daily responsibilities across different settings.



Not all children may be present during the visit. For example, they may be attending school, visiting relatives, or working elsewhere. CLMRS Personnel must still record information about all children living in the household, even if they are absent at the time. This ensures these children are accounted for in follow-up plans and can be interviewed later.

In addition, any child observed working on a farm, regardless of their relationship to the producer or caretaker, should also be interviewed and followed up accordingly.

- **Farmers or caretakers.** This is particularly important if the registered producer does not directly manage the farm. These individuals can provide valuable information about who works on the farm, including any children involved in cocoa-related tasks.

PRACTICAL MEASURES: INTERVIEWS

- **Explain the purpose of the interview.** Both adults and children should be given a clear, simple explanation of who is visiting them and why they are being interviewed. Emphasise that this is the first step in an ongoing process aimed at improving children's well-being and their future opportunities by reducing child labour. Clarify that the purpose is to understand their situation in order to offer support, improve the well-being of children, and help them make decisions that better protect their children.
- **Ask for consent.** Informed consent must be obtained before collecting any personal data, in line with data protection regulations. Children and adults should always be informed that they can stop the interview at any time and can withdraw their consent at a later date. CLMRS Personnel should clearly explain to adults and children how to withdraw their consent.

- **Choose an appropriate location.** Select a space that is private enough for confidentiality, yet visible enough to ensure everyone's safety, especially when interviewing children. Children should be interviewed individually, without parents or caregivers present, to ensure their answers are not influenced. However, they should never be left completely alone with the CLMRS Personnel. The interview should take place within sight of a parent or caregiver who is not directly involved in the conversation, so that the child feels safe while maintaining privacy.
- **Use child-centred interview techniques** to collect accurate information, including adapting language and questions to suit the child's age. Use tools such as illustrations, calendars, or cards to help them recall information and understand complex concepts.
- **Use a neutral tone and avoid reading answer options too quickly.** Give the child space to respond in their own words before reading a response category. This helps reduce bias, avoids judgment and encourages honest answers.
- **Go with the flow.** Conversations, especially with children, rarely follow the exact order in the questionnaire. When a child feels comfortable speaking about a subject, encourage them to continue and take notes, rather than rigidly sticking to the order of the questionnaire.

Identifying children in child labour

Children should be identified as being in child labour based on the national legislation in place. These criteria include minimum age thresholds for different types of work, lists of hazardous or prohibited tasks, and limits on the number of hours a child can work. CLMRS Personnel should use these criteria as the basis for interpreting the information gathered during visits.

Child labour can be identified in several ways during a household or farm visit. CLMRS Personnel should consider the following as valid sources of information:

- **Child interview:** The child describes activities that meet the criteria for child labour.
- **Caregiver or farmer interview:** An adult in the household or on the farm reports that a child is involved in work that is considered child labour.
- **Observation:** The CLMRS Personnel sees a child engaged in child labour or hazardous tasks.



Any of these sources is sufficient to identify a case of child labour. CLMRS Personnel *do not* need confirmation from all sources to determine that a child is in child labour.

A caregiver reporting child labour is enough to identify a case, but a negative answer from them isn't enough to rule it out. The child's best interests should always come first – if there is any doubt, a child should be considered at risk and prioritised for support.

Recording information in the database

Information gathered during interviews should be recorded in the CLMRS database. This includes data on household composition, children's involvement in work, school attendance and other contextual information. Capturing this broader picture allows the CLMRS to monitor changes over time, follow up more effectively, and plan support in a way that is grounded in the household's real situation.

Supervisors should regularly review and check the consistency of the information entered to ensure accuracy and completeness.

For more detailed guidance on data collection, refer to the [Collecting and managing CLMRS data](#) chapter.



ICI's [data collection forms](#)

Following up with children in child labour

Follow-up visits are only necessary for children previously identified in child labour. They build on previous interactions with households that began during initial monitoring and awareness-raising. They offer an opportunity to strengthen relationships over time, which is why it is so important to aim for the same CLMRS Personnel to conduct follow-up visits: it helps build trust and continuity.

Planning follow-up visits

To make the most of these visits as supportive interactions, not just as data collection visits, CLMRS Personnel should plan and prepare each visit carefully to ensure meaningful engagement with the households.

PRACTICAL MEASURES: PLANNING

- **Schedule** follow-up visits for every child identified in child labour within three to six months of identification, regardless of whether support has been provided. Continue follow-up visits every three to six months until the child is no longer in child labour and no longer needs support.
- **Inform households** of the visit at least three days in advance, allowing caregivers and children to make time to be available and participate meaningfully.
- **Review monitoring or support records in advance of the visit**, including notes from previous visits, support provided, and types of tasks children were found doing. This helps CLMRS Personnel personalise the visit, ask targeted questions, assess progress more effectively, and choose relevant awareness-raising topics.

Conducting follow-up visits

During follow-up visits, CLMRS Personnel should interview each child to understand their current situation and monitor progress.

PRACTICAL MEASURES: VISITS AND INTERVIEWS

- **Explain the purpose of the visit and interview.** Both adults and children should be given a clear, simple explanation of why they are being visited and interviewed and who they are speaking to. Emphasise that the purpose is to understand their situation to offer support, improve the well-being of children, and help them make decisions that better protect their children.
- **Raise awareness.** The visit is also an opportunity to conduct an awareness-raising session with caregivers, farmers, and children. This may focus on reinforcing good practices (e.g. school attendance) or explaining the risks of child labour to children and encouraging protective behaviour. Tailor the messages and content of the awareness-raising session to the specific context of the household or farm, for example, by taking the ages and gender of children into account in the examples provided.
- **Tailor the visit to the child's situation and the support they have received.** This helps emphasise the link between the assistance received and the behaviours being encouraged. For example, if a child received a school kit, CLMRS Personnel should reinforce the importance of education during the follow-up visit and ask about the child's school attendance.
- **Remind children how to remove consent.** While caregivers of children identified in child labour have already given consent for children to be interviewed, children should be informed that they can stop the interview at any time and can withdraw their consent at any time.

- **Choose an appropriate location.** Select a space that is private enough for confidentiality, yet visible enough to ensure children's safety. Children should be interviewed individually, without parents or caregivers present, to ensure their answers are not influenced. However, they should never be left completely alone with the CLMRS Personnel. The interview should take place within sight of a parent or caregiver who is not directly involved in the conversation, so that the child feels safe while maintaining privacy.
- **Use child-centred interview techniques** to collect accurate information, including adapting language and questions to suit the child's age. Use tools such as illustrations, calendars, or cards to help them recall information and understand complex concepts.
- **Use a neutral tone and avoid reading answer options too quickly.** Give the child space to respond in their own words before reading a response category. This helps reduce bias, avoids judgment and encourages honest answers.
- **Go with the flow.** Conversations, especially with children, rarely follow the exact order in the questionnaire. When a child feels comfortable speaking about a subject, encourage them to continue and take notes, rather than rigidly sticking to the order of the questionnaire.

Recording information in the database

Information gathered during interviews should be recorded in the CLMRS database. This includes data on household composition, school attendance, children's involvement in work, and other contextual information. Capturing this broader picture allows the CLMRS to monitor changes over time and plan support in a way that is grounded in the household's real situation.

Supervisors should regularly review and check the consistency of the information entered to ensure accuracy and completeness.

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ICI's [data collection forms](#).

Additional resources

- [CLMRS Core Criteria](#)
- [Learning into Action](#) series of briefs
- [CLMRS data sharing template](#)
- [ICI's data collection forms](#)
- [ICI's CLMRS data entry template for support activities](#)
- [Example of a Theory of change for a support activity](#)
- [Decision tree: Selecting support to prevent and remediate child labour through a CLMRS](#)
- [Sample Terms of Reference for CLMRS Personnel](#)
- [Training manual for CLMRS Personnel training](#)
- [Child protection and safeguarding materials](#)
- [Risk models for predicting child labour](#)
- [Awareness-raising tools](#)
- [KAP survey on labour rights](#)

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