

Procedure for Declaring area free of Child, Early, and Forced Marriage, 2080

Government of Madhesh Province
Ministry of Sports and Social Welfare
Janakpurdham, Nepal

Procedure for Declaring Area free of Child, Early, and Forced Marriage, 2080

Preamble: In accordance with the commitment made by the Government of Nepal to the Convention on the Rights of the Child in 1998, the provision under Article 39 (5) of the Constitution of Nepal prohibiting child marriage as a fundamental right and the Provincial Child Rights Act, 2077 enacted by the Madhesh Province Government ensuring the promotion and protection of child rights, this procedure is hereby formulated and enforced to declare Madhesh Province as a area free of child, early, and forced marriage..

Chapter 1

Preliminary

1. **Short Title and Commencement:** This procedure may be called " Procedure for Declaring Area Free of Child, Early, and Forced Marriage, 2080."
2. **This procedure shall come into effect from the date approved by the Ministry of Sports and Social Welfare, Madhesh Province.**
3. **Unless the subject or context otherwise requires, in this procedure:**
 - (a) "Children" means individuals who have not completed 18 years of age.
 - (b) "Child Marriage" means all marriages conducted before the completion of 18 years of age.
 - (c) "Early Marriage" means marriages conducted at the ages of 18 and 19 years.
 - (d) "Forced Marriage" means marriages conducted under pressure despite the unwillingness of the individuals involved.
 - (e) "Ministry" means the ministry responsible for matters related to children in Madhesh Province.
 - (f) "Local Level" means the rural municipality, municipality, sub-metropolitan city, metropolitan city, and district assembly.
 - (g) "Executive" means the executive body at the local level.
 - (h) "Executive Member" means the members of the executive body of the respective local level.
 - (i) "Mayor" means the "Chief" of the municipality/sub-metropolitan city/metropolitan city.
 - (j) "Deputy Mayor" means the "Deputy Chief" of the municipality/sub-metropolitan city/metropolitan city.
 - (k) "Chairperson" means the "Chairperson" of the rural municipality.
 - (l) "Vice-Chairperson" means the "Vice-Chairperson" of the rural municipality.
 - (m) "Ward Chairperson" means the Ward Chairperson within the respective local level.
 - (n) "Ward Member" means the members of the ward committees at the local level.

- (o) "Chief Administrative Officer" means the Chief Administrative Officer at the local level.
- (p) "Committee" means the committee formed according to the procedure of the local level.
- (q) "Social Institution" means a non-profit organization established and registered under the prevailing law, including other similar non-governmental organizations.
- (r) "Private Institution" means a profit-oriented organization established and registered under the law, including other similar firms or companies.
- (s) "Indicators" means the indicators mentioned in Chapter 3 of this procedure.
- (t) "Campaign" means the effort usually carried out collectively to achieve a specific goal.
- (u) "Monitoring Team" means the committee formed by the province and local levels to ensure the end of child marriage.

Chapter - 2

Process for Adopting the Declaration of a Child, Early, and Forced Marriage Free Ward and Local Government

Preliminary Preparation Stage

S.N.	Process	Condition		To be Monitored
		Done	Not Done	
Preliminary Preparation Stage				
1	The executive or rural and municipal assembly decided to end child, early, and forced marriage in their rural municipality.			Decision of the meeting
2	A comprehensive policy and action plan are formulated by holding meetings and discussions involving all stakeholders under the leadership of the Local Child Rights Committee, and the necessary budget is allocated.			Policy and action plan formulated
3	A multi-stakeholder preliminary meeting was conducted by including local stakeholders at the local level and ward level to declare the area free from child, early, and forced marriage.			Preliminary meeting organized
4	Activities are carried out according to the policy and action plan for ending child, early, and forced marriage.			Action plan developed, and a report describing the completion of work accordingly

S.N.	Process	Condition		To be Monitored
		Done	Not Done	
5	Awareness programs centered on settlements, tole, communities, schools, and wards are conducted.			Report on awareness programs conducted
6	Local level and partner organizations coordinated to achieve the plan for ending child, early, and forced marriage.			Report on work conducted in coordination
7	Various campaigns and activities are conducted under children's leadership by preparing child activities and best practices to raise awareness among children on harmful social norms and practices prevalent in society and child, early, and forced marriage, and prepared child activists and best practices.			Activities conducted by children and report about the campaigns conducted.
8	Public dialogue and hearing programs involving teachers, parents, political parties and elected representatives, local religious leaders, child clubs, social workers, and journalists are organized.			Report on commitment and public dialogue
9	Intergenerational dialogues are conducted to end child, early, and forced marriage.			Report on intergenerational dialogues conducted
10	Programs with direct involvement of teachers, parents, political parties and elected representatives, local religious leaders, child clubs, social workers, etc., are conducted to end child, early, and forced marriage.			Report
11	Classes and sessions on sexuality education and sexual and reproductive health focused on adolescents are conducted in every school.			Report on sexuality education and sexual and reproductive health classes and sessions conducted at school level
12	A gender-focal teacher in schools is designated, and awareness programs against child marriage are conducted under the			Report on awareness programs led by gender focal teachers in schools

S.N.	Process	Condition		To be Monitored
		Done	Not Done	
	leadership of gender-focal persons.			
13	Awareness campaigns against child, early, and forced marriage are conducted during pandemics, disasters, and normal conditions by coordinating and collaborating with the media.			Report on media mobilization
14	Local levels and wards collected quarterly data to measure the status of child, early, and forced marriage against the process and outcome indicators.			Data collected on a quarterly basis
15	Quarterly meetings of the Child Rights Committee are held, and activities are monitored and reviewed by using checklists based on process and outcome indicators.			Meeting minutes and monitoring report
16	The meetings of local levels and ward-level stakeholders are conducted, and the process and outcome indicators are reviewed to declare ward and local levels free from a child, early, and forced marriage and updated accordingly.			Review and updates of the indicators along with stakeholders
17	To end child, early, and forced marriage, programs are organized to educate parents and honor/felicitate the parents who did not marry off their children at an early age.			Report of programs related to parent education and felicitation programs
18	Campaigns are conducted in settlements, neighborhoods, and communities under the leadership of role model parents, religious leaders, religious leaders, caste-based organizations, social workers, and child and youth activists to raise awareness against social values and practices that perpetuate child, early, and forced marriage.			Report on community-based campaigns

S.N.	Process	Condition		To be Monitored
		Done	Not Done	
19	Local levels established necessary coordination with the police to conduct community awareness and interaction programs, as well as various awareness campaigns to prevent child, early, and forced marriage.			Report on awareness programs conducted in coordination with the police
20	Skill development programs are implemented for young women and livelihood facilities are provided to parents.			Report on livelihood and skill development programs
Declaration Phase				
1	<p>Recommendation is issued by the Executive committee meeting to declare the ward free from child, early, and forced marriage based on the decision of the Ward-level Child Rights Committee and recommendation from the Local Child Rights Committee.</p> <p>Similarly, the Provincial Child Rights Committee provided recommendations through the District Coordination Committee to declare the local level free from child, early, and forced marriage based on the decision of the Local Child Rights Committee.</p>			Recommendation letters from rural/municipality and province
2	The rural/municipal assembly made a decision to declare the area free from child, early, and forced marriage.			Decision from rural/municipal assembly
3	Parents, teachers, adolescents, political parties and representatives, local religious leaders, child club representatives, and social workers who contribute to the declaration of wards and local levels as free from child, early, and forced marriage are honored.			Report on the declaration of ward, rural municipality and municipality as free from child, early, and forced marriage
4	An assembly has been organized to declare the ward, rural			Report on the declaration of ward, rural

S.N.	Process	Condition		To be Monitored
		Done	Not Done	
	municipality, and municipality free from child, early, and forced marriage, and the organizations/institutions that contributed to making the ward/rural municipality/municipality free from child, early, and forced marriage are honored.			municipality and municipality as free from child, early and forced marriage
Post-Declaration Phase				
1	A monitoring mechanism and plan are developed to maintain progress on process and outcome indicators through an inclusive discussion led by the Child Rights Committee after declaring wards/municipalities as free from child, early, and forced marriage.			Plan developed
2	Studies and research are conducted to assess the effectiveness of campaigns against child, early, and forced marriage and promote best practices.			Report on the promotion of best practices
3	Facilitation is provided to change attitudes, perceptions, and behaviors among children, parents, and the community by increasing participation in activities based on the gender transformative approach to social and gender transformation.			Report on gender and social transformation programs
4	Necessary policies and implementation mechanisms are developed to continue practices for preventing child, early, and forced marriage and continue to honor wards, organizations, and individuals who made significant efforts in these campaigns.			Report on felicitation programs conducted
5	Coordinated, supported, collaborated, and partnered with local radio, online media, and newspapers to promote role model			Report on media promotion

S.N.	Process	Condition		To be Monitored
		Done	Not Done	
	parents, religious leaders, Majjan, social workers, and child and youth activists who support the activities related to creating awareness among parents on harmful social values and practices related to child, early, and forced marriage.			
	Annual public dialogues and public hearing are conducted at the local levels to share the status of child, early, and forced marriage amidst political parties, Child Rights Committees, child clubs/adolescent groups and networks, religious leaders, Dhami, Majjan and community leaders, women's networks, parents, and other stakeholders.			Report on public dialogues and public hearings
6	An annual report is prepared and published, and the sustainability of indicators is ensured.			Published report

A. Provincial Child Rights Committee

B. Local Level Monitoring Committee

1. Coordinator - Municipal Mayor or Rural Municipality Chairperson
2. Member - Deputy Mayor or Deputy Chairperson of the Rural Municipality
3. Member - Representative of the Local Child Rights Committee
4. Member - Principal of a community school appointed by the Mayor or Rural Municipality Chairperson
5. Member - Chairperson or Coordinator of the Local Child Club/Network
6. Member - Chief or Representative of Nepal Police
7. Member - Dalit Female Member of the Executive Committee
8. Member - Social Development Coordinator
9. Member Secretary - Head of the Women, Children, and Senior Citizens Section
10. Representative of Role Model Parents
11. Representative of Role Model Religious Leaders
12. Journalist Representative

Invited members can include legal practitioners from the municipality or rural municipality, retired employees, and representatives from organizations working in the field of children.

C. Ward-Level Monitoring Committee

1. Coordinator - Ward Chairperson

2. Member - Principal of Secondary School
3. Member - Representative of Nepal Police
4. Member – Ward Health Chief or Representative
5. Member - Retired Employee/Social Worker
6. Member - Chairperson of Child Club
7. Member Secretary - Ward Secretary
8. Representative of Role Model Parents
9. Representative of Role Model Religious Leaders
10. Journalist Representative
11. Representative of Child Club/Network

Chapter 3

Process and Outcome Indicators related to marriage for Declaring Child, Early, and Forced Marriage Free Zone

Local governments and respective wards must arrange for the collection and analysis of data on process and outcome indicators related to child, early, and forced marriage to declare child, early, and forced marriage-free zones.

While the process indicators inform the progress of the activities against the plan, the outcome indicators will inform the effectiveness of the activities conducted to end child, early, and forced marriage.

Given that executive authority lies with rural municipalities and municipalities, the municipality and rural municipality will declare the respective local levels as the zones free child, early, and forced marriage. Additionally, since this is a procedure for the provincial level, district and provincial-level declarations will be made by the provincial government.

1. Process Indicators for Declaring Ward and Local Levels a Child, Early, and Forced Marriage Free Zone

Process indicators assist in evaluating whether activities were conducted as planned for the declaration of areas free from child, early, and forced marriage.

Annually, a score of more than 90% must be achieved on the following 12 process indicators.

S.N.	Indicators	Minimum Percentage to achieve
1	A work plan for declaring areas free from child, early, and forced marriage should be formulated and implemented.	100
2	Activities backed by the necessary budget should be implemented from the ward/rural municipality/municipality to reduce child, early, and forced, including budget allocation,	100
3	The Child Rights Committee has been formed at the ward/rural municipality/municipality level, meetings have been held as per the procedure, and activities to reduce child, early, and forced marriage are actively conducted.	100

S.N.	Indicators	Minimum Percentage to achieve
4	Accurate data on child, early, and forced marriage have been maintained for the past three years at the ward/rural municipality/municipality level.	100
5	Birth registration of children under five years has been carried out mandatorily.	100
6	Marriage registration has been mandatorily conducted by the local government.	90
7	Child Welfare Officers and Child Psychologists have been appointed, and a complaint and response mechanism for incidents of child, early, and forced marriage has been established and operational at the ward/rural municipality/municipality level.	100
8	Community-based organizations/committees/oversight groups have been active against child, early, and forced marriage.	90
9	Based on the need, those affected by child marriage are kept at care homes and psychological counseling are provided.	90
10	For the local government to declare the local level free from child, early, and forced marriage, all wards must be declared free from child, early, and forced marriage.	100
11	100% of children aged 5 to 16 must have completed basic education (grades 1 to 10).	100
12	The local government/community must have made special arrangements to protect helpless children under the age of 14 (if any).	100

2. Outcome Indicators for Declaring Ward and Local Level a Child, Early, and Forced Marriage Free Zone

To declare a ward or local government as free from child, early, and forced marriage, both outcome indicators and progress in process indicators need to be analyzed. This analysis provides information on how activities have impacted the behavior of individuals, families, and society. It helps to determine whether these activities have effectively influenced society, which forms the basis for declaring a child, early, and forced marriage-free ward or local government.

2.1. Details of Indicators to Measure the State of Child, Early, and Forced Marriage:

- 1) To evaluate the progress of local levels or wards against child, early, and forced marriage, 13 indicators across five thematic areas should be prioritized as outcome indicators.**

For a local level or ward to be declared free from child, early, and forced marriage, it must receive a green signal on the outcome indicators of child, early, and forced marriage.

(a) Reproductive Health

1. Percentage of pregnant women on their first ANC visit who were under 20 years

(b) Education

1. Net enrollment rate of girls in grades 6, 7, and 8.
2. Net enrollment rate of girls in grades 9 and 10.
3. Dropout rate of girls in grades 6, 7, and 8.
4. Dropout rate of girls in grades 9 and 10.

(c) Community/Society

1. Presence of a functional Local and Ward Child Rights Committees.
2. Number of complaints related to child, early, and forced marriage in Local and Ward Child Rights Committees.
3. Number of complaints related to child, early, and forced marriage received by the police.

(d) Attitude

1. Percentage of parents who agree that sons should not marry girls under 20 years old.
2. Percentage of parents who agree that daughters should not be married off before 20 years old.

Percentage of parents who agree that marrying girls young (under 20 years old) put them at a risk of having birth complications **(e) Monitoring**

Percentage of men and women aged 20-24 years old who were married or in union before age 20. Number of marriages within the past year in which a member of the couple is below 20 based on data from the local child rights committee The definitions, data sources, and weight calculation for the above indicators are given in annexes 2, 3, and 4.

(Note: Data for reproductive health, education, social perception, and community/social areas should be regularly collected from the community. Household surveys conducted by local government will provide data on perceptions and monitoring related to child, early, and forced marriage. Additionally, when local child rights committees become active within respective local governments, they will facilitate the easy availability of such data.)

Chapter - 4

Roles of Stakeholders

To implement the "10-Year Provincial Strategic Plan to End Child, Early, and Forced Marriage – 2078," the roles of the related bodies and their responsibilities are mentioned as follows:

4.1. Provincial Government

- a) Provide technical, policy, and financial support for the formulation and operation of social behavior change activities to end child, early, and forced marriage.
- b) Coordinate, collaborate, and advocate with federal, provincial, and local levels, inter-ministries, and partners to end child, early, and forced marriage.
- c) Effectively take awareness programs related to legal actions against child, early, and forced marriage to local governments to make the province free from child, early and forced marriage by 2087 BS.
- d) Increase access to the "Educate Daughters, Save Daughters" program up to the local level and prioritize girls' education.
- e) Arrange for the provincial government to honor local governments that declare themselves as child, early, and forced marriage free zone.

4.2. Local Government

- a) Allocate the necessary budget by prioritizing social behavior change programs to end child, early, and forced marriage.
- b) Collect the data of child marriages in all wards under the rural municipality or municipality every month (excluding data from the previous year) by the Local and Ward Child Rights Committees and maintain the record every year.
- c) Facilitate the operation of social behavior change campaigns to end child, early, and forced marriage by forming child protection structures (Ward and Local Child Rights Committees, child clubs and networks, and various groups).
- d) Develop action plans and implement activities to end child, early, and forced marriage, involving children, adolescents, teachers, parents, and community leaders of all ages, genders, groups and communities, along with child rights committee members, social workers, religious leaders, representatives of child clubs, mothers' groups, caste-based majjan, local political party representatives, police, and civil society.
- e) Promote model families who didn't cause children, early, and forced marriage of their children through various means, such as ward/rural municipality/municipality websites, local newspapers, online news, and social media.
- f) Effectively implement laws against child, early, and forced marriage.
- g) Prioritize girls' education.
- h) Regularly monitor the effectiveness of campaigns against child, early, and forced marriage conducted at wards and local governments.
- i) Organize life skills programs for adolescents and involve them in income-generating activities.
- j) Establish and operate adolescent-friendly information classes in schools by making policy arrangements and allocating budgets.

4.3. Parents

- a) Raise children in a loving and respectful environment without discrimination, making daughters self-reliant without engaging in child, early, and forced marriage.
- b) Fully support children's education.
- c) Inform about the benefits of daughters becoming self-reliant and enhancing family honor by not engaging in child, early, and forced marriage, and encourage others to marry their sons and daughters only after completing 20 years of age.
- d) Not participate in or request others not to participate in child, early, and forced marriage.
- e) Create an environment for discussions between parents and children and inform them about model families.

4.4. Child Protection Structures (Ward and Local Child Rights Committees, child clubs and networks)

- a) Collect the data of child marriages in all wards under the rural municipality or municipality every month (excluding data from the previous year) by the Local and Ward Child Rights Committees and maintain the record yearly.
- b) Actively participate in the community meetings as part of the local level planning process with data and statistics to incorporate activities related to changing social behavior to reduce child marriage in the annual plan.

- c) Conduct social behavior change activities at the respective wards to end child, early, and forced marriage and assist ward offices in conducting such programs.
- d) Involve parents in programs related to ending child, early, and forced marriage.
- e) Not engage in child, early, and forced marriage themselves and inform relevant bodies if they know of any incidents of such marriages.
- f) Help enroll out-of-school children and friends in schools.
- g) Remain active in child rights committees.

4.5. Various Community-Based and Non-Governmental Organizations

- a) Facilitate the formation/reformation and regular meetings of child protection structures (Ward and Local Child Rights Committees, child clubs, and networks) to run social behavior change campaigns to end child, early, and forced marriage.
- b) Organize campaigns in communities to end child, early, and forced marriage involving parents, families, and communities.
- c) Assist in promoting child helpline number 1098 and the police toll-free number 100 at ward and local government levels to prevent child, early, and forced marriage.
- d) Assist in forming child, early, and forced marriage oversight committees to warn those who engage in or facilitate such marriages.
- e) Help to develop a child-friendly strategic plan for the establishment and promotion of a child-friendly local governance system.
- f) Implement programs in collaboration, support and coordination with three levels of government and other stakeholders to end child, early, and forced marriage.
- g) Facilitate the protection of child rights and social and gender transformation.
- h) Promote model families who didn't cause children, early, and forced marriage of their children through various means, such as ward/rural municipality/municipality websites, local newspapers, online news, and social media.
- i) Assist in regularly monitoring the effectiveness of campaigns against child, early, and forced marriage conducted at ward and local levels.

4.6. Teachers/Schools

- a) Conduct extracurricular programs against child, early, and forced marriage and assist in operating classes related to the negative impacts of such marriages and life skills education.
- b) Not participate in or request others not to participate in child, early, and forced marriage.
- c) Take initiatives to bring legal action if aware of any incidents related to child, early, and forced marriage and inform relevant bodies of such incidences.
- d) Organize programs and honor parents who didn't marry off their children at an early age and the parents who encourage others not to marry off their children at an early age.
- e) Encourage incorporating topics related to reducing and ending child, early, and forced marriage when organizing various education-related days, events and celebrations.

4.7. Civil Society

- a) Not participate in or request others not to participate in incidents related to child, early, and forced marriage.
- a) Play a role in community oversight groups to prevent child, early, and forced marriage.
- b) Report to the nearest police station and child helpline 1098 if aware of any incidents related to child, early, and forced marriage.

- c) Regularly monitor the campaigns related to child, early, and forced marriage at the ward and local level, and implement programs as well.

4.8. Religious Leaders

- a) When holding a discussion about marriage, provide information to parents about the appropriate age at marriage and its legal provisions.
- b) During the regular religious programs conducted in the community, reinterpret the traditional social norms and practices that perpetuate child, early, and forced marriage and encourage other religious leaders to do the same.
- c) Not participate in any religious and cultural programs where child, early, and forced marriage occur.
- d) Declare religious sites as child, early, and forced marriage-free zones.

4.9. Police/Administration

- a) As soon as any incident of a child, early, and forced marriage is noticed or informed, stop such marriages from happening and bring the perpetrators into legal proceedings.
- b) Form Community Police Groups to conduct awareness-raising programs,
- c) Ensure confidentiality of personal details of informer who inform about the incidents of child, early, and forced marriages.

4.10. Youth Groups/Adolescent Groups

- a) Participate in interactions on life skills and education,
- b) Encourage peers and conduct re-discussions with families and acquaintances about the learning from such discussions.
- c) Not engage in child, early, and forced marriage themselves and encourage others not to do so,
- d) Remain active to end child, early, and forced marriage,
- e) Regularly monitor the effectiveness of campaigns against child, early, and forced marriage implemented at the local and ward levels.

4.11. Service providers, such as health institutions and cooperatives, water supply, microfinance institutions, etc.

- a) Include subjects related to the negative effects of child, early, and forced marriage in extracurricular activities,
- b) Conduct awareness-raising programs about the negative effects of child, early, and forced marriage,
- c) When the incidents of child, early, and forced marriage come to the knowledge, prevent such marriages from happening and inform the police
- d) Microfinance institutions should cause their shareholders and members to commit not to engage in the incidents of child, early, and forced marriages and promote such marriages.
- e) Encourage and promote the inclusion of topics related to the reduction of child, early, and forced marriage when commemorating different days or observances.

4.12. Media

- a) Follow the Child Protection Code of Conduct, write news and articles against child, early, and forced marriage, and prioritize in publishing them,

- b) Use various means (ward/rural municipality/municipality websites, local newspapers, online news, social networks) to promote model families who didn't engage their children in child, early, and forced marriages,
- c) Collaborate with government agencies and non-governmental organizations to prepare, publish, and disseminate information, education, and communication materials on child, early, and forced marriage,
- d) Publish and broadcast interviews, articles, etc., related to legal provisions on child, early, and forced marriage,
- e) Conduct regular monitoring of the effectiveness of campaigns against child, early, and forced marriage at the ward and local levels.

4.13. Political parties

- a) Participate in activities conducted by the ward/rural municipality/municipality to reduce child, early, and forced marriage to ensure their effectiveness and acceptability among the public during the implementation of such programs.
- b) Ensure the political party's representation by sending party members to participate in the review meeting of the Local/Ward Child Rights Committee every three months.
- c) Regularly monitor the effectiveness of campaigns against child, early, and forced marriage at the ward and local levels.
- d) Refrain from participating in child, early, and forced marriage, and request others not to participate as well.
- e) Educate the party cadres and members that child, early, and forced marriage is illegal.
- f) When participating and sharing remarks on any program, tell the public that both boys and girls should marry only after the age of 20.
- g) Participate in events against a child, early, and forced marriage, and publicly admit against such marriages.
- h) Assist in the implementation of the Acts Relating to Children, 2075, and other relevant laws to end child, early, and forced marriages.
- i) Include a clear stance against child, early, and forced marriage in the party's election manifesto.

Chapter 5

Sustainability of declaration of child, early, and forced marriage-free wards and local governments

1. After declaring wards and local levels free from child, early, and forced marriage
 - a) The ward and local government should collect data and statistics relevant to the indicators from all sectors, such as health, education, police, child rights committee, survey, etc., to measure the status of child, early, and forced marriage,
 - b) The ward office and local government should allocate the necessary budget and implement programs accordingly to maintain the progress of the indicators of ward free of child, early, and forced marriage and to implement the annual action plan,
 - c) Birth registration of every child is registered,
 - d) Ward and local-level mechanism for addressing the complaints and incidents related to child, early, and forced marriage should be under effective operations,

e) The ward and local level should measure the status of child, early, and forced marriages by collecting data relevant to the indicators from all sectors such as health, education, police, child rights committee, survey, etc.

2. The provisions written in this Procedure shall prevail, and other prevailing laws shall apply accordingly,

3. Right to remove impediments:

The Ministry responsible for children-related activities in Province 2 shall possess the authority to remove any impediments to the implementation of this Procedure and to provide necessary clarifications as required.

4. Amendment:

The Ministry responsible for children-related activities in Province 2 may make necessary amendments to this Procedure.

Annex - 1

Checklist for Supportive Monitoring Of Activities

Purpose of the visit:

Name of the district: Name of Municipality/Rural Municipality:

Name of the Monitoring Officer: Position:

Date of monitoring: (Day/Month/Year)

Name of the organization:

Name of the program observed/attended:

(Please discuss with the main individuals responsible for conducting the program (Section Chief, Ward Chairperson, Executive Committee Members))

S.N.	Main topics of evaluation	Yes	No	Remarks
a)	Is this activity related to social behavior change for the reduction of child, early, and forced marriage?			
b)	Are the objectives and reasons for conducting this program clear to the participants?			
c)	Has this program targeted specific issues/behaviors to find solutions?			
d)	Has attention been paid to local contexts in preparing activities or messages?			
e)	Are most targeted participants present at the program?			
S.N.	Names of individuals met during monitoring	Position		
1.				
2.				

Suggestions/Feedback:

Prepared by:

Name: Signature:

Phone No: Email:

Organization: Position:

Annex- 2

Definition of Outcome-level Indicators, Data Sources, and Scoring

Indicator No.	Indicator	Measurement Method	Data Source	Classification of Data	Data Collection Period	Scoring	Remarks
1.	2. Percentage of pregnant women on their first ANC visit who were under 20 years	Number of pregnant women on their first ANC visit who were under 20 years/ Total number of pregnant women who attended first ANC visit	Health Management Information System	Ethnicity, age, ward, and local government	Quarterly	More than 10% = 0; 10% or less = 1	-
2.	Enrollment rate of girls in grades 6, 7, and 8.	Number of girls with defined age enrolled in grades 6, 7, and 8 / Total number of girls of in the community with age defined for grades 6, 7, and 8	Flash report, Education Management Information System	Ethnicity, ward, and local government	Annual	Less than 95% = 0; 95% or more = 1	-
3.	Enrollment rate of girls in grades 9 and 10	Number of girls with defined age enrolled in grades 9 and 10 / Total number of girls in the community with age defined for grades 9 and 10	Flash report, Education Management Information System	Ethnicity, ward, and local government	Annual	Less than 80% = 0; 80% or more = 1	-
4.	Dropout rate of students in grades 6, 7, and 8	Number of girls who dropped out in grades 6, 7, and 8 / Total number of students enrolled in grades 6, 7, and 8	Flash report, Education Management Information System	Ethnicity, ward, and local government	Annual	2% or less = 0; More than 2% = 1	-
5.	Dropout rate of students in grades 9 and 10	Number of girls who dropped out in grades 9 and 10 / Total number of students	Flash report, Education	Ethnicity, ward, and local	Annual	1% or less = 0; More than 1% = 1	-

Indicator No.	Indicator	Measurement Method	Data Source	Classification of Data	Data Collection Period	Scoring	Remarks
		enrolled in grades 9 and 10	Management Information System	government			
6.	Presence of a functional Local Child Rights Committees	Child Rights Committees are formed at the local (ward and municipal) level, and regular meetings of the committees are held (once every two months)	Committee meeting manual	Ward and Local level government	Quarterly	No = 0; Yes = 1	-
7.	Number of complaints related to child, early, and forced marriages registered in Local Child Rights Committees	Number of complaints registered in Local Child Rights Committees in the past month	Complaint book of child, early, and forced marriages in Local Child Rights Committees	Age, gender, ethnicity, ward, and local government	Quarterly	3 or more than 3 = 0; Less than 3 = 1	-
8.	Number of complaints related to child, early, and forced marriages registered in local police offices	Number of complaints related to child, early, and forced marriages lodged at local police stations in the past 3 months	Police records	Age, gender, ethnicity, ward, and local government	Quarterly	3 or more than 3 = 0; Less than 3 = 1	-
9.	Percentage of parents who agree that sons should not marry girls under 20 years old	Number of parents agreeing on not marrying off their sons with girls under 20 years old/ Total number of parents participating in the survey	Household survey	Gender, ethnicity, and local government	Annual	Less than 90% = 0; 90% or more = 1	-

Indicator No.	Indicator	Measurement Method	Data Source	Classification of Data	Data Collection Period	Scoring	Remarks
10.	Percentage of parents who agree daughters should not be married off before 20 years old	Number of parents agreeing on not marrying off their daughters under 20 years old/ Total number of parents participating in the survey	Household survey	Gender, ethnicity, and local government	Annual	Less than 90% = 0; 90% or more = 1	-
11.	Percentage of parents who agree that marrying girls (before 20 years old) put them at a risks of having birth complications	Number of parents agreeing on the risks of complications during childbirth if married under 20 years old in the survey/Total number of parents participating in the survey	Household survey	Gender, ethnicity, and local government	Annual	Less than 90% = 0; 90% or more = 1	-
12.	Percentage of men and women aged 20-24 years who were married before the age 20	Number of men and women aged 20-24 years who married before 20 years old/ Total number of married men and women aged 20-24 years old who participated in the survey	Household survey	Age, gender, ethnicity, and local government	Annual	Survey not conducted = 0; More than 10%=1; 10% or less than 10%= 2	-
13.	Number of marriages within the past year in which a member of the couple is below 20 years based on data from Local/Ward Child Rights Committees	Count of child, early and forced marriages based on data collected by Local Child Rights Committees	Date of Local Child Rights Committees	Age, gender, ethnicity, and municipality	Annual	Local Child Rights Committee does not have data = 0; 1 or more than 1 = 1; 0=2	-

Annex- 3

Steps of Measurement of Outcome-Based Indicators

In order to get a complete picture of child, early, and forced marriage context at the local level, data for each of the 13 indicators outlined in this procedure are needed. For this purpose, the following steps should be adopted:

(1) It is necessary to review each indicator, the indicator's definitions, instructions for providing marks, and methods of measures listed in the table above.

(a) For each indicator, identify whether the data source is available at the local government level or not. If the data is not available, it shall be marked as zero for that indicator.

Note:

- If the local government has not conducted a household survey related to child, early, and forced marriage to collect data related to perception, then zero scores shall be provided for all indicators 9, 10, and 11.
- If the local government has not collected information related to the status of child, early, and forced marriage through household surveys, then zero scores shall be provided for the indicator related to indicator 12.
- If the Local Child Rights Committee is not operational, then zero scores shall be provided for all indicators related to the monitoring of child, early, and forced marriage (indicators 6, 7, and 13).
- At the community level, in cases where there is no practice of lodging complaints related to child, early, and forced marriage in police stations and Local and Ward Child Rights Committees, zero scores shall be provided for indicator 8.
- The primary source of education-related indicators is the Flash Report, where information on the enrollment rate and dropout rate of girls in each local body is available. Wards may use the same rates as the local bodies for their scoring.

(b) The time frame for each indicator's latest available data must be identified.

(c) The latest values for each indicator must be identified based on the most recent data available.

(1) Based on age, gender, ethnicity, ward, and local government classification, the most recent values for all community and group categories must be recorded. Calculating scores will help you identify opportunities to take action against child, early, and forced marriage in your community.

(d) The scores of wards/local governments must be determined based on the available values and instructions for scoring each indicator.

(e) Scores received in all themes and indicators must be combined. Scores should range from 0 (low) to 15 (high). This mixed representative indicator must be aligned with regular monitoring.

This can also be included in the monthly, quarterly, or annual reporting processes conducted by the ward/local government. It should be reviewed during meetings held to discuss the annual planning process and related statistics.

Annex- 4

Classification and Review of Colors and Symbols Based on Scores Obtained in Outcome-Based Indicators

Classification and Review of Colors Based on Total Scores Obtained: Based on the total scores obtained by the ward/local government, four colors can be used to identify and determine where the ward/local government stands:

Score Range	Color	Status
0 to 2	Black	Indicates no initiative has been taken to reduce child, early, and forced marriage.
3 to 8	Red	Indicates the ward/local government is in the initial stage towards reducing child, early, and forced marriage.
9 or higher and the ward/local government has not measured indicators 12 or 13	Yellow	Indicates the ward/local government is inspired to reduce child, early, and forced marriage.
11 or more than 11, and the ward/local government has measured indicators 12 or 13	Green	Indicates significant progress in reducing child, early, and forced marriage.

(1) Black: If the total score is between 0 and 2, the ward/local government has received the "black color symbol" signifying "no initiative taken" for reducing child, early, and forced marriage.

(a) If the data is not available, it is recommended that the information and data collection system in education, health, or promotion of law be strengthened by adding relevant questions to the questionnaire or conducting new surveys to collect such information.

(2) Red: If the total score is between 3 and 8, the ward/local government receives the "red color symbol" signifying that the ward/local government is in the initial stage towards reducing child, early, and forced marriage.

(a) If data related to child, early, and forced marriage is not available, it is recommended to add relevant questions to the questionnaire or conduct new surveys to collect such information.

(b) The local government's commitment to reducing child, early, and forced marriage is somewhat demonstrated by improving education, changing attitudes, and delaying pregnancy.

(c) Strengthening the commitment to reducing child, early, and forced marriage in each sector is necessary.

(d) Opportunities exist to support the creation of an appropriate environment for reducing child, early, and forced marriage.

(3) Yellow: If the total score is 9 or higher and the ward/local government has not measured Indicators 12 or 13, it receives the "yellow color symbol" indicating that it is "inspired to reduce child, early, and forced marriage".

(a) Measures have been adopted by the local government directly to reduce child, early, and forced marriage. This means that the rural municipality/municipality does not yet have complete information about the status of child, early, and forced marriage in the community. If data is not available, it is recommended to add relevant questions in the questionnaire or conduct new surveys to collect such information.

(b) The commitment of the local government to reduce child, early, and forced marriage is indicated by this score.

(c) It indicates that after some time, opportunities will exist to support the appropriate environment for reducing child, early, and forced marriage.

(4) Green: If the score is 11 or higher and Ward/Local Government has measured Indicator 12 or 13, it receives the "green color symbol" indicating that there are incidents of child, early and forced marriage and the incidents are reducing.

(a) Various measures are supported by the Ward/Local Government for the reduction of child, early, and forced marriage.

(b) This score highlights the commitment of the local government to reduce child, early, and forced marriage by improving education, changing perception and delaying pregnancy.

(c) It indicates that an appropriate environment has been prepared to end child, early, and forced marriage after some time.

Annex- 5

Sample of Family’s Self-Declaration Letter for Ending Child Marriage, Early Marriage, and Forced Marriage:

.....Name of Municipality/Rural Municipality
.....Office of the Executive Committee, Ward No..... District:.....
Madhesh Province, Nepal
"Child Marriage Free Ward, Our Commitment to Everyone"

Family Commitment Letter
Commitments

- a) My family and I will not support child, early, and forced marriages of our children or anyone else's in any way.
- b) My family and I will not participate in or support any events of child, early, and forced marriages that might occur in society.
- c) My family and I will raise our voices against child, early, and forced marriages in society and will immediately inform the police and relevant authorities if we become aware of such occurrences.
- d) I will raise awareness among family members and neighbors about the negative social, economic, and health effects of child, early, and forced marriages, as well as the importance of male and boys' participation in ending gender discrimination.
- e) My family and I will support the Child Marriage Free Ward Declaration Campaign to the fullest extent possible.
- f) My family and I will abide by the decision to forgo services and facilities from the ward if we are found to be involved in child, early, and forced marriages.
- g) I commit that my family and I will adhere to all the commitments mentioned above..

Name of Household: Signature: Date:

Address: Contact Number:

Citizenship Number:

Is it a managed family? a) Yes b) No

Total number of family members: Women: Men: Boys:

Girls:

Name of Enumerator:

Signature:

Signature of Ward Chairperson:

Ward No.: