

## **TERMS OF REFERENCE FOR THE PREVENTION OF SEXUAL EXPLOITATION AND ABUSE (PSEA) TASK FORCE UKRAINE**

The Task Force's purpose is to guide and support Humanitarian Country Team (HCT) led joint actions to protect beneficiaries from SEA and enhance the collective capacity of the agencies and affected populations to prevent and respond to reports of SEA committed by aid workers in Ukraine. The Task Force is the primary body for coordination, best practice exchange, and oversight in SEA prevention and response measures. Agreement on procedures at the global level ensures that the PSEA Task Force in Ukraine will be established in a manner that fulfils the commitments, respects agencies' internal PSEA procedures and obligations and establishes clear reporting standards/guidelines.

### **Governance**

The PSEA Task Force reports directly to the Resident / Humanitarian Coordinator (RC/HC) and the HCT.

The Task Force will be co-chaired by UN-OCHA and UNFPA who will:

- Steer and facilitate the implementation of the PSEA framework of Ukraine;
- Advance broader objectives on PSEA (and AAP where relevant);
- Ensure that the PSEA Task Force regularly briefs the HC and the HCT on its work and progress;
- Link the Task Force with other relevant fora/reference groups;
- Represent the Task Force externally, including speaking on behalf of the Task Force;
- Advocate for greater inclusion of global best practices into national level response mechanisms;
- Hold meetings every two months, ad-hoc meetings may be called as required, and circulate the minutes thereof.

### **Membership**

1. Participation is open to all interested humanitarian organisations, especially operational agencies.
2. The Task Force brings together NGOs, the UN, and other national and international organisations on an equal footing.
3. Membership should include but not be limited to humanitarian agencies' PSEA focal points;
4. Participants are expected to actively contribute to the work of the Task Force and take on responsibilities to advance the Task Force's work.
5. Experts, donors, and/or governments, may be invited as observers to provide technical input or to discuss relevant issues, when needed.

### **Roles and Responsibilities of the Task Force**

- Conduct mapping of existent internal agency/organisation policies pertinent to PSEA.
- Ensure that the network of PSEA focal points (Kyiv and field based) is maintained and replenished.
- Assess gaps in protection from SEA and develop and implement action plans to address the gaps.
- Coordinate trainings for relevant staff and managers on PSEA roles and responsibilities (including but not limited to the focal points).
- Conduct the mapping of the preferred way for the affected population to report the possible misconduct and/or cases of SEA in the framework of MSNA or any other relevant assessment that

may feed the information to enhance the PSEA operationalisation in the most efficient and transparent way.

- Map the existing providers of services to SEA survivors, identify gaps in immediate and longer-term assistance services; list referral agencies and establish/regularly update referral pathways for survivor's protection and assistance needs.
- Develop the recommendations for the establishment of an Inter-Agency complaints mechanism (IACM) in due course. The IACM should maintain effective communication and transparency with communities, most especially with persons who have personally interacted with the complaint mechanism.
- Implement a wide range of SEA prevention measures throughout the PSEA implementation programme, with the goal of stopping SEA before it occurs.
- Facilitate the organisation of the awareness raising campaigns for the affected population to raise awareness in terms of the ways to report SEA irrespective of the Agency/organisation operating in Ukraine by using the established Inter-Agency complaints mechanism.
- Share information on achievements, best practices and/or effective mechanisms in addressing SEA and make recommendations to relevant entities for action.
- Develop plans for monitoring implementation of recommended actions.
- Support entities to adhere to applicable monitoring and compliance mechanisms.
- Ensure a compiled annual update on PSEA mechanisms and sensitization activities is collected and discussed at the HCT and the report shared with all staff.
- Support focal points to organise SEA awareness activity for staff and national partners, including hotline managers on a quarterly basis.
- Review annually this ToR and other coordination documents.

**N.B.** Putting PSEA in TORs of key PSEA Task Force members/agency representatives: PSEA TF and Inter-Agency Complaints Mechanism activities will be additional. Their TORs should make PSEA responsibilities and time commitments explicit within their entire job description so that they can participate in an effective and meaningful manner. Having PSEA activities explicit in Focal Points' TORs avoids a potential conflict of interest for PSEA actors in managing their duties.

### Financial resources

Member agencies should commit financial resources to the PSEA TF and if established an Inter-Agency CM to keep it functioning. While an IACM should reduce its operating costs by linking with existing complaints/feedback mechanisms and survivor assistance programmes in each site, designing and implementing a PSEA operationalization with the PSEA TF and IACM require investment in, e.g. staff training, maintaining entry points for receiving complaints as well as providing facilities, etc. Agencies are encouraged to integrate PSEA into their operational planning and budgets so that PSEA activities and focal points are not add-ons to the regular tasking and duties, but rather the work on PSEA is planned from the outset.

The Task Force is NOT responsible for investigation or adjudication of individual complaints and shall not deal directly with complainants. These functions rest exclusively with the individual organizations or agencies. However, the Task Force can act in an advisory capacity to an organization upon specific request.