Tanzania PSEA Network
Terms of Reference

Background

The UNCMT in Tanzania is committed to preventing sexual exploitation and abuse (PSEA) of UN beneficiaries, to supporting victim/survivors of sexual exploitation and abuse (the majority of whom are women and girls), and to creating an environment in which SEA of UN beneficiaries is not acceptable, including by holding perpetrators accountable for their actions and ensuring perpetrators are not able to secure employment within the UN system. In line with this commitment, the UNCMT in Tanzania is taking dedicated action to implement the Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse (ST/SGB/2003/13). To coordinate agency specific efforts, the Tanzania PSEA network was established with UNCMT endorsement in 2019. The Network is currently chaired by UN Women, working in close partnership with UNICEF as the Deputy Chair.

The Tanzania PSEA Network is based in Dar es Salaam and is broadly responsible for coordinating UN agency PSEA interventions across the UN's programming in country and supporting the implementation of the Secretary General's Bulletin and related guidance on minimum operating standards and UNCT action on PSEA. A separate, regional network was also established in the Kigoma Region in 2019. The Kigoma Region Network is chaired by UNHCR and is responsible for coordinating PSEA interventions within the UN's refugee response in this region.

Network Responsibilities

Under the auspices of the Resident Coordinator (RC), and reporting to the RC and the UNCMT, the Protection from Sexual Exploitation and Abuse Network (hereafter: PSEA Network) is the primary body for technical-level coordination and oversight of PSEA activities in line with the PSEA Work Plan and Joint Strategy on PSEA in Tanzania. The PSEA Network covers all of Tanzania, including the Kigoma Region, which is where the refugee response is located. The Kigoma Region PSEA Network is managed by UNHCR and includes both UN Agencies and Implementing Partners working with refugees. The Kigoma Region PSEA Network continues to function as a regional network but is included in the country-wide SEA information Sharing Protocol. The Tanzania PSEA Network Coordinator provides technical support to the Kigoma Region PSEA Network Coordinator when requested. The two PSEA Network Coordinators are in regular communication and attend meetings of both PSEA Networks.

The presence of the PSEA Network does **not** lessen the responsibility of individual Agencies who are members of the Network to develop, implement, and strengthen internal PSEA programs at the country level. Senior management within each member organization is accountable for PSEA within their organizations as outlined in the SG Bulletin.[1] Each Agency has its own internal PSEA processes that it must follow, should an allegation be raised.

The Network is responsible for implementing coordinated activities among members to minimize the risk of Sexual Exploitation and Abuse (SEA) by UN workers and UN implementing partners, to ensure effective response when incidents do arise, and to raise awareness of PSEA in Tanzania. The PSEA Network activities follow a victim-centered approach and will respect the Gender-Based Violence Guiding Principles of safety, confidentiality, respect, and non-discrimination.

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[1] *Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse* (ST/SGB/2003/13), available here.

The PSEA Network is **not** responsible for investigating or adjudicating complaints. These functions rest exclusively with the entity that employs the individual against whom a complaint has been alleged, in line with internal policy and procedure.

Network Roles

The PSEA Secretariat and PSEA Coordinator (or Designate) oversee and support the PSEA Network in coordination with the Network Chair and Deputy Chair in the fulfillment of its responsibilities under these ToRs and the Network Joint Action Plan. The PSEA Coordinator (or Designate) is responsible for reporting quarterly to the RC and UNCMT on Network activities, progress against PSEA Network Joint Action Plan indicators, and anonymized SEA trends.

The PSEA Network is led by a Chair and Deputy Chair. While the Agencies seated as Chair and Deputy Chair may change,[2] their roles remain permanent to provide sustainable leadership to the Network and should be at a senior level of representation within their organization (the Chair as a member of the UNCMT and the Deputy Chair as a member of the PMT). The Chair and Deputy Chair take an active role at the Network level in convening and managing Network meetings and events and help to coordinate and oversee the PSEA Network Joint Action Plan. At the senior level, the Chair and Deputy Chair will ensure that PSEA is addressed as needed at UNCMT meetings and will represent the Network in relevant coordination bodies.

The Chair and Deputy Chair shall serve for terms of two years, but they should not rotate/change at the same time to avoid too much disruption of the work of the PSEA Network. Nominations for the position of Chair and Deputy Chair of the PSEA Network shall be open to all UN agencies active in Tanzania.

The Agency acting as Chair is also responsible for providing secretariat support to the Network. Guided by the Chair and Deputy Chair, the secretariat provides technical, coordination, administrative and secretarial support to the Network. This includes serving as the record keeper of the Network, ensuring that timelines, agreements and commitments are adhered to and providing support for timely communication and knowledge management.

Each member organization will be represented in the Network by one Lead PSEA Focal Point and one Alternate.[3] All Focal Points will actively participate in information sharing on internal PSEA initiatives and coordination of activities under the Joint Action Plan and are responsible for technical support and coordination on PSEA within their organization under the leadership of their senior management.

The Network may form smaller, time-bound task teams of regular members to carry out specific deliverables as needed.

Membership

Network membership is open to all UN agencies operating in Tanzania.

The PSEA Secretariat and the UNDAP Outcome Group lead for Ending Violence Against Women and Children should participate in each other's meetings and events, and actively engage to ensure close linkages between PSEA and GBV interventions in Tanzania.

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[2] Selection of co-chair organizations should be based upon whichever organizations in the context will commit efforts to supporting PSEA at the technical and senior level. It is strongly recommended that the co-chair responsibilities are shared between one UN and one non-UN organization.

[3] See the Generic Terms of Reference for in-country PSEA Focal Points (2020).

The Network will engage in outreach with non-member organizations as part of ongoing activities. At a minimum, all organizations in Tanzania should be aware of the inter-agency SEA complaint referral system (see below) and be able to receive complaints against their own staff, regardless of their relationship to the Network.

Meetings

The PSEA Network convenes monthly meetings, and additional ad-hoc meetings may be requested by any member. The notes of each meeting will be distributed among all members and filed in the records of the Network.

Network meetings should provide a supporting environment to discuss potentially sensitive challenges in PSEA and any information shared during meetings will be kept confidential on request following a survivor-centered approach. Any reference to SEA allegations or cases during meetings will be anonymized.

In case a Focal Point cannot attend a regularly scheduled network meeting, the member organization will be represented by the dedicated and sufficiently briefed Alternate.

Tasks

Under the Four Pillars of Protection from Sexual Exploitation and Abuse, the PSEA Network will undertake the following:

Management and Coordination

- Carry out a joint PSEA risk assessment in Tanzania, identifying potential risk factors and areas of concern. The risk assessment outcomes will inform strategic decision-making of senior leadership and the PSEA Network Joint Action Plan.
- Establish and implement a measurable PSEA Network Joint Action Plan with defined time frames and responsibilities of Network members based on specialty and capacity. Design and implementation of the Joint Action Plan will be informed by community input, contextually and culturally appropriate, and respond to the risk factors identified by the joint assessment. The UNCMT will monitor Joint Action Plan deliverables and will provide additional support when warranted.
- Monitor the PSEA activities of Network members to avoid duplication and fill gaps.
- Work closely with other coordination bodies in Tanzania that focus on GBV and child protection in order to support prevention and response to SEA.
- Identify training needs and resources to coordinate trainings for all PSEA Focal Points and senior management, as well as UN Implementing Partners, on their specific PSEA roles and responsibilities.
- Advocate for the strengthening and/or establishment of internal PSEA policies and practices for all organizations operating in Tanzania and offer support to organizations as needed where such systems are not in place, whether or not an organization is a Network member.

Engagement with and support of the affected population

All engagements with populations should be done in coordination with actors working with affected populations to avoid duplication of efforts and to inform community engagement.

- Raise awareness about the rights of affected populations, what SEA is, what constitutes appropriate behavior of personnel, the fact that aid workers are obliged to report SEA incidents that that they are aware of, and the various methods to submit complaints and how to access victim assistance services in Tanzania.
- Support members to assess and improve the effectiveness and appropriateness of PSEA activities within the targeted communities.
- With the particular engagement of marginalized groups in Tanzania, including women, girls, youth, persons with disabilities, persons living with HIV/AIDS, etc. in the community, support members to create and/or adapt their aid delivery models to address power disparities and actively give those in more vulnerable positions a sustained voice in how humanitarian and development assistance is delivered.

Prevention

- Advocate for PSEA to be a priority across programming and operations, and support UN Staff and Implementing Partners to embed SEA risk mitigation into project design, implementation and monitoring, as well as procurement, based on identified SEA trends. Include PSEA in the Tanzania UN Sustainable Development Cooperation Framework (UNSDCF) to fully integrate PSEA across UN programming.
- Supplement Network members' internal initiatives to strengthen SEA prevention through joint activities and sharing good practice.
- Encourage Network members to carry out induction and refresher trainings on PSEA for all personnel and support such trainings with jointly developed contextualized materials.

Response

- Jointly map trusted and functional complaint and feedback mechanisms (CFMs) in Tanzania to identify where there are gaps in the affected population's safe access to report SEA.
- Support members to establish new complaint channels to fill the gaps in access to reporting based on the mapping and informed by community preferences, so that there are safe, accessible, and contextually appropriate channels for any member of the community to report sensitive allegations.
- Establish an inter-agency community-based complaint mechanism (CBCM) by linking the Network members' complaint and feedback mechanisms (CFMs) through agreed Standard Operating Procedures (SOPs) on inter-agency complaint and assistance referral, in line with the Global SOPs.[4]
- Conduct and maintain an updated mapping of available services and gaps for health, safety and security, legal, psychosocial, and material support in Tanzania, toward developing and/or strengthening assistance referral pathways.[5]
- Work with relevant UN inter-agency mechanisms to incorporate assistance referral pathways into the CBCM SOPs to provide immediate support for complainants and survivors of SEA. The PSEA Network does **not** create parallel assistance referral pathways for survivors of SEA.
- Collectively advocate and work with the relevant UN inter-agency mechanisms and Implementing Partners (including on resource mobilization) to address existing gaps so that the needs of all survivors are met.[6]

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[4] IASC *Global Standard Operating Procedures on Inter-Agency Cooperation in Community-Based Complaint Mechanisms* (2016), available here. For practical guidance to set up an inter-agency CBCM, see the *Best Practice Guide on Inter-agency CBCMs*, available here.

[5] For more on victim assistance and support, including roles and responsibilities, see the *UN Protocol on the Provision of Assistance to Victims of Sexual Exploitation and Abuse*, available here.

[6] For more on supporting survivors when GBV actors are not available, see The Pocket Guide, available here.

- Raise the awareness of GBV actors, Child Protection actors, and all actors staffing complaint channels, so that all personnel who may work with SEA survivors or receive an SEA report know how to recognize SEA and where to safely send allegations.
- Raise awareness on the inter-agency reporting and referral mechanism among all actors in Tanzania.
- Receive anonymized records of complaints in country shared by Network members. Information sharing on anonymized SEA complaints with the Network will be done in line with internal reporting and data protection policies of members, and in accordance with the principle of confidentiality, sharing only information needed to capture baseline trends for aggregate reporting to the RC. (Please refer to the Tanzania PSEA Network SEA Information Sharing Protocol).
- Maintain accountability for complaint handling processes at country level, and inform trends analysis and reporting, keep a confidential record of anonymized SEA allegations in Tanzania, in a secure database maintained by the PSEA Coordinator (or Designate) and Resident Coordinator's Office.

These Terms of Reference shall be reviewed on an annual basis and revised as appropriate.

Endorsed by the Tanzania UNCMT on 2 June 2021