



Coordinators' Checklist

This checklist is developed for practitioners who are responsible for inter-agency coordination during preparedness, response and recovery phases of a humanitarian crisis. The actions listed in the checklist should be read in conjunction with the guidance provided in the toolkit section 2.1 on Coordination. This checklist should be adapted to the local context and phase of the emergency. If the preparedness actions have not yet been implemented prior to a crisis, these actions should be considered during the response phase.

PREPAREDNESS

- **Identify the government authorities** and national bodies responsible for addressing child labour.
- **Identify existing coordination structures for child labour**, including specific WFCL such as trafficking or CAAFAG, and decide upon a suitable coordination structure for addressing child labour/WFCL in a crisis situation. Build upon and link to existing structures where possible.
- **Engage the coordination structure in emergency preparedness and scenario planning** to discuss how child labour will change or increase in a humanitarian crisis situation. Consider specific issues that relate to inter-sector coordination and possible refugee or migrant crises.
- **Facilitate the participation of existing (non-humanitarian) child labour actors and coordination mechanisms in preparedness planning.** Reach out to local and national organisations working on child labour prior to the crisis, to identify their role as potential partners in humanitarian response.
- **Conduct a child labour situation analysis** to develop a common understanding of child labour, including WFCL, in the context and the necessary response actions that could help to prevent it during humanitarian crisis situations. Develop a secondary data review (SDR) using **Tool 7. What We Need To Know About Child Labour** as a framework for information-gathering. Ensure that lessons learned from previous emergencies and ongoing child labour programmes are analysed.
- **Informed by situation analysis, prioritise multi-sectoral child labour prevention and response actions** that build on existing protective factors, formal and informal systems, and address key risk factors that are likely to emerge in a crisis situation.
- **Integrate actions on child labour into disaster risk reduction (DRR)** programmes that aim to identify and reduce disaster risks related to key natural hazards and other risk factors for children in disaster and crisis settings.
- **Prepare resource mobilisation strategies for child labour.** For example, conduct a donor mapping to identify which donors fund specific child labour prevention or response actions.
- **Ensure that protocols, guidelines and tools are inclusive of child labour in humanitarian action.** Develop or adapt Standard Operating Procedures (SOPs) for identification, referral and response to child labour, develop key messages, and

include child labour in programme materials. Ensure alignment with the national legal framework and build on existing systems and services where possible. Ensure that information and materials are disseminated at all levels, especially local level.

- **Build capacity of child labour actors during the preparedness phase.** Where possible, integrate this into existing coordination structures for child labour/WFCL, education, child protection and other key sectors.
- **Support preparedness planning with national authorities** who are essential in preventing child labour in crisis settings, such as social workers, law enforcement or border control actors. Consider, for example:
 - training on child labour legislation, key prevention and response actions and coordination;
 - referral pathways for children in or at risk of child labour, including unaccompanied children;
 - operational and technical preparedness support.

RESPONSE

- **Include child labour indicators in (multi-)sector needs assessments** – for example, child protection, gender-based violence (GBV), health, education, food security and livelihoods (FSL), and other relevant assessments. Update and disseminate the SDR to inform actors at all levels about the child labour situation.
- **Where child labour is a pre-existing concern, include child labour prevention actions in early response plans** for child protection, GBV, health, education, basic needs, FSL and other relevant sectors. Use the SDR as an evidence base for rapid preventive action.
- **Where child labour is a priority concern, advocate for:**
 - child labour and/or specific WFCL to be included in humanitarian needs overviews, sector response plans and country strategies;
 - the development of comprehensive child labour prevention and response plans;
 - dialogues between humanitarian agencies, governments and donors to influence greater investment in child labour prevention and response interventions and services during the crisis;
 - greater investment in and support to (local) organisations who are providing essential services that can help to prevent and respond to child labour.
- **Establish clear SOPs for the worst forms of child labour that involve gender-based violence**, such as trafficking, commercial sexual exploitation or recruitment into armed forces or groups. Involve both child protection and GBV actors as well as relevant social work, health, (border) security and law enforcement actors. For a good practice example see the [CP and GBV SOP in Jordan \(2014\)](#).
- **Develop harmonised key messages** for child labour awareness-raising and advocacy with different target groups. Use **Tool 13. Child Labour Key Messages**.
- **Provide technical and operational support to key local and national child labour actors**, to ensure a common understanding of child labour concepts and legislation, priority forms of child labour/WFCL, drivers, risk and protective factors and strategies.

- **Ensure that all child labour actors understand the child labour risks related to their interventions and that every effort is undertaken to minimise the potential adverse effects of humanitarian action** through risk assessments, safeguarding policies, codes of conduct and PSEAH measures.
- **Integrate child labour indicators into sector-specific information management tools**, such as joint mapping templates, coordinated snapshots, dashboards, situation reporting and monitoring tools. Harmonise information management between sectors in order to monitor child labour/WFCL.
- **Work with the protection sector and sub-sectors to:**
 - involve child protection and GBV actors in coordinated child labour activities, such as assessments, awareness-raising and advocacy, and in coordinated prevention and response actions such as child labour identification and referral pathways;
 - promote birth registration, replacement of lost birth certificates and other essential documentation with government ministries, health facilities and communities;
 - include out-of-school and working children, particularly those in child labour/WFCL, in broader child protection group activities for children and adolescents;
 - strengthen family and caregiving environments for children at risk of child labour;
 - consider child labour in broader community-level initiatives to promote child protection;
 - include children in or at risk of child labour in case management services and alternative care.
- **Work with the education sector to:**
 - involve education actors in coordinated child labour activities such as assessments, awareness-raising and advocacy, and in coordinated prevention and response actions such as child labour identification and referral pathways;
 - promote quality learning opportunities for out-of-school and working children;
 - identify and address policy barriers which prevent children from accessing education or lead to school dropout of children and adolescents during humanitarian crisis situations.
- **Work with the food security, livelihoods and early recovery sectors to:**
 - involve FSL, economic-strengthening and early recovery actors in coordinated child labour activities such as assessments, awareness-raising and advocacy, and in coordinated prevention and response actions such as child labour identification and referral pathways;
 - ensure child labour risks are considered and addressed in FSL and other economic-strengthening interventions for vulnerable households;
 - promote age-appropriate training and work opportunities for adolescents above the minimum age for work;
 - inform children, families, communities and humanitarian actors on child labour legislation, training and decent work opportunities for children above the

minimum age for work, and safeguards to prevent younger children from entering child labour.

- **Work with the health sector to:**
 - involve health actors in coordinated child labour activities such as assessments, awareness-raising and advocacy, and in coordinated prevention and response actions such as child labour identification and referral pathways;
 - inform health actors on common forms of child labour, work-related illnesses, injuries, impairments and disabilities;
 - coordinate referral pathways for children in child labour/WFCL including survivors of SGBV and children with disabilities.

LONG-TERM ACTIONS

- **Advocate for actions to address gaps in child labour policy and legislation.** Use situation analysis and response data to highlight key gaps and advocate for key issues, such as: education for all, pathways to decent work and livelihoods assistance for adults including youth employment opportunities, or access to basic needs, education and decent work for refugees, internally displaced people and migrants.
- **Strengthen the role of government actors in coordinating child labour prevention and response** during recovery and/or rehabilitation phases or in protracted crises where possible. Where government actors are not able to take up this role or when they are perpetrators of child labour/WFCL, strengthen civil society actors to provide essential prevention and response actions.
- **Promote “do no harm” principles and child safeguarding to prevent child labour.** Continue to monitor the situation and response, and put in place measures to ensure that child labour is not exacerbated as a result of humanitarian, development or peacebuilding action.