



Republika e Kosovës  
Republika Kosova – Republic of Kosovo  
Qeveria - Vlada - Government

*Ministria e Administrimit të Pushtetit Lokal  
Ministarstvo Administracije Lokalne Samouprave  
Ministry of Local Government Administration*

# ► Capacity Building of the Teams for the Rights of the Child in Municipalities



- ▶ **Capacity Building  
of the Teams for the Rights  
of the Child in Municipalities**



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## ► 1. Background

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The Ministry of Local Government Administration, specifically the Division for the Advancement of Human Rights in Municipalities, within the Monitoring of the Municipalities and Legal Department, is monitoring the Administrative Instruction (GRK) No. 06/2022 on Establishment and Functioning of the Team for the Rights of the Child, approved by the Government of the Republic of Kosovo on August 15, 2022, as well as within the Work Plan of MLGA, for the year 2023. The purpose of this administrative instruction is to determine the rules of procedure, procedures, composition and functioning of the Team for the Rights of the Child and implementation of the mandate as defined in the Law No. 06/L-084 on Child Protection.

The Ministry of Local Government Administration has a legal mandate to monitor the municipalities, and for this purpose, in coordination with the OGG/OPM, has notified the municipalities of the establishment of the Team for the Rights of the Child (TRC) according to the obligations arising from this AI. The establishment of the Team for the Rights of the Child in municipalities is a very important step for the implementation of the Administrative Instruction (GRK) No. 06/2022 on Establishment and Functioning of the Team for the Rights of the Child (TRC).

In the framework of the commitments for the development of a municipal governance system that ensures the protection, development, and well-being of the children of the municipality, MLGA, in cooperation with ILO, has organized four two-day workshops with TRC. The purpose of these workshops was to support TRCs in the drafting of work plans and to build capacity for the implementation of standard operating procedures for children in hazardous forms of labour. The workshops were carried out with TRCs from twenty-seven (27) municipalities, including:

- The first workshop (March 21-22, 2023) with TRC members from eleven (11) municipalities: Dragash, Fushe Kosova, Gjakova, Peja, Gjiilan, Kamenica, Suhareka, Hani i Elezit, Kaçanik, Vushtrri, and Viti.
- The second workshop (May 16-17, 2023) with TRC members from six (6) municipalities: Prizren, Rahovec, Podujeva, Istog, Ferizaj, and Glogoc.
- The third workshop (June 20-21, 2023) with TRC members from seven (7) municipalities: Prishtina, Obiliq, Shtime, Skenderaj, Malisheva, Mamusha, and Junik.
- The fourth workshop (June 22-23, 2023) with TRC members from three (3) municipalities: South Mitrovica, Novoberde, and Shterpce.

The workshops were carried out within the framework of the ILO project “Measurement, awareness-raising and policy engagement to accelerate actions against child labour and forced labour (MAP 16)” in support of the Sustainable Development Goals (SDGs) Goal 8.7.

This detailed report, with the relevant annexes presented and developed during the workshops, has been prepared to serve TRCs in the framework of the drafting of their work plans, as well as for the adequate treatment of child labour within their general activity. All annexes as Word documents can be made available to TRCs by the MLGA, upon request.

## ► 2. The purpose of the workshops with the Teams for the Rights of the Child:

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The workshops aimed at building professional capacities of TRC in the municipalities for the exercise of the Team's responsibilities defined by the Administrative Instruction (GRK) No. 06/2022 on Establishment and Functioning of the Team for the Rights of the Child as well as for the implementation of the Standard Operating Procedure for children in hazardous child labour.

### ► 3. Participants:

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A total of 69 members of TRCs from the 27 participating municipalities, four senior officials of MLGA, a senior official from OGG-OPM, three UNICEF officials and one official of the NGO “Syri i Vizionit” participated in the workshops. More precisely:

- In the workshop carried out with the first group, March 21-22, 2023, 28 TRC representatives from 11 municipalities (Dragash, Fushe Kosova, Gjilan, Kamenica, Suhareka, Hani i Elezit, Kaçanik, Vushtrri, Gjakova, Peja and Viti), three senior officials of MLGA, one senior official of OPM-OGG, and two representatives of UNICEF participated.



- In the workshop held with the second group, May 16 and 17, 2023, 18 EDF representatives from 6 municipalities (Prizren, Rahovec, Podujeva, Istog, Ferizaj, Drenas), three senior officials of MLGA, one senior official of the OPM-OGG and one representative of the NGO “Syri i Vizionit” participated.





- In the workshop carried out with the third group, on June 20 and 21, 2023, 18 TRC representatives from 7 municipalities (Prishtina, Obiliq, Shtime, Skenderaj, Malisheva, Mamusha, Junik), four senior officials of MLGA and one representative of the NGO “Syri i Vizionit” participated.



- The workshop carried out with the fourth group, on June 22 and 23, 2023, was attended by 5 TRC representatives from 3 municipalities (South Mitrovica, Novobërde, Shtërpce), four senior officials of MLGA and one senior official of the OPM-OGG.



## ► 4. Meeting proceedings and outcomes:

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The workshops have been conducted according to the attached agenda. The outcomes of the workshops include:

- Clarification of the role and specific tasks of TRCs, including the mandate in relation to the implementation of Standard Operating Procedures for children in hazardous child labour.
- Development of skills for drafting fact-based work plans based, including: setting and properly formulating objectives, outputs and indicators, as well as planning the necessary activities/measures to achieve the results and fulfil the defined objectives.
- Understanding the main concepts related to child labour, hazardous forms of child labour and the situation of child labour in Kosovo.
- Identification of opportunities to address child labour concerns within the TRC's work plans.
- Planning the next steps for the constitution of TRC and the drafting of Action Plans.





## ► 5. Recommendations for addressing child labour within the action plans of the Teams for the Rights of the Child:

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Increased attention during the workshops was paid to the process of drafting TRC work plans, as this is one of the primary tasks of TRC that is expected to be carried out immediately after their constitution.

For this purpose, at first, necessary instructions and clarifications were provided regarding the situation analysis and the identification of problems in the respective municipalities in relation to each intervention priority (referring to Article 15, par.1-8, AI 06/2022 on the establishment and functioning of TRC).



Next, the proposed work plan format was discussed, and the participants agreed as follows:

- The general objective and specific objectives are set based on the situation analysis, using as a reference the list of rights of the child and ensuring that no category is neglected.
- Objectives must be achievable within the time/term for which they were set, specific (with a clear focus), in compliance with national and municipal priorities.
- Each specific objective should be further elaborated through relevant outputs, which express the expected change towards meeting the respective objective.

- Indicators are set at output level, as criteria that show the progress expected in meeting the outputs and the impact of implemented measures/activities. Consequently, they can be qualitative or quantitative, but in each case, they must be specific, measurable, achievable, relevant and time bound.
- Finally, the measures/activities required to achieve each output are planned. They help direct efforts and resources towards achieving the output and ultimately the objective.
- For each activity, the deadlines for execution, the responsible institution and the required budget are defined.

A sample of TRC work plan content and some guidelines for situation analysis and work plan design are attached (see Annexes 2 and 3).

## ► 6. Recommendations for addressing child labour within the work plans of the Teams for the Rights of the Child



Adequate consideration of child labour concerns in the TRCs work plans, in compliance with the TRC functions (but also with the mandate of each TRC member individually) and with the requirements of Standard Operating Procedures for children in HCL, were examined during the workshop sessions. The recommendations presented and discussed during the workshops were summarized and organized in two groups. Below is a summary of the recommendations that emerged from the group work.

### 6.1 Targeted interventions

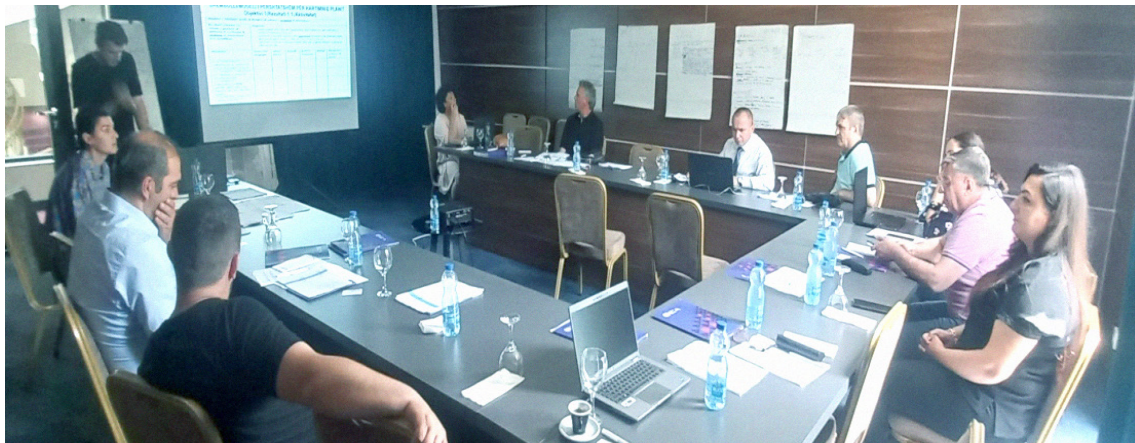
To effectively address child labour, **interventions for withdrawal** and reintegration of children from hazardous child labour would need to be targeted. Interventions can be targeted according to:

- The sector (e.g. focus on elimination of child labour in the agricultural or construction sector, street work, or other<sup>1</sup>).
- Geographical area (focus on interventions to eliminate child labour in one or several neighbourhoods, all rural areas, one or several villages, etc.).
- Age group (e.g. elimination of child labour for children up to the age of 15, or elimination of hazardous work for children/youth aged 15-18<sup>2</sup>).
- Any other criteria relevant to your municipality.

<sup>1</sup> Hazardous sectors for immediate prohibition of child labour: agriculture and forestry, construction, exploitation of natural resources, street work, work in the landfill. More details in the AI 05/2013 on HCL.

<sup>2</sup> In this case, an important measure of intervention is the support of young people for decent employment (that is, removal from hazardous forms of labour and supporting employment in non-hazardous activities, protecting the child/young person, but not preventing them from generating revenues).





The decision for the specific targeting would need to be made based on:

- the analysis of the situation, identifying the categories most affected/at risk by the problem, as well as
- interventions that are planned to be undertaken within the action plan, to avoid duplication of interventions and to ensure the synergy of the impact of different interventions.

## 6.2 Integration of measures to address child labour within the broader framework of the action plan

Children involved in hazardous child labour can be treated within the framework of the action plan through:

- a specific objective,
- one or more outputs that specifically address child labour, within an objective,
- one or more activities that specifically address child labour, within one or more outputs or
- one or more indicators that express the expected impact of certain interventions in relation to children involved in child labour.



The option of addressing child labour as a specific objective was also elaborated during the workshop, through group work and discussions. An example of this approach is provided below.

Objective 1: Eliminate child labour in the waste recycling sector						
<b>Output 1.1: Mechanisms for identification and referral of child labour are operationalized</b>		<b>Indicators:</b>				
		<ul style="list-style-type: none"> <li>• Relevant institutions and the community mobilized for the referral of children involved in child labour.</li> <li>• The number of children referred to the CSW from the waste recycling sector.</li> <li>• Verification (initial assessment) and registration of all referred child labour cases in the database.</li> <li>• Individual need assessment is completed for all cases referred to the CSW.</li> </ul>				
Activities	Responsible institution	Time-lines	Budget	Source of funding	Status	Description of implementation achievements
1.1.1 Mobilization of the community for the referral of child labour cases						
1.1.2 Mobilization of public institutions (school, FMC, community police, etc.) for the referral of child labour cases						
1.1.3 Comprehensive assessment of referred cases by the CSWs						
<b>Output 1.2:</b>		<b>Indicators:</b>				
Children involved in hazardous activities of the recycling sector are withdrawn and re-integrated		<ul style="list-style-type: none"> <li>- The service plans prepared for all child labour cases referred in CSWs</li> <li>- At least three additional services for withdrawal of children from hazardous labour have been provided in the municipality</li> <li>- At least 50% of the children referred to the CSW are withdrawn from child labour and re-integrated (in school/vocational training/employment)</li> </ul>				
Activities	Responsible institution	Time-lines	Budget	Source of funding	Status	Description of implementation achievements
1.2.1 Drafting of individual service plans for child labour cases that were referred to the CSW						
1.2.2 Lobbying for the provision of necessary and missing services for the withdrawal of children from child labour in the recycling sector						
1.2.3 Implementation of individual service plans and provision of the necessary services for the child and family						

1.2.4 Monitoring cases until complete withdrawal from hazardous work in the recycling sector

**Output 1.3: Society is aware of the negative consequences of child labour**

**Indicators:**

- The audience reached through the campaigns carried out
- The number of initiatives to deal with child labour that have been supported by the Municipal Assembly
- The number of broadcasts/chronicles made by local media dealing with topics related to child labour in the recycling sector

Activities	Responsible institution	Time-lines	Budget	Source of funding	Status	Description of implementation achievements
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1.3.1 Organization of awareness campaigns on the negative consequences of child labour.

1.3.2. Raising the awareness of the members of the Municipal Assemblies and ensuring their endorsement for initiatives that address child labour.

1.3.3 Media mobilisation for adequate coverage of child labour: negative consequences and necessary interventions.

Child labour, within the Action Plans, of TRCs can also be addressed *through one or more outputs that specifically address child labour*, within one or more AP objectives that have a wider coverage. The objective in the example given below was one of the objectives proposed during group work. The proposed output can be one of the outputs of the relevant objective. Other outputs may target other categories of children in need.



### Objective 1: Providing social and family services in accordance with minimum standards

<b>Output 1.1:</b>	<b>Indicators:</b>					
<b>Children involved in the waste recycling sector have been withdrawn and reintegrated</b>	<ul style="list-style-type: none"><li>• Children involved in hazardous child labour referred to the CSW.</li><li>• The service plans prepared for all child labour cases.</li><li>• Annual report on child labour situation (see Annex 4) prepared and presented to TRC.</li><li>• At least three additional services have been provided in the municipality for the withdrawal of children from child labour.</li><li>• At least 50% of the children referred to the CSW have been withdrawn from labour and have been re-integrated (in school/vocational training/employment).</li></ul>					
Activities	Responsible institution	Time-lines	Budget	Funding source	Status	Description of implementation achievements
Mobilizing the community for the referral of cases of child labour						
Mobilizing the institutions and services for the referral of cases of child labour						
Individual need assessment and preparation of individual service plans						
Identifying the missing services to withdraw children from hazardous forms of labour						
Lobbying for the provision of missing services (in the municipal assembly, in the community, potential donors - including businesses, etc.)						
Providing the necessary services to withdraw children from the worst forms of labour						

Other variants of child labour treatment within the TRC action plans are also:

- Child labour treatment *through one or more activities that specifically address child labour*; and
- Child labour treatment *through one or more indicators* that express the expected impact of certain interventions in relation to children involved in the worst forms of labour.

Regarding the implementation of Standard Operating Procedures for children in HCL, TRC's responsibilities include:

- The determination of priorities of the municipality and the necessary measures to be taken to improve the current situation regarding the rights and protection of the child and coordinate the necessary activities for their implementation.
- The development of programs to prevent the child's involvement in possible negative phenomena and to reduce the risk factors that may endanger children.
- The recommendation for undertaking the necessary actions to implement the rights and ensure the protection of the child in accordance with the legislation in force.

## ► 7. Next steps:

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- Constituting TRCs in the municipalities where they have not been constituted yet.
- Drafting of municipal work plans and their approval until the end of 2023.
- Building the capacity of TRCs in the nine (9) municipalities that were not included in this phase of the workshops, by MLGA.
- Further support of TRCs in drafting work plans as well as continuous monitoring of their implementation, by MLGA.

## ► 8. Acknowledgment:

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The Ministry of Local Government Administration would like to thank the OGG/OPM for the cooperation and coordination of activities, the ILO for the financial and technical support offered to the capacity building of TRCs, and the NGO “Syri i Vizionit” for the direct support provided to TRC in several municipalities.

Finally, MLGA thanks all the municipalities participating in the workshops for the interest, cooperation and commitment shown so far in building a municipal governance system that ensures the protection, development, and well-being of children.

## ► Annexes:

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- Workshop Agenda
- The template for the work plan
- Some guidelines for situation analysis and work plan drafting
- The template for monitoring child labour situation in the municipality
- The template for annual reporting on the measures undertaken to address child labour



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## WORKSHOP AGENDA

“Workshop/training with members of the Team for the Rights of the Child in the Municipality”

**Location: Vermice “Lakeside Hotel”**

Day one	
09:00 – 10:00	<b>Registration</b> Coffee/tea
10:00 – 10:30	<b>Introductory session</b> Mrs. Luljeta Ibishi-Ferizi  Opening session Mr. Ejup Kamberaj, MAPL Mrs. Qëndresa Ibra, ZKM-ZQM Mrs. Lindita Boshtrakaj, ILO
10:30 – 12:00	<b>Session 1: TRC establishment and responsibilities</b> <ul style="list-style-type: none"> <li>• The purpose and scope of the AI 06/2022 on the establishment and functioning of the team for the rights of the child</li> <li>• TRC establishment and composition</li> <li>• TRC responsibilities</li> <li>• Intervention priorities</li> </ul>
12:00 – 13:00	<b>Lunch</b>
13:00 – 14:30	<b>Session 2: TRC functioning</b> <ul style="list-style-type: none"> <li>• Responsibilities within TRC</li> <li>• TRC meetings and procedures and types of decision-making</li> <li>• Coordination, cooperation and reporting on the work of TRC</li> </ul>
14:30 – 15:30	<b>Session 3:</b>  <b>Drafting of the TRC action plan</b> <ul style="list-style-type: none"> <li>• Analysis of the situation as a precondition for drafting the AP</li> <li>• Evaluating alternatives and specifying priorities</li> <li>• Setting objectives</li> </ul> <p>The experiences of the municipalities that have drafted or are in the process of drafting the AP</p> <p>Group work:</p> <ul style="list-style-type: none"> <li>• Identify intervention problems/priorities</li> <li>• Set the three main objectives</li> </ul>
- 15:30	<b>Coffee break</b>
15:30 -16:40	<b>Session 4:</b>  <b>Drafting the action plan (continued)</b> <ul style="list-style-type: none"> <li>• Assessment of the works by ‘critical friends’</li> <li>• Reflection from ‘critical friends’ and discussions about the necessary improvements</li> <li>• Review of the objectives based on the received recommendations</li> </ul>

16:45 – 17:00	Summary of day one, joint reflection
<b>Day two</b>	
09:00 – 09:15	<b>Opening of the day two</b>
09:15 – 10:45	<b>Session 5:</b>  <b>Drafting of the TRC action plan (continued)</b> <ul style="list-style-type: none"> <li>• Setting the outputs</li> <li>• Planning activities</li> <li>• Defining indicators</li> </ul> <p>Presentation and discussion of possible action plan models</p> <p>Group work:</p> <ul style="list-style-type: none"> <li>• Defining outputs, activities and indicators</li> </ul>
10:45 – 11:15	<b>Coffee break</b>
11:15 – 12:00	<b>Session 6: Drafting of the TRC action plan (continued)</b> <ul style="list-style-type: none"> <li>• Presentations by group representatives</li> <li>• Structured discussion</li> </ul>
12:00 – 13:00	<b>Lunch</b>
13:00-14:00	<b>Session 7: Children in hazardous forms of labour as a category of children in need of protection</b> <ul style="list-style-type: none"> <li>• Main concepts and the child labour situation in Kosovo</li> <li>• SOPs for children in hazardous forms of labour</li> <li>• The role of TRC and reporting on the implementation of SOPs</li> </ul>
14:00 – 15:00	<b>Session 8:</b>  <b>Child labour treatment within the framework of action plans</b>  <p>Group work:</p> <ul style="list-style-type: none"> <li>• Evaluate the most appropriate approaches to address child labour within the action plan</li> </ul>
15:00 – 15:30	<b>Coffee break</b>
15:30-16:00	<b>Closing session:</b> <p>Summary of key points covered          Agreeing on next steps          Closing the workshop</p>
16:00	<b>Return</b>

This activity is supported by the ILO in Kosovo, within the project “Measurement, awareness-raising and policy engagement project to accelerate actions against child labour and forced labour (MAP 16)” in support of the Sustainable Development Goals (SDGs) Target 8.7.

## Annex 2: The template for the TRC work plan

### Title page

#### **Work Plan of the municipal Team for the Rights of the Child**

*(time period covered by the plan, e.g. 2024-2026)*

**Municipality:**

### Content (template of the municipality of Peja)

FOREWORD

INTRODUCTION

GLOBAL, NATIONAL AND LOCAL CONTEXT

PRINCIPLES AND VALUES

OUR PURPOSE

FIELDS OF ACTION

OBJECTIVES, MEASURES AND ACTIONS

WORK PLAN ([see the template below](#))

Specific objective 1:						
Output 1.1:	Indicators:					
Activities	Responsible institution	Time-lines	Budget	Source of funding	Status	Description of implementation achievements
1.1.1						
1.1.2						
1.1.3						
1.1.4						

Output 1.2: Indicators:						
Activities	Responsible institution	Time-lines	Budget	Source of funding	Status	Description of implementation achievements

1.2.1

1.2.2

1.2.3

1.2.4

Output 1.3: Indicators:						
Activities	Responsible institution	Time-lines	Budget	Source of funding	Status	Description of implementation achievements

1.3.1

1.3.2

1.3.3

### Specific objective 2:

Output 2.1: Indicators:						
Activities	Responsible institution	Time-lines	Budget	Source of funding	Status	Description of implementation achievements

2.1.1

2.1.2

2.1.3

Output 2.2: Indicators:						
Activities	Responsible institution	Time-lines	Budget	Source of funding	Status	Description of implementation achievements

1.2.1



1.2.2

Specific objective 3:						
Output 3.1:		Indicators:				
Activities	Responsible institution	Time-lines	Budget	Source of funding	Status	Description of implementation achievements

3.1.1

3.1.2

3.1.3

3.1.4

Output 3.2:		Indicators:				
Activities	Responsible institution	Time-lines	Budget	Source of funding	Status	Description of implementation achievements

3.2.1

3.2.2

3.2.3

3.2.4

## Annex 3: Guidelines for the situation analysis and the drafting of the work plan

### ANALYSIS OF THE SITUATION

#### The Problem Tree Methodology

**Step 1: Identify the problem/s** (based on the data you have). Be careful to formulate it in concrete and specific terms.

**Step 2: Analyse the causes of the problem.**

Make sure that you organize them in such a way that they also reflect the connection between them.

**Step 3: Analizoni shkaqet e problemit.**

Again, causes are organized by classifying similar causes and building a hierarchy of causes.

**Step 4. Develop the problem tree.**

Establish a logical hierarchy of causes and effects in simple, graphical form.

Note that cause-and-effect analysis often results in reformulating the problem and, in some cases, redefining the target group.

### EVALUATION OF ALTERNATIVES AND CONCRETIZATION OF THE INTERVENTION PLAN

Problem	Necessary measures	Existing measures	The gap between the necessary and existing measures	Opportunities

## **DRAFTING THE PLAN**

### **OBJECTIVES**

Objectives are set after problem analysis. Make sure the objectives are:

- ▶ achievable within the time/deadline for which they have been set
- ▶ specific (with clear focus)
- ▶ in line with the legislation and national and municipal policies
- ▶ accompanied by one or more measurable indicators (for each objective).

### **OUTPUTS**

- ▶ break down the objective.
- ▶ express the expected change.

### **ACTIVITIES**

- ▶ the measures we must take to achieve the outcome.
- ▶ to be determined for each output.

### **INDICATORS**

Criteria showing the fulfilment of the objective and the impact of the implemented measures/activities.

They must be SMART:

- ▶ specific
- ▶ measurable
- ▶ achievable
- ▶ relevant
- ▶ time-bound

**Assess whether you will set indicators to measure the impact (impact indicators) or to measure the outputs (output indicators).**

**The form for the annual report on the child labour situation at the municipal level - from the CSW**

Reporting period from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

[illegible]

## 2. Geographic extent

[illegible]

**3. Identified children's needs and available services**

Necessary services for children identified in WFCL	The number of cases in need of the relevant service	Available services		
		Yes	Partially	No
Counselling and awareness-raising services for children				
Inclusion in regular schooling				
Non-formal education				
Vocational training				
Employment in permitted forms of labour for children aged 15-18				
Forms of support in supplementary education/ learning				
Application of protective measures (prohibiting hazardous activities, eliminating risks associated to the nature of work)				
Legal assistance				
Fun/recreational/awareness-raising activities				
Health services				
Material support services				
Provision of one meal in school				
Books and other school supplies				
Social assistance scheme				
Other forms of material support				

Necessary services for family members/ families of children identified in WFCL	The number of cases in need of the relevant service	Available services		
		Yes	Partially	No
Counselling and awareness-raising services				
Vocational training				
Activities to generate income (employment, work tools, etc.)				
Credit scheme				
Training for basic literacy				
Health services				
Material support				
Social Assistance Scheme				
Monthly food package				
Provision of residence/housing				

The name and surname of the person responsible  
for data consolidation

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Position

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Signature

---

Date

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## Annex 5: The template for annual reporting on the measures undertaken to address child labour

### Municipal annual report on child labour:

*Interventions, achievements, challenges, and plans*

#### 1. The general situation of child labour (based on the report of the CSW):

**1.1** Number of cases identified, differentiated by gender and sectors.

**1.2** Geographic context

**1.3** Profile of children involved in WFCL

#### 2. General information on SOPs

**2.1** Implementation of SOPs

**2.2** Monitoring methodology

**2.3** Impact of SOP implementation

#### 3. General analysis on the implementation of measures - interventions for the prevention and elimination of child labour

Achievements (successfully implemented reforms and initiatives for the implementation of the SOPs)	Challenges (components that need to be addressed for improved implementation)
Opportunities (plans that can be implemented in the next period)	Risks (external factors that threaten the successful implementation of SOPs)

#### 4. The general execution of the budget for the implementation of the SOPs

#### 5. General recommendations for municipal and central authorities







**Ministry of Local Government Administration**  
**Legal Department and Monitoring of the**  
**Municipalities**  
**Division for the Advancement of Human**  
**Rights in Municipalities**

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