



International
Labour
Organization



► User manual

Guidelines for implementing the
community-based child labour monitoring system
(CLMS) in Myanmar

► **User manual**

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community-based child labour monitoring system
(CLMS) in Myanmar

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1

Context

► Child labour in Myanmar

Not all work performed by children can be classified as child labour. International standards specifically define child labour as work that deprives children of their childhood, their potential and their dignity, and that is harmful to their physical and mental development.¹ Child labour usually demands too many hours, is performed by children who are too young, and/or interferes with a child's right to education and to play.²

According to the most recent data available, more than 1.1 million children between 5 and 17 years old were engaged in child labour in Myanmar in 2015 (approximately 9.1 per cent of all children in the country), around half of whom performed hazardous work.³ Child labour is most prevalent in agriculture (61 per cent), manufacturing (12 per cent) and trade (11 per cent), and is more common in rural areas than in urban areas.⁴

In 2018, the Government of Myanmar demonstrated its commitment to addressing child labour by developing and starting to implement Phase I of its National Action Plan 2018–2033 to eliminate child labour and its worst forms, with the support of the International Labour Organization (ILO). To accelerate the National Action Plan's implementation, the Government established the Myanmar National Committee for the Eradication of Child Labour (MNCECL), which included representatives from key ministries, and from workers', employers' and civil society organizations. On 8 June 2020, Myanmar reaffirmed its commitment by ratifying the ILO's Minimum Age Convention, 1973 (No. 138).

In June 2021, the ILO and the United Nations Children's Fund (UNICEF) warned that the COVID-19 pandemic threatened to reverse progress made on eliminating child labour. Worldwide, the number of children engaged in child labour has risen to 160 million as of 2020 – an increase of 8.4 million children between 2016 and 2020.⁵ Due to the impact of the pandemic and the military takeover in Myanmar of February 2021, there is a need to change the approach to addressing child labour in the country.

¹ ILO, "What is Child Labour".

² ILO, "Child Labour".

³ Myanmar, Ministry of Labour, Employment and Social Security, Central Statistical Organization and ILO, *Myanmar Labour Force, Child Labour and School to Work Transition Survey 2015: Executive Summary Report*, 2015.

⁴ Myanmar, Ministry of Labour, Employment and Social Security, Central Statistical Organization and ILO, *Myanmar Labour Force, Child Labour and School to Work Transition Survey 2015: Executive Summary Report*, 2015.

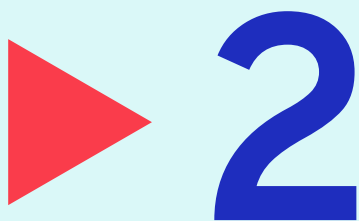
⁵ ILO and UNICEF, *Child Labour: Global Estimates 2020, Trends and the Road Forward*, 2020.

► Projects addressing child labour

Addressing child labour requires concerted action by a range of stakeholders. Since 2013, the Myanmar Programme on the Elimination of Child Labour (My-PEC), implemented by the ILO and funded by the United States Department of Labor, has supported efforts to end child labour by establishing a comprehensive, inclusive and efficient multi-stakeholder response. My-PEC focuses on (1) expanding the knowledge base on child labour in Myanmar, (2) increasing awareness and knowledge of child labour, (3) improving legislation and strengthening national and local capacities to address child labour in compliance with international standards, (4) improving the capacity of national and local stakeholders to network and advocate on the issue, and (5) reducing child labour in target communities through direct interventions.

The Asia Regional Child Labour Programme (ARC) 2019–2024, funded by the United Kingdom’s Foreign Commonwealth and Development Office (FCDO), aims to accelerate the eradication of child labour, particularly its worst forms, in Afghanistan, Bangladesh, India, Nepal, Myanmar and Pakistan, with a view to achieving Sustainable Development Goal Target 8.7 by 2025.

Another project, “Achieving reduction of child labour in support of education: Programme to reduce the worst forms of child labour in agriculture” – supported by the Government of Japan via the Ministry of Labour, Health and Welfare under the ILO-Japan Multi-bilateral Programme – focuses on reducing child labour in rural agricultural communities in Myanmar, particularly in post-conflict zones. This initiative builds on previous ILO interventions with the aim of consolidating gains and expanding the scope and impact of efforts to reduce child labour. In Myanmar, the project targets children in post-conflict agricultural and rural communities where child labour is prevalent. It seeks to improve education services and opportunities, economically empower communities, and strengthen legal and institutional frameworks. The project emphasizes the importance of addressing child labour within the broader context of social justice by supporting the empowerment of communities and families affected by child labour.



Establishing a child labour monitoring system in Myanmar

Both the Myanmar Programme on the Elimination of Child Labour and the Asia Regional Child Labour Programme recognize the importance of continuously monitoring the situation of children potentially at the risk of falling into child labour, and supporting their families through community empowerment, in order to address child labour.

Child labour monitoring systems are globally regarded as effective for identifying and continuously monitoring the situation of children and their families, and facilitating conditions to sustain positive change in children's lives. They also support efforts to address child labour in the informal economy, where young workers are often invisible and beyond the reach of labour inspection services.

The establishment of an effective child labour monitoring system is required to achieve the goals of Myanmar's National Action Plan and fulfil the country's international commitments to eliminate child labour, particularly its worst forms. During the process of developing the National Action Plan, My-PEC identified an opportunity to assess the feasibility of establishing a child labour monitoring system (CLMS) to support the plan's objectives. As such, My-PEC commissioned a study in 2019 to assess options for establishing a CLMS in Myanmar. The study recommended integrating a CLMS with the Government's management information systems (MIS). These included a Child Protection Case Management System, established in December 2020 under Myanmar's overall child protection framework, led by the Department of Social Welfare and supported by UNICEF.

► Exploring viable options for a child labour monitoring system

As Myanmar's socio-political landscape changed significantly after February 2021, the ILO recognized the need to reorient the recommendations of the 2019 assessment, and adjust activities and targets to develop an effective response suitable to the changing context.

In 2022, the Asia Regional Child Labour Programme and My-PEC commissioned another assessment to explore appropriate options for a child labour monitoring system. This identified challenges related to the new context, and the possibility of partners facing data integration issues with systems beyond those of the ILO. Based on these findings, the 2022 study recommended the establishment of a CLMS jointly managed by the ILO, social partners and CSOs embedded in local communities. In July 2022, in parallel, the Case Management Task Force (CMTF)⁶ launched the Child Protection Information Management System (CPIMS+) using the Primero platform to capture child protection data and store it securely on UNICEF's cloud server. My-PEC supported the mainstreaming of child labour in the CPIMS+, an experience which revealed the need to make questionnaires more robust in order to effectively capture detailed information on child labour and the worst forms of child labour.

While the Asia Regional Child Labour Programme and My-PEC developed a standalone CLMS hosted through the KoboToolbox platform, as recommended by the 2022 assessment – with specific requirements for capturing cases of the worst forms of child labour – the CLMS database could be linked with the CPIMS+ for other child labour cases. The CLMS has specific requirements for capturing child labour cases, which includes information missing from the CPIMS+, such as identifying a broad range of information on the work that children perform, such as their main jobs, other jobs, and household chores.

► Piloting the community-based child labour monitoring system

Community-based child labour monitoring systems are in line with the strategy of empowering local community organizations to address child labour. They accord local communities responsibility for monitoring the situation of child labour in their areas and gathering crucial data. This data is vital to inform interventions to alleviate child labour in target communities. Systematic data collection can also be extremely helpful for negotiating with employers who engage children in child labour.

In Myanmar, a community-based CLMS was piloted in My-PEC intervention areas in the Ayeyarwaddy Region, Yangon Region and Mon State, as well as in ARC intervention areas in Yangon and Ayeyarwady. Alongside establishing and operating the CLMS, activities also focused on utilizing emerging data from monitoring activities to provide direct support services to communities in order to address child labour and create child labour-free zones. In 2024, the CLMS' operations have been extended to the targeted areas of the ARISE project in Shan State and the Bago Region.

► Developing child labour monitoring tools and capacity building

Working towards the establishment of a community-based CLMS in ARC and My-PEC pilot areas, the projects first developed a set of child labour monitoring (CLM) tools.

⁶ The Case Management Task Force is led by UNICEF and Save the Children. The ILO is an active member of the CMTF, whose members include different civil society organizations, local non-governmental organizations, international non-governmental organizations and UN organizations.

These include two data collection forms – the "initial assessment form" and the "child labour follow-up form".

- The **initial assessment form** captures relevant information related to a child's background, education, present work and health conditions, exposure to occupational and health hazards, and the financial situation of the child's family.
- The **child labour follow-up form** records information on any improvement in a child's condition since the last monitoring visit, their present work situation, and whether the child has been integrated into the education system or technical vocational education and training (TVET). It also records information on any other jobs taken up by the child, the household chores the child performs, ways forward, and recommendations for further support (including recommendations offered by children themselves).

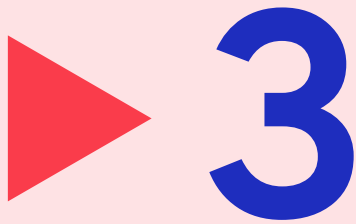
Following the development of these tools, two-day training of trainers (ToT) sessions were conducted for partner organizations, followed by the pilot testing of the tools by implementing partners. During the piloting stage, a specialized training session tailored for partners was also held to ensure they could proficiently use KoboToolbox. This session covered two key aspects:

- The first part of the training concentrated on directly utilizing the "initial assessment form" within the KoboToolbox platform and its application in KoboCollect. Partners gained practical experience in efficiently navigating and utilizing the form.
- The second part of the training focused on the utilization of the "child labour follow-up form" and the transcription process for manually completed forms. Partners received guidance on inserting manual records into KoboToolbox, ensuring accuracy and efficiency throughout the transcription process.

► Developing the child labour monitoring system's database

The community-based CLMS is a standalone system, which is linked to a database managed by the ILO. When piloting the CLMS, ARC and My-PEC identified the need to create this database, built upon the child labour monitoring tools developed by the projects. The database is intended to be used online as well as offline, as well as to be simple, user-friendly, accessible and affordable in terms of long-term maintenance costs. The database developed meets these technical specifications.

The database was first rolled out in partnership with the projects' implementing partners in the pilot areas of the ARC, My-PEC and ARISE projects. Since the database will be managed by ILO child labour projects, they have recognized the need to capacitate the partner organizations on accessing and maintaining the database to ensure the overall sustainability of CLMS beyond the lifecycles of specific projects.



Overview of the child labour monitoring system

► Objectives of the CLMS database

- To build a credible knowledge base on child labour in Myanmar that generates comparable and reliable data and information to be used to design of effective and appropriate intervention activities in specific target communities.
- To ensure the effectiveness of remedial measures adopted for child labour cases, with a view to their potential replication in other areas of the country.
- To strengthen the capacity of social partners, civil society organizations and relevant key stakeholders to address child labour sustainably through the CLMS.

► Key components of the CLMS database

- The collection, verification, recording, analysis, monitoring and reporting of child labour monitoring data on all girls and boys between 5 and 17 years old who are engaged in economic activities and household chores, in both rural and urban areas.
- Data collection by trained staff of partner organizations with the support of community self-help groups (CSGs) and/or volunteers in target communities.

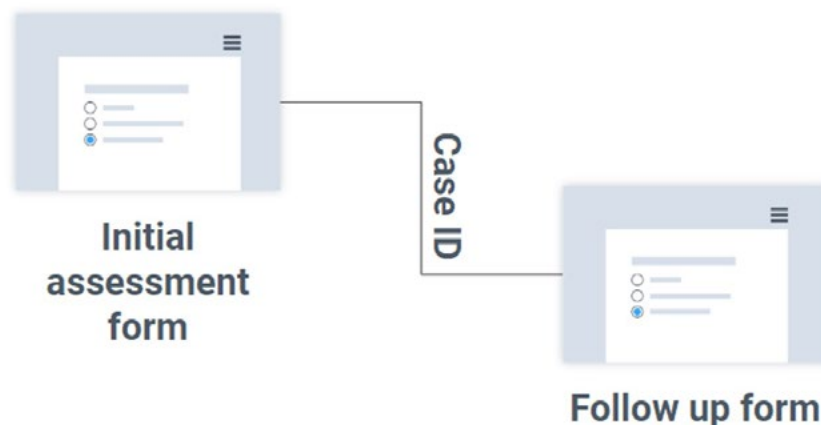
► Technical specifications

KoboToolbox serves as the central platform for hosting the CLMS, anchoring all project outputs, and effectively meeting the specifications required by the ILO.

The child labour monitoring system consists of two key forms for data collection, as noted above:

- initial assessment form; and
- child labour follow-up form.

The follow-up form is connected to the initial assessment form through a case ID, using KoboToolbox's dynamic data attachments feature.⁷



► Accessing KoboToolbox

The global KoboToolbox server (<https://kf.kobotoolbox.org/>) has been chosen for the Myanmar CLMS, rather than the European server, in order to avoid confusion.

Any user can create an account to be part of the CLMS database by using this link: <https://kf.kobotoolbox.org/accounts/signup/>

The ILO has begun creating accounts for data collectors and project managers. These credentials will be transferred to partner organizations to ensure their full access to the CLMS database.

CLMS database (“project”) owner

A generic email account is designated as the “owner” of the CLMS database. This user can grant permissions to other users depending on the levels needed, as noted below.

A list of existing usernames is available here: https://docs.google.com/spreadsheets/d/1D8sBhH__YALpPbq4nEDIUhLSI3_FhqTI?rtmpof=true&usp=drive_fs

Permissions

All user permissions are automatically granted to ILO staff members, except for the “editing” permission for forms, in order to avoid unwanted mistakes within the forms.

To change the permissions granted, ILO staff must use the main account of the CLMS database: [ilo_clms](#).

⁷ See: https://support.kobotoolbox.org/dynamic_data_attachment.html

Project managers of CLMS partners

Project managers need to be granted permissions to view, edit and validate the submissions of their own enumerators.

A screenshot of a web form titled 'Grant permissions' for project managers. At the top is a text input field labeled 'username'. Below it are several groups of permissions, each with a main checkbox and a sub-checkbox for 'only from specific users'. The first group includes 'View form' (checked), 'Edit form' (unchecked), 'View submissions' (unchecked), and 'View submissions only from specific users' (checked). The second group includes 'Add submissions' (checked), 'Edit submissions' (unchecked), and 'Edit submissions only from specific users' (checked). The third group includes 'Validate submissions' (unchecked) and 'Validate submissions only from specific users' (checked). The fourth group includes 'Delete submissions' (unchecked) and 'Delete submissions only from specific users' (unchecked). There is also a 'Manage project' checkbox at the bottom. Each 'only from specific users' option has a text input field below it with the placeholder 'Enter usernames separated by comma'. A blue 'Grant permissions' button is at the bottom.

username

☒ View form

☐ Edit form

☐ View submissions

☒ View submissions only from specific users

Enter usernames separated by comma

☒ Add submissions

☐ Edit submissions

☒ Edit submissions only from specific users

Enter usernames separated by comma

☐ Validate submissions

☒ Validate submissions only from specific users

Enter usernames separated by comma

☐ Delete submissions

☐ Delete submissions only from specific users

☐ Manage project

Grant permissions

Enumerators of CLMS partners

Enumerators have permission to view forms and add submissions. One account can be created per CLMS partner for enumerators. Within each form, they must insert their enumerator code.

A screenshot of a web form titled 'Grant permissions' for enumerators. It has the same layout as the project manager form, with a 'username' input field and various permission checkboxes. In this configuration, 'View form' and 'Add submissions' are checked, while all other permissions ('Edit form', 'View submissions', 'Edit submissions only from specific users', 'Validate submissions', 'Delete submissions', etc.) are unchecked. The 'Grant permissions' button is at the bottom.

username

☒ View form

☐ Edit form

☐ View submissions

☐ View submissions only from specific users

☒ Add submissions

☐ Edit submissions

☐ Edit submissions only from specific users

☐ Validate submissions

☐ Validate submissions only from specific users

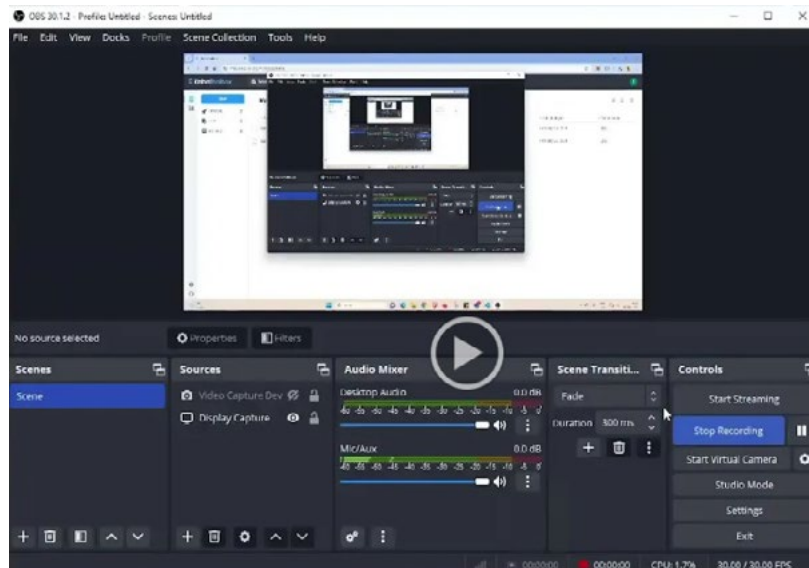
☐ Delete submissions

☐ Delete submissions only from specific users

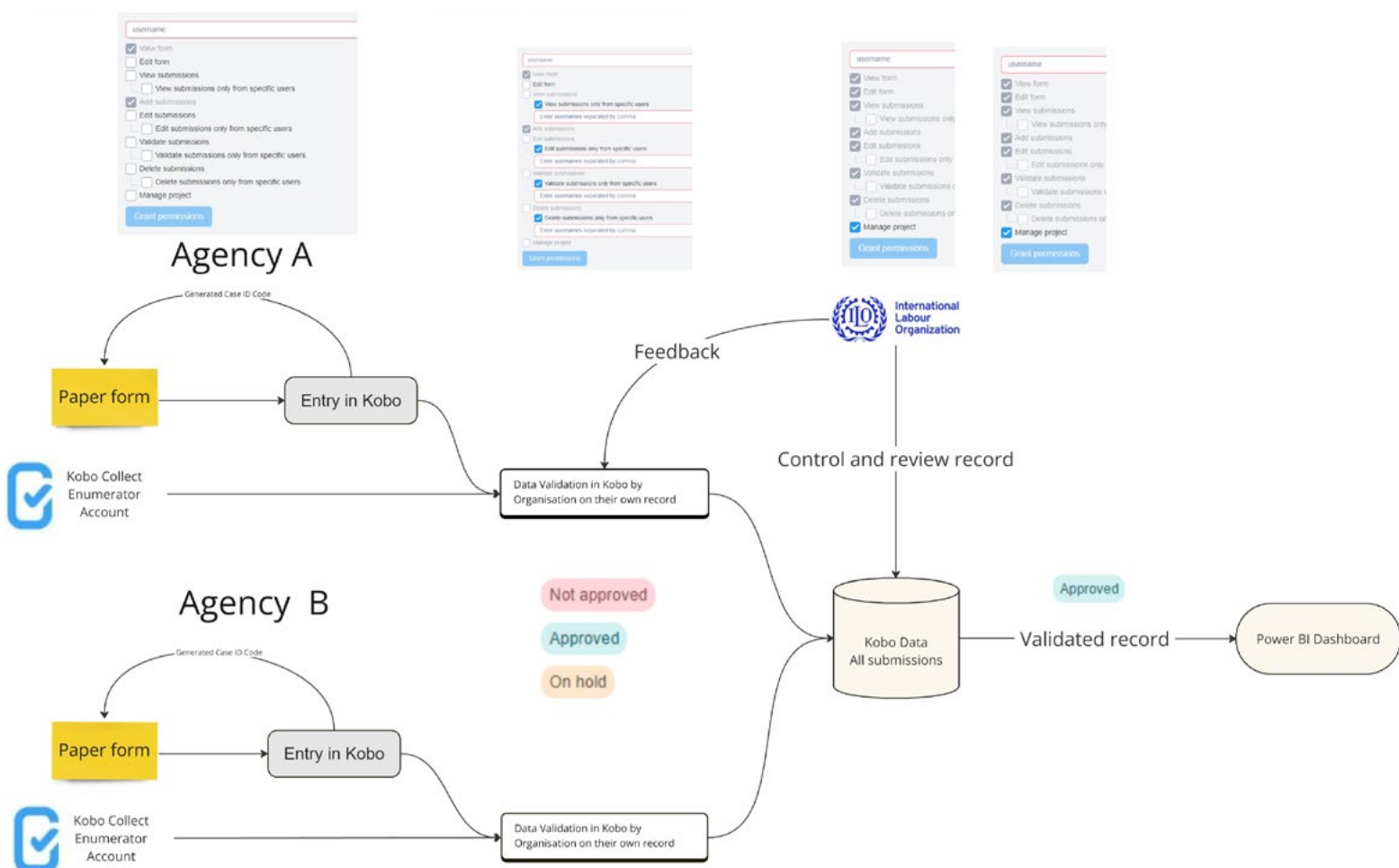
☐ Manage project

Grant permissions

For more information on how to grant different permissions, please watch this video: https://drive.google.com/open?id=1MQwN1dZvSoJ_2NTmc_iuOPNkoM96_KOa&usp=drive_fs



Overview of the data workflow and permissions



Data collection

Data can be collected in two ways:

- using the application KoboCollect using a mobile (Android) phone with the necessary configuration; or
- using a paper form and transcribing the data collected into the online form (in a browser).

Both processes require authentication (see the user accounts section).

For more information, see the presentation on data collection for implementing partners, available here: https://docs.google.com/presentation/d/1WqJdBm2Q1oIGBwIwkeb6eYYVDL7UUa4qMq6dxoEUoOc/edit#slide=id.g2bb93aa8708_0_164

01 Collecting Data

→ Using a mobile device
and KoboCollect app



→ Paper form and data
entry in a web browser

+

Validation of each submission by the programme manager of each organization

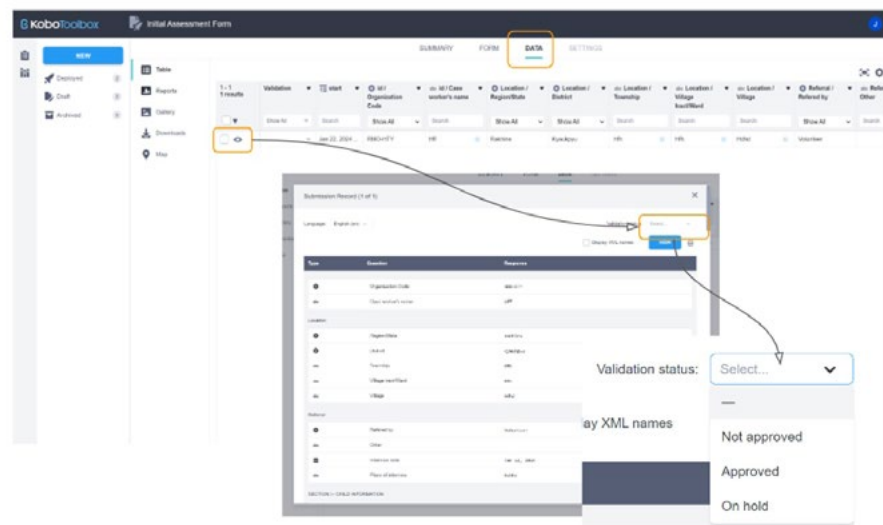
To ensure the quality of the data collected, each organization's programme manager must validate each submission by their enumerators. This step has been incorporated into the data collection process with CLMS partners. For each submission, the programme manager must click either "approved", "not approved" or "on hold". Only submissions that are "approved" will populate the interactive dashboard, making this a vital step for conducting data quality checks.

Understanding the validation process is important because of different levels of permissions. Organizing this validation task regularly is necessary to update the validation status of surveys collected by enumerators.

To review and validate data:

1. Log in to Kobo and open the form.
2. Click on "Data" to view the records.

Project Manager will have access to edit, delete and validate submissions from their own enumerator ONLY.



3. Check the validation status of all records. You can filter and navigate through the columns to easily find the latest records, or records that have not yet been validated.
4. Click "View" to check the data for accuracy. If needed, click "Edit" to make changes.
5. After verifying the data, change the validation status to "Approved". Use "On hold" or "Not validated" if further verification is needed, and make sure to flag it accordingly.

For more information, see this support article: https://support.kobotoolbox.org/record_validation.html

Review by ILO staff

ILO staff can review and validate data submitted by partners. In certain cases, they may need to change the status of records if they contain extreme outliers, such as unusually high values.

This process informs the CLMS partners of the need to review their submissions and to not display them in the interactive dashboard.

► Interactive dashboards

An intuitive interactive dashboard has been developed to make the data collected easily accessible. It integrates data from Kobo using Power BI, a business analytics tool by Microsoft. With its user-friendly interface and powerful functionalities, this dashboard serves as a robust tool for insightful data analysis. Power BI enables interactive visualizations, allowing users to easily analyse, visualize and share insights based on their data.

Accessing Power BI

You can access Power BI through its desktop application, which is available free of charge. There is no need for a specific account, making it convenient for users to dive straight into exploring data.

You can download Power BI at: <https://www.microsoft.com/en-us/power-platform/products/>

power-bi

Installing the dashboard

To begin exploring the latest version of the dashboard, simply download and install Power BI. Once installed, you can access the dashboard directly through this link: https://drive.google.com/open?id=1De11uoeR6ODcY-azLLV5_PxVvK91K9gM&usp=drive_fs

Data refresh

To ensure that you are always working with the most up-to-date information, you can easily refresh the data by clicking on the “refresh” button within the dashboard.

Initial set-up

The first time you open the dashboard, you will be prompted to enter some credentials. Select “basic authentication” and use your Kobo credentials to authenticate. This step ensures that you have secure access to your Kobo data within the dashboard.



Navigating the dashboard

Once you have set up your credentials, you can seamlessly navigate through the dashboard. Click on various graphs and visualizations to apply filters and gain deeper insights into your data. Whether you are analysing trends, comparing metrics, or identifying patterns, the dashboard provides you the tools needed to make informed decisions.

Additional support

If you encounter any difficulties or have questions while using the dashboard, reach out to the Kobo support team for assistance.

Contact person: James Leon-Dufour (james.leondufour@kobotoolbox.org)

4

Additional documents

Initial forms

- ▶ Initial assessment form: https://docs.google.com/document/d/1o6o6rnX0Mk1vp4AtRd5A_EsdH2qPQVKB?rtf=true&usp=drive_fs
- ▶ Child labour follow-up form: https://docs.google.com/document/d/1o7O2vkkIqPK8JoODq5xV9kHkX0wqpzWc?rtf=true&usp=drive_fs

Revised forms

- ▶ Initial assessment form: https://docs.google.com/spreadsheets/d/1qxoZQkD8qcXWRLPnDqv9nDWR6iUMyxGwSW3vKrzklAY?usp=drive_fs
- ▶ Child labour follow-up form: https://docs.google.com/spreadsheets/d/1IBRVG45imHL_5We-HvanT5h-JeaBkJleZloZPtrvqS4?usp=drive_fs

Training presentations

- ▶ KoboToolbox ILO staff team training presentation: https://docs.google.com/presentation/d/1QEfROuIOjpW-EQxZaa2EtBt7UvAiCL6qJM14oGIRzX4?usp=drive_fs
- ▶ KoboToolbox data collection presentation for implementing partners: https://docs.google.com/presentation/d/1WqJdBm2Q1oIGBwIwkeb6eYYVDL7UUa4qMq6dxoEUoOc?usp=drive_fs
- ▶ KoboToolbox data collection presentation for the Ratana Metta Organization (RMO): https://docs.google.com/presentation/d/1-RmbdbAOAUqsLwxyOU0ejqBZRHX0Nm7-qKC4GdDef4?usp=drive_fs



User manual: Guidelines for implementing the community-based child labour monitoring system (CLMS) in Myanmar

This manual provides an overview of the community-based child labour monitoring system in Myanmar, spearheaded in target areas of the Myanmar Programme on the Elimination of Child Labour (My-PEC), the Asia Regional Child Labour Programme (ARC) and the ARISE project. It offers guidance on how to use key components of the CLMS, its database and interactive dashboards in order to support the collection, verification, recording, analysis, monitoring and reporting of data on child labour in the country.

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