

Pakistan PSEA Network (PPN)
Terms of Reference for Submission to the HCT Pakistan
18.04.2018

Introduction:

On February 28, 2018 RC/HC Neil Buhne sent an email to all UN Staff in Pakistan as part of the UN Secretary-General global call to all UN staff around the world on the UN commitment to prevent Sexual Exploitation and Abuse in the workplace and to encourage and enable staff to call out sexual harassment in the workplace, and to support victims and witnesses, by launching a “Speak Up” helpline. The goal is to attend to prevent sexual harassment and respond to the needs of personnel, and to empower them to make informed decisions on actions, if they choose.

The Secretary-General’s Bulletin (ST/SGB/253), titled “Promotion of Equal Treatment of Men and Women in the Secretariat and Prevention of Sexual Harassment” provides the foundation for Protection from Sexual Exploitation and Abuse (PSEA). Sections 3 – 6 states the guiding principles of its implementation. The role of the Humanitarian Country Team (HCT) is to lead in the promulgation of these principles.

The setting up of the Pakistan PSEA Network is one of the HCT’s core responsibilities. The designated Pakistan PSEA Network Focal Persons and the HCT Agency Heads would work together to ensure that sexual exploitation and abuse is prevented. This is regardless of affiliation across the humanitarian/development nexus and part of the New Way of Working. The Pakistan PSEA Network shall refer to and shall at all time adhere to the six core principles relating to sexual exploitation and abuse as outlined in the IASC PSEA Global Standard.

Membership and Composition:

The Pakistan PSEA Network (PPN) will function under the auspices of the Resident Coordinator (RC)/ Humanitarian Coordinator (HC) where appropriate and report to him. Each member agency should have a technical and /or a human resource focal person representative to the PSEA Network.

All current HCT agencies are de facto member of the Pakistan PSEA Network (PPN). Membership shall be extended to other international humanitarian organizations with in-country presence or has established office and are willing to be a member of the PSEA TF as well as membership from other relevant International and National NGO’s.

Membership requirements:

Organizations/agencies/ institutions who are interested to be a member of the Pakistan PSEA Network (PPN) must inform the PSEA Network Chair through its secretariat by sending an email detailing the name and contact details of its nominated permanent and alternate representative. The email should indicate the organization/agency/institution’s willingness to share information, contribute and actively participate in the PSEA Network activities.

Responsibilities:

The Pakistan PSEA Network (PPN) will serve as the primary body for coordination and oversight on protection from sexual exploitation and abuse of members of the beneficiary population by international and national personnel of the UN, NGOs, Inter Governmental Organizations (IGOs) and other International Organizations.

The Task Force is **NOT** responsible for the investigation or adjudication of complaints, or for dealing directly with complainants. These functions rest exclusively with individual entities.

It shall appropriately inform the RC/HC or the HCT on the status of cases and major activities in its approved work-plan. It shall prepare a written annual report to the RC/HC of its major achievements, challenges and recommendations. This report will contribute to the annual report of the RC/HC on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.

The responsibilities of the Pakistan PSEA Network (PPN) are as follows:

- Serve as the pool of specialist for the capacity building of the PSEA Network members
- Provide technical assistance on PSEA related matters to all stakeholders
- Develop a referral pathway that is operational at the appropriate levels (national and sub-national), functional and is reviewed yearly base on need and relevance.
- Nominate an agency to lead, convene, facilitate meetings and represent the PSEA Network
- The PPN will focused on capacity building, sensitization and training.
- All member organizations/agencies/institutions shall be responsible in updating its representation (permanent and alternate) in the PPN at every meeting.
- Will coordinate with the Global PSEA Task Force on technical guidance and support as needed.

INSTITUTIONAL ARRANGEMENTS:

On the review of the ToR and membership composition:

- The PPN shall review the ToR on the last meeting of the year to ensure its relevance to existing situations and or as requested by the RC/HC.
- The PPN membership composition will be reviewed every year to ensure that Focal Persons representatives are updated to make certain that information is shared and obtained for continuity of representation and actions.

On the leadership succession of the PPN:

- The leadership term shall be rotational among the members of the Pakistan PSEA Network.
- The chair, co-chair (with co-chair taking the secretariat responsibilities, shall serve for a period of two years.
- The succession of leadership shall be determined through a call for expression of interest from the members of the Pakistan PSEA Network (PPN) two months before the end of the term of the current chair and co-chair.

On receiving and processing of complaints and/or reports of incidents:

- In circumstances that member organization receives complaints or incidents within its ranks, and when the organization has a functioning and in-place referral pathway and mechanisms to promulgate cases, the internal mechanism shall prevail.
- In circumstances that there are two or more organizations involved in a complain(s) or incident(s) received or reported, the mechanism to promulgate the case will be the TF agreed referral pathway.

MAJOR TASKS:

Under the 4 pillars of protection from sexual exploitation and abuse, the Pakistan PSEA Network should:

1. Engagement with and Support of Local Populations

- In coordination with existing accountability and protection mechanism and in cooperation with the local communities, use existing common complaints mechanisms in each community where the UN,

NGOs, IGOs and other international organization's work. To be effective, such mechanisms should be safe, accessible, inclusive and confidential (i.e. on a need to know basis) and tailored to the needs of each geographical area.

- Facilitate awareness raising in local communities on their rights, the standards of conduct expected of personnel of the UN, NGOs, IGOs, and other international organizations, and the various contacts with whom they can lodge complaints/discuss incidents.

2. Prevention

- Advocate for and, as necessary, coordinate the provision of awareness raising on SEA for, UN, NGOs, IGOs, and other international organizations including their responsibility to report all suspicions of sexual exploitation and abuse committed by colleagues (pursuant to ST/SGB/2003/13 section 3.2 (e) for UN staff and related personnel).
- Develop a system of identification of risk factors responding to the country-specific context.
- Share information about potential risk factors and areas of concern and develop strategies to minimize them.
- Advocate for the establishment and implementation of a PSEA-sensitive hiring practices including procedures to prevent hiring of persons who have committed sexual exploitation or abuse, where known.

3. Response systems:

- Develop local mechanisms for what to do when complaints are received by an entity implicating personnel of another entity, personnel of multiple entities or personnel whose entity is uncertain or unknown.
- **Where possible**, harmonize procedures for personnel to report incidents of sexual exploitation and abuse and for such reports to be properly referred for investigation and assistance provided to the victims.
- When any of the Focal Points receives information of 'in-the-air' allegations of sexual exploitation or abuse and upon the request of the RC/HC, develop and propose to the RC/HC a strategy for assessing the veracity of these allegations.
- Follow confidentiality and data protection. Never share during meetings nor record in minutes the names or identifying information of alleged perpetrators, victims or witnesses. Instead, cases discussed in meetings of the Task Force should be referred to by a case number.
- Establish and coordinate the implementation of a victim assistance mechanism.

4. Management and Coordination:

- Hold regular meetings, at least bi-monthly, and circulate the minutes to all members. Ad-hoc meetings may be called on a need basis.
- The Chair and Co-Chair and Pakistan PSEA Network (PPN) members shall coordinate the task and responsibilities of the PPN.
- Coordinate trainings for all Focal Points and managers on their PSEA roles and responsibilities.
- Share information on achievements, best practices and/or effective mechanisms in addressing SEA and make recommendations to relevant entities for action.
- Report to the RC/HC, on actions taken to prevent and respond to SEA.
- Report to the RC/HC incidents of SEA and the subsequent actions taken.

ROLES AND RESPONSIBILITIES OF THE CHAIR and CO-CHAIR:

The Chair will have the following roles and responsibilities:

- Convene and facilitate the Pakistan PSEA Network (PPN) meetings

- Represent the PPN in the HCT meetings when needed and provide updates to the RC/HC when appropriate
- Ensure that agreed activities or undertakings are guided by the major task as defined in the above 4 pillars of PSEA
- Represent the PPN in all functions as needed and when invited
- Present PPN recommendations to the HCT when needed or to the RC/HC on confidential issues relative to reports on cases/incidents received
- Update the PPN members on meeting results and other relevant information relative to the PPN activities.

The Co-Chair will have the following roles including secretariat responsibilities:

- In the absence of the Chair, shall convene and facilitate the Pakistan PSEA Network (PPN) meetings.
- Provide support to the Chair when there is a need to present and update the HC and HCT in meetings and other relevant engagements.
- Assist the chair in the development of the PPN Work Plan.
- Lead in the monitoring and evaluation of the PPN activities as defined in its work plan.
- Update the Chair and the PPN members on a regular basis status of the work plan.
- Document meetings, circulate drafts and follow-up action points.
- Serve as the record keeper of PPN documents.
- Ensure that timelines, agreements and commitments are acted and provide update to the Chair.

FREQUENCY OF MEETINGS:

The Pakistan PSEA Network (PPN) shall meet bi-monthly on a regular basis. Special meetings will be convened by the Chair when:

- planning of trainings with partners and stakeholders and government entities.
- there is a need to discuss reported incidents and provide immediate update to the RC/HC or HCT as maybe appropriate; and if
- there are reported cases needing immediate recommendation due to threat to life or immediate adjudication and institutional integrity repercussion.