**Country-Level Action Plan to Prevent and Respond to Sexual Exploitation and Abuse**

**(Model Template)**

***The PSEA Country-Level model template outlines the priorities agreed by UNCT/HCT members to achieve jointly across countries with humanitarian[[1]](#footnote-1), development and peace operations. This template provides the minimum requirements to review and analyse the effectiveness, impact and progress on measures to prevent and respond to sexual exploitation abuse country-wide. It serves as a model framework intended to be adapted and contextualized at the country level. The objective is to promote and document harmonized activities that contribute to implementing a robust action plan and provide the basis for tracking progress and provision/mobilization of required resources in related to PSEA in countries with United Nations presence.***

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| **Desired outcomes** | **Indicators** | **Targets/ Benchmarks[[2]](#footnote-2)** | **Key actions** | **Timeframe** | **Budget/ Funding Source** | **Lead agency/ies****per activity** |
| **Part A: Priority prevention outcomes for PSEA** |
| **Outcome 1. Prevention.** All United Nations staff and related personnel[[3]](#footnote-3) know the UN standards of conduct for protection from sexual exploitation and abuse and understand their personal and managerial/ command responsibilities to address sexual exploitation and abuse and other misconduct. |
| **Output 1.1** Personnel understand the United Nations standards of conduct on the protection from sexual exploitation and abuse. | 1. All UNCT/HCT personnel, including those visiting the country, are provided with an induction briefing on conduct and discipline issues, including sexual exploitation and abuse.
 | Reminders are communicated to all staff to ensure on-going visibility/awareness of the entity’s policies.SOPs address out-of-bound areas.All visitors are informed on country policies and SOP.  | 1.1.1. Roll-out revised UNDSS Security Briefing for induction of all UN Personnel  | Ongoing process (Once in every week started from Q2 of 2021) | Non budgetary | RCO with UNDSS  |
| 1. Prevention measures such as curfew/off-limits policies operate in peace operations and consideration should be given to implementing such measures to other duty stations
 |  | N/A |  |  |  |
| 1. The UNCT/HCT personnel know the standards on sexual exploitation and abuse (training, leadership dialogues, town-halls).
 | Regular meetings and awareness discussions take place.PSEA awareness-raising materials (broadcast, pamphlet, posters, etc.), including “no excuse cards” are locally contextualized, produced and distributed. | 1.1.2. Send letter to all staff/personnel reiterating our obligations on PSEA based on SG’s Bulletin on SEA and SH | Q1 2022 | Non-Budgetary | PSEA WG Co-chairs |
| 1.1.3 Organise Annual Extraordinary UNCT Meeting on PSEA | Q2 of every year | Non-Budgetary | PSEA WG co-chairs  |
| 1.1.4. Conduct dedicated all staff townhall on PSEA | Q2 of every year | Non-budgetary | PSEA WG co-chair |
| 1. All personnel are aware of the policy for protection against retaliation for reporting misconduct – to empower, encourage and protect staff who report cases of sexual exploitation and abuse ([ST/SGB/2017/2/Rev.1](https://undocs.org/ST/SGB/2017/2/Rev.1)).
 | UNCT/HCT staff members are aware of their obligation to report sexual exploitation and abuse/ misconduct and the policy for protection against retaliation. | 1.1.5. Prepare and disseminate standard PSEA Presentation for PSEA Focal Points to conduct sessions for all staff (presentations contextualized for each agency by focal points.) | Q3 2021 | Non-Budgetary | PSEA WG co-chairs |
| 1.1.6. Conduct mandatory PSEA training/re-fresher training to all agency personnel and disseminate awareness raising materials.  | Once in a year | Agency specific | All agencies (PSEA FP & HR Personnel) |
| 1. e. All personnel are provided with clear guidance on where and how to report allegations of misconduct.
 |  | Same activity as 1.1.4.(Conduct dedicated all staff townhall on PSEA) | Q2 of every year | Non-Budgetary | PSEA WG co-chairs |
| 1.1.7. Develop common communication materials to ensure clear messaging on PSEA across all UN field presences. | Q3 & Q4 2021 | RCO Covered | PSEA WG co-chair |
| **Output 1.2** Leadership, managers and commanders know their personal and managerial/command responsibilities to address misconduct and are aware of the procedures, rules and actions required to respond to incidents of misconduct. | 1. Managers monitor completion by all personnel in country of mandatory online and classroom training.
 | Monitoring mechanisms are in place and working. | 1.2.1. Develop data collection tools to collect information from the agencies | Q2 2022 | Non-Budgetary | PSEA WG co-chairs |
| 1. Leadership communicates regularly and in varied formats in order to increase awareness and instill trust in the policies, including broadcasts on the duty to report misconduct.
 | Meetings with staff are convened to review implementation of country level sexual exploitation and abuse (townhall, leadership dialogue, etc.). | Same activity as 1.1.4.(Conduct dedicated all staff townhall on PSEA.) | Q2 of every year | Non-Budgetary | PSEA WG co-chairs |
| Same activity as 1.1.5.(Prepare and disseminate standard PSEA Presentation for PSEA Focal Points to conduct sessions for all staff) | Q3 2021 | Non budgetary | PSEA WG co-chairs |
| **Output 1.3** Quality training of personnel/awareness-raising on sexual exploitation and abuse policies is conducted regularly.  | 1. All UN staff and related personnel complete the mandatory in-year refresher training and/or awareness briefings to personnel are conducted. Substantiation is done for those not completing the training.
 | Induction training for all personnel is conducted at regular intervals. | Same activity as 1.1.1.(Roll-out revised UNDSS Security Briefing for induction of all UN Personnel) | Ongoing process (Once in every week started from Q2 of 2021) | Non budgetary | RCO with UNDSS  |
| Same activity as 1.1.2. (Send letter to all staff/personnel reiterating our obligations on PSEA based on SG’s Bulletin on SEA and SH) | Q1 2022 | Non-Budgetary | PSEA WG Co-chairs |
| Same activity as 1.1.4.(Conduct dedicated all staff townhall on PSEA.) | Q2 of every year | Non-Budgetary | PSEA WG co-chairs |
| 1. UNCT/HCT leaders certify that all allegations of sexual exploitation and abuse relating to areas within their responsibility have been accurately and fully reported.
 | 100% response to the resident/humanitarian coordinator. | 1.3.1. Collect information from the agencies and Submit End of Year Management Letter | Q4 of every year | Non budgetary | PSEA WG Co-chairs |
| Part B: Priority response outcomes for PSEA |
| Outcome 2. Safe and accessible reporting. Every child and adult recipient of United Nations assistance has access to a safe, gender and child-sensitive pathways to report sexual exploitation and abuse (including through community-based complaints mechanisms)[[4]](#footnote-4) that lead to assistance, are appropriate to the context and accessible to those in the most vulnerable situations). |
| **Output 2.1.** Safe, accessible, child-sensitive mechanisms are in place for reporting sexual exploitation and abuse[[5]](#footnote-5), particularly in high-risk areas.  | 1. UNCT/HCT Inter-agency SOPs on community-based complaint mechanisms and/or networks (CBCM/CBCN[[6]](#footnote-6)) on PSEA are established following inclusive consultations with all relevant stakeholders, including communities, disseminated and rolled out, and appropriate staff trained.[[7]](#footnote-7)
 | Interagency CBCM/CBCN Standard Operating Procedures (SOPs) are endorsed by all UNCT/HCT members. | 2.1.1. Develop and finalise the gender and child-sensitive UN Nepal Mechanism for handling SEA reports (including flowchart and SOP) | Q3/Q4 2021 and Q1/Q2 2022 | Non budgetary | PSEA WG Co-chairs |
| 1. A variety of reporting channels appropriate to the local context is in place to fill reporting gaps as identified by mapping.
 | Regularly updated mapping of existing complaint and feedback mechanisms in the response.Multiple confidential reporting channels are available which cater to the diversity of the population and differing levels of access (PLWD, Older Persons, children). | 2.1.2. Establish a hotline through the UNDSS Radio Room* Carry out first respondent training to radio room operators to ensure a victim/survivor centred, child sensitive and rights based approach
* Carry out training to PSEA Focal points on the reporting mechanisms and procedures
 | Q2 & Q3 2022 | RCO Covered | PSEA WG co-chairs and UNDSS |
| 2.1.3. Establish linkages between UNDSS Radio Room and other GBV and CP hotlines to identify and report SEA cases linked to UN* Meeting with the GBV and Protection clusters’ lead or co-leads
* Develop guidelines for GBV and CP hotlines to guide victims to report cases involving the UN and refer cases to UNDSS Radio Room.
 | Q1/Q2/Q3 2022 | Non budgetary | PSEA WG Co-chairs |
| 1. Percentage of children and adults which have access to a safe channel to report sexual exploitation and abuse.[[8]](#footnote-8)
 | E.g., 100% of the affected population have access to at least one (1) safe and accessible channel to report sexual exploitation and abuse. | 2.1.4. Develop and disseminate clear and consistent messages on PSEA that are accessible and context specific (including in local languages) | Q1/Q2 2022 | RCO Covered | PSEA WG Co-chairs |
| 2.1.5. Develop monitoring tool for collecting information from the field  | Q2/Q3 2022 | Non budgetary | PSEA WG Co-chairs |
| 1. Percentage of allegations reported to the PSEA Network per month and responded to within seven days (Disaggregated by age, sex, and type of complaint (less than 18; 18 and above).[[9]](#footnote-9)
 |  | 2.1.6. Establish centralized PSEA case generic information collection system.  | Q2/Q3 2022 | Non budgetary | PSEA WG Co-chairs |
| **Output 2.2.** Community mobilisation, consultation and awareness-raising on PSEA in each community receiving and/or affected by United Nations assistance. Where there is an HC/HCT this would apply to all humanitarian partners. | 1. Number of adults and children (disaggregated by gender and age) reached through consultation in the establishment of community-based complaint mechanisms, awareness activities and community mobilisation interventions on PSEA, including how to report SEA-related complaints.[[10]](#footnote-10)
 | E.g., Consultations with affected population inform the establishment of CBCMs.Evaluation of existing CBCMs for effectiveness and compliance with human rights principles. | 2.2.1. Regular communication and consultation meeting and FGDs with community on the establishment/stablished CBCM. | Q2/Q3/Q4 2022 | Agencies Covered for their own field | Agencies with RCO (PSEA Focal Point with PSEA Coordinator) |
| 1. Percentage of sites reached by PSEA communications materials, how to report sexual exploitation and abuse and how to access victim/survivor-centred assistance.

(disaggregated by type of PSEA communication materials developed for each population group identified). | 100% of sites provide information on the prohibition of sexual exploitation and abuse, how to report and receive assistance.Age and gender-sensitive materials on how to report sexual exploitation and abuse and how to access victim/survivor-centred assistance developed and disseminated. | Same activity as 2.1.4. (Develop and disseminate clear and consistent messages on PSEA that are accessible and context specific including in local languages) | Q1/Q2 2022 | RCO Covered | PSEA WG Co-chairs |
| 1. Number of individuals within the affected population (disaggregated by age and gender) reached with key messages and awareness-raising material on PSEA.
 |  | Same activity as 2.1.4. (Develop and disseminate clear and consistent messages on PSEA that are accessible and context specific including in local languages) | Q1/Q2 2022 | RCO Covered | PSEA WG Co-chairs |
| 1. Community perceptions and communication preferences are captured on a regular basis (informally and formally through needs SEA risk assessments, surveys, focus group discussions, etc.), and used to improve services.
 |  | Same activity as 2.2.1. (Regular communication and consultation meeting and FGDs with community on the establishment/stablished CBCM.) | Q2/Q3/Q4 2022 | Agencies Covered for their own field | Agencies with RCO (PSEA Focal Point with PSEA Coordinator) |
| Outcome 3. Victims’ right to assistance. Every child and adult victim/survivor/complainant is offered immediate, quality assistance (medical care, psychosocial support, legal assistance, reintegration support).[[11]](#footnote-11) |
| **Output 3.1** Sexual exploitation and sexual abuse victim/ survivor assistance is provided through Gender-Based Violence (GBV) or Child Protection (CP) programming which is familiar with sexual exploitation and abuse and the specific needs of victims/survivors. In humanitarian context, this may be resourced through the Humanitarian Response Plan (or other funding mechanisms).[[12]](#footnote-12) In other settings, UN entities should consider the creation of a contingency fund to facilitate victims’ rights support and assistance, including through exploring opportunities for joint fundraising by United Nations Country Team members and project proposal submitted to the [Trust Fund in Support of Victims of Sexual Exploitation and Abuse](https://www.un.org/preventing-sexual-exploitation-and-abuse/content/submit-project-proposals). | 1. Mapping of the existing service providers (e.g., GBV and CP programming) and current gaps in SEA assistance coverage are identified and addressed.
 |  | 3.1.1. Map existing support services available for victims/survivors across Nepal | Q3 2021 | Non-Budgetary | RCO and UNICEF with GBV and Protection Cluster |
| 3.1.2. Review and regular update the service map | Q4 2022 | Non-Budgetary | RCO and UNICEF with GBV and Protection Cluster |
| 1. Number and percentage of SEA victims/survivors/complainants who have been promptly referred to quality assistance, as part of ongoing GBV and CP programming.
 | E.g., 100% of victims/survivors are referred for assistance and received support within 48 hours.Data is disaggregated according to the affiliation of the offender (UN staff and related personnel and implementing partners). | Same activity as 2.1.6. (Establishment of the centralized PSEA case generic information collection system.)  | Q2/Q3 2022 | Non budgetary | PSEA WG Co-chairs |
| 1. Number and percentage of SEA victims/survivors who have accessed to assistance (disaggregated by age and gender and type of assistance received).
 | E.g., 100% of victims/survivors are referred for assistance and received support within 48 hours.Data is disaggregated according to the affiliation of the offender (UN staff and related personnel and implementing partners). |  |  |  |  |
| d. Percentage of the affected population, particularly women and children, that can access GBV assistance.[[13]](#footnote-13) | E.g., 100% of the affected population (esp. women and children) can access GBV services.e.g., Number of people satisfied with assistance received following a complaint of sexual exploitation and abuse. |  |  |  |  |
| 1. Funding/resources for assistance to victims/survivors of sexual exploitation and abuse is available. (Please indicate if there are any funds of this nature)
 | There is a joint/contingency/ dedicated fund or pooled resources at country level. | 3.1.3. Initiate the discussion for establishment of pooled UNCT funds for victim assistance* In-country meetings for learning exchange
* Develop concept and operating guideline
 | Q4 2022 | Non budgetary | PSEA WG Co-chairs |
| **Output 3.2** PSEA Networks have referral pathways for victim/survivor assistance in place, as part of an integrated approach with GBV services. | 1. Status of implementation by PSEA Network of protocol for referral and provision of services for sexual exploitation and abuse victims/survivors (in line with GBV referral pathways).[[14]](#footnote-14)
 | E.g., GBV referral pathway integrated within PSEA Network SOPs. | 3.2.1. Develop referral pathway SOP integrating GBV and CP services | Q3 2021 | Non budgetary | RCO and UNICEF with GBV and Protection Cluster |
| 1. Tracking and data collection on victims and victim assistance (please indicate the system in place, what information is collected and frequency of maintenance).
 | Please indicate if Gender-Based Violence Information Management System (GBVIMS) is being used to maintain data on sexual exploitation and abuse, or indicate if there is a dedicated tracking system in place/under development. | 3.2.2. Meeting with GBV Sub Cluster co-leads.* Incorporate PSEA session into GBV training module.
 | Q1/Q2 2022 | Non budgetary | RCO and UNFPA/GBV Sub-cluster |
| Outcome 4. Accountability and investigations. Every child and adult victim/survivor of sexual exploitation and abuse who is willing has their case investigated in a prompt, and safe way in accordance with a victims’/survivors’ rights approach. |
| **Output 4.1** PSEA Networks adopt, implement and track progress against uniformed protocols/guidelines for prompt, safe and victim/survivor-centred assistance during investigations at country-level.  | 1. Percentage of UNCT/HCT members understand the standards under investigations are conducted.
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| 1. PSEA Network members and local partners have personnel trained on SEA guidelines and protocols for victim/survivor-centred investigations.
 |  | 4.1.1. Develop common training package on victim-centred response to implementing partner focal persons in charge of investigation procedures | Q3/Q4 2022 | UNCT Covered(Activities will be carried out if funds are available) | PSEA WG Co-charis and UNCT |
| 4.1.2. Conduct training on victim centred response and investigation procedures to the selected implementing partner focal person | Q4 2022 | UNCT Covered(Activities will be carried out if funds are available) | PSEA WG Co-charis and UNCT |
| **Output 4.2** Sexual exploitation and sexual abuse victims/survivors informed of and/or supported in relation to investigations and accountability processes.[[15]](#footnote-15) | 1. Percentage of victims/survivors who are informed of the outcome of the investigations.
 |  | Same activity as 2.1.6. (Establishment of the centralized PSEA case generic information collection system.)  | Q2/Q3 2022 | Non budgetary | PSEA WG Co-chairs |
| **Output 4.3** When working with implementing partners, adequate safeguards are in place and action is taken related to sexual exploitation and abuse – e.g., screening, cooperative arrangements, monitoring, and termination of arrangements ([United Nations Protocol on Allegations of Sexual Exploitation and Abuse Involving Implementing Partners](https://www.un.org/en/pdfs/UN%20Protocol%20on%20SEA%20Allegations%20involving%20Implementing%20Partners%20-%20English_Final.pdf); [ST/SGB/2003/13](https://undocs.org/en/ST/SGB/2003/13)). | 1. The UNCT/HCT has policies on reference checking and vetting for former misconduct or supervision and performance appraisals related to [UN Implementing Partner PSEA Capacity Assessment](https://interagencystandingcommittee.org/un-implementing-partner-psea-capacity-assessment-0) and they are shared with UNCT/HCT.
 | E.g., Job applicants and contractor personnel are screened for history of misconduct/SEA issues before recruitment (The Clear Check and/or [the Inter-Agency Misconduct Disclosure Scheme](https://www.schr.info/the-misconduct-disclosure-scheme) are consulted, self-certified declarations of previous offences, allegations and disciplinary history are required. | 4.3.1. Develop and roll out the Safe Hiring Checklist with Sample Languages for Preventing Sexual Exploitation and Abuse | Throughout the year 2021 and 2022 | Non budgetary | PSEA WG Co-chairs, HR Task Force, OMT and UNCT |
| 1. [UN Implementing Partner PSEA Capacity Assessment](https://interagencystandingcommittee.org/un-implementing-partner-psea-capacity-assessment-0) guidelines are implemented.
 | Implementing partners assessment are centralized at country level and shared with other members of the UNCT/HCT. | 4.3.2. Together with OMT work on establishing a mechanism to share information on the status of IP assessment and results between agencies as a means to avoid multiple assessments of IPs | Q2/Q3 2022 | Non-Budgetary | RCO with OMT, UNICEF, UNFPA and UNWomen |
| 1. Follow-up is established for the implementing partners that do not meet the minimum threshold.
 | Actions in line with the implementing partners protocol are taken against those implementing partners that do not meet the required standards. | 4.3.3. Develop common PSEA training packages/slides for the IPs and Community and dessiminate agencies to roll out the trainings. | Q1/Q2 2022 | Non-Budgetary | RCO with expert agencies |
| Part C: PSEA Country-Level Structure |
| Outcome 5. PSEA inter-agency country-level structure. The Resident/Humanitarian Coordinator and UNCT/HCT are supported at senior management and technical-levels to lead, oversee, and deliver on the above four PSEA Outcomes. |
| **Output 5.1** The role of the RC/HC as PSEA lead is clear to all PSEA stakeholders. | 1. The RC/HC takes an active lead on PSEA and, where relevant, coordinates with the (D)SRSG.
 | RC/HC circulates code of conduct or the IASC Six Core Principles statement of purpose on PSEA. RC/HC supports implementation and monitoring on in-country PSEA Strategy, making explicit the leadership role of the RC/HC and UNCT/HCT. | 5.1.1. Finalise Integrated TOR, which incorporates roles and responsibilities of the RC, PSEA WG Co-chairs, VRA, PSEA WG, PSEA Coordinator, and PSEA Focal Points* Present finalized TOR to the WG and UNCT
 | Q4 2021 andQ1 2022 | Non-Budgetary | PSEA WG co-chairs and UNCT |
| 5.1.2. RC to send letter to HoAs requesting the inclusion of PSEA related functions and responsibilities in performance evaluations of PSEA Focal Points | Q2 2022 | Non-Budgetary | PSEA WG co-chairs and UNCT |
| 5.1.3. Develop and circulate IEC material on IASC Six Core Principles to all agencies | Q4 2021 – Q2 2022 | RCO covered | PSEA WG co-chairs  |
| Same activity as 1.1.3. (Organise Annual Extraordinary UNCT Meeting on PSEA) | Q2 of every year | Non-Budgetary | PSEA WG co-chairs  |
| 5.1.4. Finalise and circulate one-pager on recommended agency-level actions to strengthen SEA/SH measures | Q1/Q2 2022 | Non-Budgetary | PSEA WG co-chairs and UNCT |
| 5.1.5. Explore opportunities for engagement with the Government on PSEA | Q4 2021 to 2022 (throughout the year) | Non-Budgetary | PSEA WG co-chairs  |
| **Output 5.2** Members take on the PSEA role to support the Resident/Humanitarian Coordinator to deliver on PSEA at the UNCT/HCT level and the PSEA Network at the technical level.  | 1. Status of the designation of agency chairs for the PSEA Steering Committee (principal level, UNCT/HCT) and the PSEA Network (technical level).
 |  | 5.2.1. Ensure smooth running of inter-agency PSEA WG | Throughout the year 2021 & 2022 | Non-Budgetary | PSEA WG co-chairs |
| 5.2.2. Establish and smooth running of PSEA CSO/I/NGO Network | Q4 2021 & 2022(throughout the year) | Non-Budgetary | PSEA WG co-chairs with GiHA WG |
| **Output 5.3** A full-time PSEA Coordinator (with medium to long-term secured funding) is in place, with a direct reporting line to the HC/RC, to provide day-to-day technical support and expertise to the inter-agency PSEA Network. In the absence of a Senior Victims Rights Officer (SVRO) or Field Victims’ Rights Advocate (FVRA), consider the designation of a focal point for victims’ rights[[16]](#footnote-16) at the country level by the PSEA Network in consultation with the most senior United Nations official in the country. | 1. Status of deployment of a full-time PSEA Network Coordinator (with clear ToRs).
 | P4 level full-time PSEA Coordinator is in place PSEA Coordinator reports directly to the RC/HC. | 5.3.1. Onboard PSEA coordinator | Q2 2021Completed | FCDO and UNCT Covered | RCO with UNCT |
| 1. The PSEA Coordinator takes an active lead in supporting senior leadership in developing and implementing PSEA Network TORs and a PSEA Work Plan, based upon the inter-agency PSEA Network risk assessment**.**
 | A SVRO/FVRA or a focal point for victims’ rights has been appointed at the country level in the Office of the HC/RC. | 5.3.2. UNCT Approach of Focal Point for Victims’ Right | Q1 2021Completed | UNICEF | UNICEF |
| 1. On request, the PSEA Coordinator provides expert guidance and technical support to Network members and other relevant entities operating in the context to strengthen their internal PSEA programs in line with good practice and standards.
 |  | 5.3.3. In collaboration with the LNOB GESI WG and IDPG identify collective initiatives on addressing sexual harassment including leadership dialogues | Q2 2022 | Non-Budgetary | RCO with GESI and GTG |
| 5.3.4. Conduct peer to peer support and inter-agency learning exchange sessions | Q1 & Q3 2022 | Non-Budgetary | PSEA WG Co-chairs with expert agencies |
| 5.3.5. Support HR Task Force, OMT, HCT cluster, Protection clusters and GBV sub-cluster to develop and implement a PSEA reflective action plan | Throughout the year 2021 and 2022 | Non-Budgetary | RCO with HR Task Force, OMT, HCT cluster, Protection cluster and GBV sub-cluster |
| 5.3.6. Conduct and facilitate PSEA session to agency personnel and cluster members upon request from agency and clusters | Throughout the year 2021 and 2022 | Non-Budgetary | PSEA WG Co-chairs |
| d. Creation of a SVRO position or designation of the FVRA or consider the designation of a focal point for victims’ rights in the office of the HC/RC with a system-wide mandate has been appointed to advise at the country level (please indicate date of appointment or a timeline if the appointment of a SVRO/FVRA/focal point with a system-wide mandate is in the process, grade level and source of funding if full-time SVRO). |  | N/A |  |  |  |
| **Output 5.4** An inter-agency PSEA Network is in place with the resources and expertise necessary to deliver on PSEA outcomes (above). | 1. PSEA Network being established or in place.
 | E.g., PSEA Network is established and reports regularly to RC/HC via the PSEA Coordinator. PSEA Network includes all UNCT/HCT members, including representation from international and national NGOs. | 5.4.1. Ensure smooth running of inter-agency PSEA WG * Update list of Agency PSEA Focal Points
* Finalise Integrated TOR, which incorporates roles and responsibilities of the RC, PSEA WG Co-chairs, VRA, PSEA WG, PSEA Coordinator, and PSEA Focal Points
* Present finalized TOR to the WG and UNCT
* RC to send letter to HoAs requesting the inclusion of PSEA related functions and responsibilities in performance evaluations of PSEA Focal Points
* Regular meeting
 | Q3 & Q4 2021 and throughout the year 2022 | Non-Budgetary | PSEA WG Co-chairs |
| Same activity as 5.2.2. (Establish and smooth running of PSEA CSO/I/NGO Network) | Q4 2021 & 2022(throughout the year) | Non-Budgetary | PSEA WG co-chairs with GiHA WG |
| 1. All the PSEA Network members have received training from their entities on PSEA.
 |  | 5.4.2. Carry out training to PSEA Focal points of the inter-agency PSEA WG | Q2 2022 | Non-Budgetary | PSEA WG co-chairs |
| 5.4.3. Carry out training to PSEA CSO/I/NGO Network members | Q4 2022 | Non-Budgetary | PSEA WG co-chairs |
| 1. Integration of PSEA in the Humanitarian Response Plan (or similar), where relevant.
 | E.g., PSEA Action Plan is costed and resourced through HRP. | 5.4.4. Integrate PSEA into Emergency Response Plan | Q1 to Q2 2022 | Non-budgetary | RCO with HCT |
| 5.4.5. Integration of PSEA/AAP into the UNSDCF | Q2 to Q4 2022 | TBD | PSEA Co-chairs and UNCT |
| 1. All organisations (UNCT/HCT and PSEA networks) meet required minimum standards such as the Minimum Operation Standards (MoS) and Core Humanitarian Standards (CHS) PSEA Index to enable appropriate complaints receipt and handling.
 | All UN partners meet the requirements in the UN common assessment.Joint capacity development and training provided through the network to support entities to meet the PSEA requirements. | 5.4.5. Coordination and collaboration with HCT* PSEA/Safeguarding good practices sharing by the agencies at the HCT
* PSEA orientation to HCT
* Mainstream PSEA session into emergency response training package
 | Q2 to Q4 2022 | Non-Budgetary | PSEA WG co-chairs and HCT |
| Same activity as 5.1.3. (Develop and circulate IEC material on IASC Six Core Principles to all agencies) | Q4 2021 – Q2 2022 | RCO covered | PSEA WG co-chairs  |
| 1. Status of development and implementation of the UNCT/HCT PSEA Action Plan, including clearly defined roles and responsibilities of each actor.
 | E.g., PSEA Action Plan is endorsed by all UNCT/HCT members. | 5.4.6. Endorsement of PSEA Action Plan by UNCT | Q3 2021Q1 2022 (Revised) | Non-Budgetary | PSEA WG Co-chairs and UNCT |
| **Output 5.5** PSEA technical focal points from all UNCT/HCT members are in place and actively contribute to the PSEA Network’s delivery of PSEA outcomes (as per the above). | 1. Percentage of UNCT/HCT members that have appointed a dedicated PSEA technical focal point to the PSEA Network (with clear ToRs).
 |  | 5.4.7. Update list of Agency PSEA Focal Point | Q1 of each year | Non-Budgetary | PSEA WG co-chairs |
| b. The PSEA technical focal points are active in designing or disseminating awareness-raising tools and facilitate events for community members with emphasis on their rights  |  | 5.4.8. Disseminate the awareness materials at the field and keep record  | Q2 to Q4 2022 | Agencies Covered for their own field | Agencies |
| c. The PSEA technical focal points are actively working with the inter-agency PSEA Network to establish a CBCM/CBCN |  | Same activity as 2.2.1. (Regular communication and consultation meeting and FGDs with community on the establishment/stablished CBCM.) | Q2/Q3/Q4 2022 | Agencies Covered for their own field | Agencies with RCO (PSEA Focal Point with PSEA Coordinator) |
| **Output 5.6** Country-level risk assessment in respect of sexual exploitation and abuse conducted on the basis of risk management tools | 1. The inter-agency PSEA network carries out regular SEA risk assessments and shares the findings and recommendations with the UNCT/HCT.
 |  | 5.6.1. Carry out SEA risk assessment* Consultation with the experienced countries
* Develop the country context specific assessment tools
 | Q2 to Q4 2022 | TBD | PSEA Co-charis with PSEA WG |
| 1. The inter-agency PSEA network provides technical support needed to mitigate risks of SEA, in collaboration with relevant stakeholders.
 |  | 5.6.2. Present the findings of SEA risk assessment to the UNCT and explore the way to incorporate those in CCA during the revising process | Q4 2022/ Q1 2023 | Non-Budgetary | PSEA WG co-chairs |
| 1. The risk is regularly assessed and updated.
 |  | 5.6.3. Regular monitor the situation and update the assessment tool  | Bi-annually | Non-Budgetary | PSEA WG co-chairs |

*For additional information and resources:*

* [Management and accountability of the UN Development and Resident Coordinator System](https://unsdg.un.org/resources/management-and-accountability-framework-un-development-and-resident-coordinator-system)
* [PSEA Knowledge Gateway](https://unitednations.sharepoint.com/sites/APP-Gateway/SitePages/PSEA.aspx)
* [Inter-Agency Standing Committee resources](https://interagencystandingcommittee.org/psea)
	1. [IASC Six Core Principles Relating to SEA](https://interagencystandingcommittee.org/inter-agency-standing-committee/iasc-six-core-principles-relating-sexual-exploitation-and-abuse) (Revised 2019)
	2. [IASC Minimum Operating Standards PSEA](https://interagencystandingcommittee.org/iasc-task-team-accountability-affected-populations-and-protection-sexual-exploitation-and-abuse/minimum-operating-standards-mos-psea)
	3. [Guideline – Inter-Agency Community-Based Complaint Mechanisms – Protection against Sexual Exploitation and Abuse](https://psea.interagencystandingcommittee.org/resources/best-practice-guide-inter-agency-cbcms)
* [Guideline – Inter-Agency Community-Based Complaint Mechanisms – Protection against Sexual Exploitation and Abuse](https://interagencystandingcommittee.org/system/files/best_practice_guide_inter_agency_community_based_complaint_mechanisms_1.pdf)
* [UN System Policies and Protocols on PSEA](https://www.un.org/preventing-sexual-exploitation-and-abuse/content/policies-and-protocols)
* Office of the Victims' Rights Advocate
1. This applies to refugee and humanitarian context which could be sub-national or regional in nature. [↑](#footnote-ref-1)
2. The targets provided in the model template are intended as illustrative examples. Actual targets would need to be determined at country-level. [↑](#footnote-ref-2)
3. United Nations staff and related personnel include United Nations staff members, consultants, individual consultants/contractors, interns, national officers, United Nations volunteers, experts on mission and contingent members. [↑](#footnote-ref-3)
4. A Community-based complaints mechanism (CBCM) is a complaints mechanism system blending both formal and informal community structures, built on engagement with the community where individuals are able and encouraged to safely report grievances – including sexual exploitation and abuse incidents – and those reports are referred to the appropriate entities for follow-up. See further information <https://interagencystandingcommittee.org/system/files/best_practice_guide_inter_agency_community_based_complaint_mechanisms_1.pdf> [↑](#footnote-ref-4)
5. Type of mechanism and targeted locations to be determined by each UNCT/HCT based on context and existing channels/mechanisms for reporting already functioning. These could include, for example, phone hotlines, SMS, PSEA focal points, service points, etc. This could involve broader complaint channels that are strengthened with the necessary safeguards for reporting sexual exploitation and abuse, or training of PSEA focal points within protection-related services to support reporting and referrals, and/or other systems, and/or a combination of the above, as appropriate per the country context. [↑](#footnote-ref-5)
6. Community-Based Complaint Networks (CBCNs) support communications with complainants and victims while allegations are being investigated, facilitate the provision of assistance and support to victims and their reintegration into their communities. The UN has engaged with local and international organizations and representatives of communities to develop formal and informal structures and channels that are safe, confidential, and easily accessible to women, men, girls and boys to report misconduct, specifically sexual exploitation and abuse, and follow up on the status of reported incidents and receive support. [↑](#footnote-ref-6)
7. UNCT/HCT SOPs can be adapted from the [global IASC SOPs](https://reliefweb.int/sites/reliefweb.int/files/resources/iasc_psea-global_standard_operating_procedures_june_2016_1.pdf). The SOPs provide the basis for inter-agency referral, sharing of information on and handling of sexual exploitation and abuse allegations, as an integral component of UNCT/HCT prevention and response to sexual exploitation and abuse. The SOPs require all signatories to have an established internal sexual exploitation and abuse complaint handling procedure in place. [↑](#footnote-ref-7)
8. Access would be defined within the country context taking account of the type of complaint channels in place. This could include, for example, report to individual directly, phone access, taking account of age, gender, literacy, disability, etc., and/or a combination of factors. Please also note that this indicator refers to the estimated coverage of the population by the CBCM. [↑](#footnote-ref-8)
9. This indicator is intended to allow HCs/HCTs to track and measure the use of SEA-related complaint channels by affected populations, including by those who are most vulnerable, as a core component of their overall effectiveness. This indicator is to be read together with related indicators to understand the overall accessibility, trust in, and effectiveness of SEA-sensitive complaint channels by and for affected communities. It is not intended to replace or duplicate the external reporting obligations that agencies hold, for example the UN reporting of sexual exploitation and abuse allegations to the UN Secretary-General on a quarterly basis. [↑](#footnote-ref-9)
10. This should include the consultation of communities, particularly women and children, in the design of SEA-sensitive community-based complaint mechanisms. [↑](#footnote-ref-10)
11. Support to victims/survivors/complainants is unconnected with the investigation and should be pursued from the time of an allegation as indicated in the [UN Comprehensive Strategy on Assistance and Support to Victims of Sexual Exploitation and Abuse](https://undocs.org/A/RES/62/214) [↑](#footnote-ref-11)
12. This can and should include f existing protection system which provides the basis for support to sexual exploitation and abuse victims/survivors. [↑](#footnote-ref-12)
13. The tracking of access to services is a core function of the PSEA Network’s role in strengthening response to sexual exploitation and abuse. Current gaps in SEA assistance coverage (as provided through GBV/ CP programmes) should be systematically addressed by UNCT/HCT members, as well as through CERF/CBPFs. There should be a tracking system maintained by the UNCT [↑](#footnote-ref-13)
14. See the [UN Protocol on the provision of assistance to victims of sexual exploitation and abuse](https://www.un.org/en/pdfs/UN%20Victim%20Assistance%20Protocol_English_Final.pdf) (“UN Victims’ Assistance Protocol”), 12 Dec 2019. This could include, for example, the inclusion of reference and procedures for referrals and accessing services. [↑](#footnote-ref-14)
15. This may include civil and criminal proceeding, as well as other redress measures. [↑](#footnote-ref-15)
16. Generic ToRs for a focal point for victims’ rights is available from the Office of the Victims’ Rights Advocate (ovra@un.org). [↑](#footnote-ref-16)