Sample Terms of Reference for CLMRS Personnel

This document provides an example of what Terms of Reference for CLMRS Personnel could look like. In this sample, the role is titled Community child support worker, as this title may be more attractive and accessible to potential candidates than the technical term CLMRS Personnel. The exact title may vary depending on the implementing organisation, but regardless of the wording, the responsibilities described here reflect the core functions and profile requirements expected of CLMRS Personnel.

Community child support worker

Community child support workers, known as *CLMRS Personnel*, are the primary point of contact for households covered by a Child Labour Monitoring and Remediation System (CLMRS).

Child Labour Monitoring and Remediation Systems 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. These systems are often implemented in the cocoa supply chain as part of efforts to tackle child labour and improve access to quality services in cocoa-growing communities.

CLMRS Personnel are women and men who build trusting relationships with households over time, provide ongoing support and guidance, raise awareness about child labour, identify children in and at risk of child labour, and follow up on them until their situation has improved.

To perform these roles effectively, CLMRS Personnel will be provided with appropriate equipment (e.g. tablet or smartphone, awareness-raising materials, vehicle, etc). They will also receive continuous training (including on the use of mobile application), guidance, and mentoring from the Project Managers, CLMRS Field Supervisors and IT Managers.

The position is full-time, with appropriate remuneration and contractual arrangements.

Tasks and responsibilities

Based in one of the assigned communities and under the direct supervision of the CLMRS Field Supervisor, the CLMRS Personnel will:

1.   Engage with households to support them to better protect their children, by:

- Raising awareness about child labour and child rights, and providing guidance to households to positively change behaviour to protect children
- Visiting households and interviewing adults and all children aged 5-17 in each household, to identify children in child labour or situations of risk
- Travelling to farms to identify any children in or at risk of child labour
- Guiding and supporting households to change behaviour to help children transition out of child labour, including delivering material support, where needed
- Recommending additional support, based on the situation and needs of the child(ren), their household and community
- Conducting follow-up visits (every 3-6 months) to each child identified in child labour to assess their changing situation and needs
- Monitoring the implementation of prevention and remediation actions to ensure the best possible impact

2. Support child protection in assigned communities through:

   - Raising awareness about child labour and child rights at the community level
   - Collecting accurate community-level data about the presence and quality of essential services

3. Use standard data collection tools to collect data, ensuring all data collected is uploaded using the correct mobile data collection application.
4. Facilitate visits from International Cocoa Initiative staff and other partners to the community and/or the households
5. Maintain all equipment and materials provided for the purpose of this project in good condition.

Skills and qualifications

Education and background

1. A minimum of a national senior secondary school diploma
2. Knowledge of life in cocoa-growing communities
3. Experience in activities related to the fight against child labour (desirable)

Communication and interpersonal skills

1. Strong relationship-building skills and ability to engage respectfully with households
2. Ability to communicate with tact and empathy on sensitive issues, and to support people to change perceptions and practices
3. Experience in coordinating and facilitating discussions or knowledge-sharing sessions
4. Ability to collaborate effectively across cultures and with diverse stakeholders, including farmers, caretakers, community members, and Cooperative/Licensed Buying Company representatives (desirable)
5. Ability to establish good working relationships with partners (desirable)

Organisational and technical skills

1. Good organisational skills, including the capacity to meet deadlines, work effectively under pressure, and take responsibility for actions.
2. Tech-savvy and ability to use a tablet or smartphone for data collection.
3. Good information management skills
4. Willing and able to travel frequently to assigned communities, including by motorcycle (relevant driving license, or willingness to learn)

Personal qualities

1. Demonstrates dynamism, responsibility, willingness to learn from, and to coach others
2. Respected within assigned communities and of good character
3. Seen as neutral (not affiliated with political parties or local executives)
4. Demonstrates good morality and integrity, with no criminal record

Language skills

1. Good spoken and written skills in [national language]
2. Ability to communicate in the [local language]

Female applicants are strongly encouraged to apply.