



## **Terms of Reference**

### **Elimination of worst forms of child labour from Mica mining areas of Jharkhand, (India)**

#### **1. INTRODUCTION:**

- 1.1 The *Asia Regional Child Labour (ARC) Programme* being implemented in India, Nepal, Bangladesh, Pakistan, Afghanistan, and Myanmar, aims to respond to the need to accelerate the eradication of child labour, particularly its worst forms, with a view to achieving Sustainable Development Target 8.7. The overall objective of the programme is to reduce vulnerability to child labour and enhance protection of children from exploitation. It will focus on prevention with indirect facilitation of risk reduction for children above the minimum age for employment. The programme and implementation strategy combines general as well as sector-specific approaches and action into an integrated area-based intervention towards achieving the objectives.
- 1.2 The ARC India project on child labour being implemented by The International Labour Organization (ILO), New Delhi seeks to engage an international or domestic non-governmental organization for implementing initiatives that aim for creating systemic and sustainable impact at the Mica dependent communities by moving towards implementation of Dhibra policy through Cooperatives model, establishing models on Occupational Safety and Health (OSH) practice for end-to-end (from mines till the institutional dump yard and setting up, running & documenting the successes of labour desks in selected villages, besides advocating with District administration of Koderma and Giridih for formalisation of the cooperatives and at the state level for adoption of standard operating procedures (SoPs) expected to be developed through this project.
- 1.3 The potential I/NGO must possess a creditable work experience of minimum 5 years exclusively on addressing child labour issues in the mica mining areas through extensive demonstration of community led model of actions by adopting integrated approaches in coherence with the mainstream development process and efforts on systemic change to sustain the positive changes in the lives of children and their families, while ensuring the coordination and networking with relevant line departments of the Government. The agency must have a base in the mica mining areas of Jharkhand for a minimum of 5 years. The organisation selected for implementing the initiatives will work towards sustained withdrawal of children from labour or at potential risk of being engaged as child labour in mica mining activities by making systemic level changes. The implementation strategy guides the overall work through emphasis on multi-stakeholder approaches with special mention of relevant Government departments entrusted with the responsibility of rolling out the implementation of recently announced Dhibra policy announced by the Government of Jharkhand.

#### **2. BACKGROUND TO THE ASSIGNMENT:**

## **2.1 CONTEXT AND PROBLEM DEFINITION:**

Child labour still prevails despite the Indian law forbidding children under 18 years in any form of employment. The Mica mining belt is one of the most disadvantaged regions in the eastern part of India due to various socio-economic reasons. The engagement of children in mica mining/collection of mica scrapes constitute one of the worst forms of child labour. Furthermore, mica mining though formally prohibited in Bihar and Jharkhand, but due to lack of additional/alternative livelihood options has forced people to continue with mica mining/collection of mica scrapes to meet basic survival needs. The main reasons for engagement of children in Mica collection work have been labour intensive mica mining activities by use of hand tools (Artisanal and small-scale mining), inadequate earnings from selling of Mica scrapes at very lower prices (being arbitrary, remains unchanged for many years and fell further below during COVID-19 times and absence of mechanisms for fixation of prices due to informal nature of mica mining). As a consequence, no access to living income for the Mica dependent families. In addition, inadequate access to additional livelihood options further increases the socio-economic vulnerabilities of the Mica dependent families.

In the recent past, Government of Jharkhand has announced formalisation of Dhibra policy as a forward step towards ensuring living income through fair pricing and procurement of Mica from workers led cooperative structures to procure Dhibra from Mica collectors. The announcement demands an urgent action to strengthen the smooth and effective rolling out of the policy at field level through standard operating procedures, guidelines and manuals for Mica workers cooperatives as well as introduction of appropriate OSH practices (from mining sites to the designated dump yard site as located by JSMDCL (Jharkhand State Mineral Development Corporation Limited).

## **2.2 ADDRESSING THE ISSUE OF WORST FORM OF CHILD LABOUR:**

The issue of WFCL in mica mining needs is addressed through multi-stakeholder approach based upon a comprehensive model of action that renders removal of children from child labour activities and ensures sustained academic engagement in mainstream formal education and striving for effective and efficient systemic change that render long term positive impacts on the lives of vulnerable children and their families living at the uppermost nodes of the mica supply chain. ILO has already demonstrated a viable and replicable community led model of actions in the mica mining areas of Jharkhand by undertaking context specific projects in select mica dependent villages in Bihar and Jharkhand under its ongoing ARC programme. Towards making a systemic change at the higher level, ILO also has initiated various processes to develop a 'Mica master plan' by compiling the experiences of various state Governments in handling Mica mining. Based on the results gained and emerging contextual needs due to recent announcement about formalisation of Dhibra policy by the Government of Jharkhand, it has enhanced the scope of programming for WFCL by contributing towards systemic change efforts towards improved access to living income for the mica dependent families. The proactive engagement of all key stakeholders (children, families, communities, protection mechanisms, Governance system, relevant Government departments, private sector directly linked to the higher tiers of the mica supply chain and CSO networks will continue to contribute towards the cause of WFCL and accelerate the progress on the objectives.

## **3. THE ASSIGNMENT:**

### **3.1 Objective:**

The objective of this assignment is to contribute towards elimination of worst forms of child labour (WFCL) in mica mining areas of Jharkhand through systemic change efforts through effective implementation of Dhibra policy. It shall constitute creating systemic and sustainable impact at the Mica dependent communities by awareness and advocacy measures

by system strengthening to attain child friendly Gram Panchayats, moving towards effective implementation of Dhibra policy through Cooperatives model as piloting efforts as well as influencing district administration to scale up the implementation by adopting procedures and manuals developed by the project. In addition, establishing models on Occupational Safety and Health (OSH) practices for end-to-end (from mines till JSMD C dump yard). In addition, setting up, running & documenting the successes of labour desks in the targeted villages and advocating with the district administration of Koderma and Giridih for formalisation of the cooperatives and at the state level for adoption of various SoPs developed through this project also constitute key aspects.

### **3.2: Geographic Coverage :**

The project should cover 15 mica dependent villages in Jharkhand through piloting the procedures for systemic change efforts through effective implementation of Dhibra policy. It shall also work at district levels and State level to influence ‘scaling up of the implementation of Dhibra policy’ by presenting ‘replicable model of actions’ in conformity with envisaged objectives of Dhibra policy under the stewardship of JSMD C; and in coherence with the targeted goal of elimination of WFCL.

### **3.3 Duration:**

The overall duration of the assignment is 7 months.

### **3.4 Implementation Partner(s) and evaluation criteria:**

ILO will select a partner INGO/NGO possessing the requisite credentials and competencies to carry out the assignment in the identified 15 villages in the mica mining areas of Jharkhand, contributing to systemic change efforts through plotting efforts in effective implementation of Dhibra policy and influencing the Mica dependent districts and State to ensure effective implementation of Dhibra policy under the stewardship of JSMD C. The selection will be based on a transparent and competitive bidding process along with standard criteria of evaluation of technical and financial proposals. The salient features of the evaluation criteria of evaluating the proposal shall be as under:

- Applicant organisation must have creditable experience of working in mica mining areas of Jharkhand for at least 5 years.
- Applicant must have demonstrated a viable and replicable community led model of actions for the cause of WFCL in mica mining areas with measurable positive changes in the lives of children and their families through socio-economic empowerment and linking with the mainstream development process.
- Applicant must have the proven capacity to deliver the WFCL projects with the elements of community empowerment along with coordination and networking with stakeholders of operational and strategic levels of significance.
- Applicant must have human resources placed at strategic and operational levels that undertake routine monitoring of outputs, regular support to project implementation team and ensure quality assurance of the expected deliverables of the assignment.
- Applicant must have substantial experience in dealing with occupational safety hazards wrt Mica mining.
- Applicant must have a track record to work for the cause of WFCL in mica mining areas through research studies and at least one example of any research that could have potentially influenced the efforts on systemic change efforts.
- Applicant must have demonstrated experience working with international organizations including the United Nations System.

During the assignment, the implementation partner will report periodically to the authorised representative of ILO on the progress of the project, seek guidance for effective delivery of

the project and quality assurance of deliverables. The project will provide the necessary technical backstopping and monitor progress to ensure smooth completion of the assignment on time and with quality.

#### **4. OUTPUTS AND KEY ACTIVITIES:**

The Outputs and key activities under this assignment will be implemented by the selected partner agency through a team of professionals with the required expertise and local knowledge.

Brief details are as under:

**Focus area 1: System strengthening for 07 Gram Panchayat to accomplish child friendly panchayats.**

**Level of intervention:** Operational level (community)

**Stakeholders:** Children, Community members and Panchayat authorities

#### **Output 1.1: Panchayat authorities adopt procedures to accomplish ‘Child Friendly Gram Panchayat’**

Key activities:

- Awareness campaign on the significance of ‘Child friendly Gram Panchayats’ and defined parameters by the Government.
- Capacity building of panchayat authorities to adopt procedures for ‘Child friendly Gram Panchayats’.
- Convergence of Government services and facilities available under relevant schemes.
- Hand holding support to Panchayat authorities to develop and implement an action plan for ‘Child Friendly Gram Panchayat’.

**Focus area 2: Decent working conditions for all kinds of labour for the target population living in 15 villages.**

**Level of intervention:** Operational level (community)

**Stakeholders:** Community members, Panchayat authorities and Government departments

#### **Output 2.1: Labour desk is established in 5 villages of the mica belt in Koderma and Giridih districts in coordination with village level protection structures, PRIs and Government departments.**

Key activities:

- Development and adoption of assessment tools (quantitative and qualitative)- Base profiling of all kinds of labour and occupational health hazards in the targeted villages.
- Updated status report on all kinds of labour and associated occupational health hazards of the population living in 5 targeted villages.
- Training of village level institutional structures (VLCPCs and Gram Panchayat) with technical input support from the Labour Department - adoption of procedures for effective and efficient functioning of the labour desk.
- Hand holding support to Village level institutional structures/PRIs for effective functioning of labour desk.

#### **Output 2.2: Mica workers adopt appropriate OSH practices in the uppermost node of the Mica supply chain**

Key activities:

- Workshop-cum-sharing session with the families trained on OSH practices (45 participants) - challenges in progression of OSH practices.
- Training of Trainers (OSH practices)-90 persons (@village -6 persons).

- Conducting extensive OSH sessions in communities (covering all aspects -Mining site, storage at site, carrying Dhibra from site to the home, accumulation and handing over to the cooperatives authorised by JSMDC).

**Focus areas 3: Development of procedures for effective implementation of Dhibra policy**

**Level of operation:** Operational and strategic.

**Stakeholders:** Government departments and Government Institutions

**Output 3.1: Government officials and representatives of higher order Government Institutions engaged in developing appropriate cooperative models for Mica workers.**

**Key activities:**

- Research study on the existing cooperative models and development of structures of cooperatives in alignment with the Dhibra policy as well as compliance with the laws/regulations.
- Round table consultation on the findings of research and suggested cooperative models.
- Finalising the road map - taking forward the suggested cooperative models and its dissemination through publication and sharing events.

**Output 3.2: Procedures, guidelines and SOPs for effective implementation of Dhibra policy are developed in collaboration with RMI.**

**Key activities:**

- Development of 'Code of Conduct' on child labour for the cooperatives and agencies dealing with Mica under the aegis of JSMDC.
- Development of User interface 'guidelines and procedures' for OSH practices (handling of Mica in the pathways of the uppermost nodes of the Mica supply chain).
- Development of guidelines and procedures - formation and functioning of cooperatives.
- Development of manuals for Techno-managerial support to the cooperatives.
- Development of guidelines - collaboration of Mica cooperatives with trade unions (exchange and adopt the best practices in pursuing the objectives of the Mica cooperatives).
- Round table consultation - finalising and adoption of Guidelines, procedures, SOPs and manual developed with engagement of concerned stakeholders and experts.
- Printing of prototypes - developed guidelines, procedures, SOPs and Manuals

**Focus area 4: Engagement and networking among diversified Civil Society Organisations**

**Level of operation:** Operational and strategic

**Stakeholders:** Global Mica Committee, Mica workers cooperatives and Labour unions

**Output 4.1: CSOs (members of Global Mica Committee) and Labour Unions (Koderma and Giridih) effectively contribute in strengthening the Labour Desk and Mica workers cooperatives.**

**Key activities:**

- Quarterly consultative meeting with GMC- Global Mica Committee (CSO network of Mica areas) in coordination with RMI and other leading agencies.
- Workshop-cum-consultative session among GMC, Labour Unions and Mica workers cooperatives.
- Organising exchange-cum-learning visits among Labour Desk, Mica workers cooperatives and Labour unions.

**Output 4.2: Mica workers cooperatives demonstrate effective functioning as per outlined procedures.**

**Key activities:**

- Constituting 4 Mica workers cooperatives in the mica belt districts of Koderma and Giridih.
- Compilation of experiences and lessons learnt from formalization efforts of other sectors and supply chains.
- Training of Mica workers cooperatives - procedures, rules and regulations and registration with JSMD.
- Handholding support to Mica workers cooperatives - adhering with standard operating procedures and adoption of manuals.
- Status assessment - functional aspects of cooperatives (as learning and knowledge sharing).

**5. REPORTING:**

Under the overall guidance of the Chief Technical Advisor of ARC project and the direct supervision of the National Project Coordinator, the selected implementation partner engaged under this assignment will ensure timely and efficient communication with the ARC project throughout the implementation of the identified activities. Formal reporting requirements to ILO shall include but not necessarily be limited to the following:

- Monthly progress report on the progress of the project.
- Quarterly reporting on progress along with case stories/best practices and the financial report with break-up of monthly financial expenses under the respective budget line items.
- Project completion report with report on result framework and audited financial report.

**6. TIMEFRAME FOR THE ASSIGNMENT:**

Start Date: 30<sup>th</sup> June 2023

End Date: 1<sup>st</sup> February 2024

**7. BUDGET:**

Detailed budget in excel to be attached by the applicant as annexure.

**8. TERMS OF PAYMENT:**

**8.1** First payment: 20% of the value of contract, to be paid as advance upon signing of the contract and submission of inception report to the satisfaction of the ILO.

**8.2** Second payment: Up to 50% of the value of the contract, to be paid upon submission of the first progress report and submission of expenditure statement and forecast for the period as may be notified by ILO, on prescribed format.

**8.3** Final payment: Up to 30% of the value of the contract, to be paid upon completion of the assignment and submission and approval of the final comprehensive report to the satisfaction of the ILO.

Subject to a maximum of the amount budgeted, & upon completion of all tasks under this agreement to the satisfaction of the ILO, this reimbursement/settlement would be made on actuals.

The IA partner will keep all original bills and supporting documents (hotel, taxi, travel bills, boarding cards, etc.) for audit purposes, and will submit a certified statement of expenditure to the ILO in prescribed format.