

Terms of Reference

PSEA Inter-Agency Co-Ordination Structure Ukraine 2023

Background

An Inter-Agency PSEA Task Force was set up in Ukraine in 2017 reporting directly to the Humanitarian Country Team (HCT). The humanitarian landscape changed drastically following the Russian invasion in February 2022, which resulted in widespread external and internal displacement, destruction of infrastructure and a rapid scale-up of humanitarian activities. In order to respond to the augmented risk of SEA, the membership of the existing PSEA Task Force expanded to include new actors, a Senior PSEA Inter-Agency Coordinator was deployed to support the Office of the Humanitarian Coordinator (HC), sectoral risk assessments were undertaken to identify new risks emanating from the evolving situation, and HCT members had to jointly respond to the training needs as part of the onboarding of the incoming workforce deployed to respond to the emergency and the surge in new partners and activities.

In view of the evolving context in Ukraine, it was decided to transform the existing task force into a full Network in 2023, to introduce a strategic oversight body, to formalize the ad hoc working groups and to consider options for operationalization of the Network at sub-national levels in order to effectively reach affected people. In addition to the UNCT PSEA Action Plan, implementing the global minimum standards for UN Agencies, a contextualized two-year Strategy for Ukraine and an annual workplan for the PSEA Network, which will include the activities of NGO and civil society partners, will be adopted.

Objectives

Under the auspices of the HCT and overseen by a senior-level Strategic PSEA Steering Committee, the Protection from Sexual Exploitation and Abuse Network (hereafter: PSEA Network) in Ukraine is the primary body for technical-level coordination and oversight of PSEA activities in line with the UNCT PSEA Action Plan and high-level Strategy. The PSEA Network covers the whole of Ukraine, but sub-national coordination structures may be created within the existing cluster system to support the operationalization of activities. The PSEA Network will be supported by a Technical Working Group consisting of PSEA/safeguarding experts.

The presence of the PSEA coordination structure does not lessen the responsibility of individual network members 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. The PSEA Network is responsible for implementing coordinated activities between members to minimize the risk of sexual exploitation and abuse by aid workers, ensure effective response when incidents do arise, and raise awareness of PSEA in Ukraine. The PSEA Network activities follow a victim-centred approach and will respect the principles of safety, confidentiality, respect, and non-discrimination.

Membership

Network membership is open to all UN agencies, INGOs, and NGOs operating in Ukraine. Each UN agency should designate one PSEA focal point and one alternate to attend Network

meetings and activities. It is recommended that non-governmental or civil society organizations with cooperation agreements with the United Nations appoint a focal point. Membership in the Network will also be open to other non-governmental or civil society organizations working in the humanitarian response.

Organizations based in Kyiv are invited to participate. Organizations based in the sub-national hubs are encouraged to participate in the sub-national coordination fora and have representation in the country-wide PSEA Network.

Focal points from key protection sectors such as protection, gender-based violence, child protection, technical sectors, such as CCCM and shelter and working groups on cash, gender, accountability to affected populations and disability and inclusion should also attend the PSEA Network meetings to ensure complementarity and information sharing. Donors and Government Representatives, from relevant line ministries, may also attend as observers.

Structure of the PSEA Program in Ukraine

Humanitarian Country Team

The oversight of inter-agency PSEA activities should be done by the senior-most body in country in which the heads of organizations are represented, in Ukraine it is the HCT. The Senior PSEA Inter-Agency Coordinator will update the HCT every quarter on the progress of the implementation of the PSEA Strategy and the PSEA Network Work Plan and share the minutes of the PSEA Network meetings and activities.

Strategic PSEA Steering Committee

The senior-level Strategic Steering Committee in Ukraine will be chaired by the HC and have a membership of four heads of UN Agencies and four NGOs from the HCT, which will meet on an ad hoc basis. It will hold the primary accountability, decision-making, and oversight authority for PSEA activities at country level. The Strategic Steering Committee will adopt a multi-year PSEA Strategy for the HCT, Information-Sharing Protocol and endorse the PSEA Network bi-annual Work Plan. The Strategic PSEA Steering Committee will also support the identification of financial and human resources and the design of crisis communication strategies. The Senior PSEA Inter-Agency Coordinator will act as secretariat to the Strategic Steering Committee and provide regular updates on the implementation of the PSEA Network Workplan, trends and obstacles.

Senior Inter-Agency PSEA Coordinator

The Senior Inter-Agency PSEA Coordinator is responsible for overseeing and supporting the inter-agency PSEA Program in country. The Senior Inter-Agency PSEA Coordinator establishes the PSEA in-country program, oversees the PSEA Network and sub-regional PSEA Task Forces, support agencies and organizations to strengthen PSEA, engages stakeholders, establishes/strengthens inter-agency community-based complaint mechanisms, and promotes information-sharing. The Senior Inter-Agency PSEA Coordinator is responsible for reporting on Network activities, progress against PSEA indicators, and anonymized SEA trends to the HC, the Strategic PSEA Steering Committee and the HCT. The Senior Inter-Agency PSEA Coordinator represents the Network in relevant coordination bodies, advises actors in-country on good practices to support effective PSEA implementation and ensures coordination with the Regional PSEA Network for the Ukraine response.

PSEA Network Co-chairs

Two co-chairs for Kyiv and two alternates (for Lviv) will be appointed on a rotational basis, one UN agency and one NGO, for 6 months. The co-chair representatives will take an active role at the Network level in convening and managing network meetings and events, coordinate and oversee the implementation of the PSEA Work Plan and act as a secretariat for the Inter-Agency PSEA Network.

PSEA Technical Working Group

In order to operationalize the key priority areas of the Ukraine PSEA Programme, a technical working group consisting of experts on PSEA/safeguarding from various UN Agencies and NGOs in Ukraine will be set up. The Technical Working Group will be chaired by the Inter-Agency PSEA Coordinator and meet on a bi-weekly basis. It will prepare documents, tools, methodologies, surveys etc supported by Network members.

The key priority areas for 2023 will be:

1. **Risk Mitigation and Management:** Establishment of templates for joint risk assessments and sectoral risk assessments. using the Empowered Aid methodology.
2. **Partner Capacity Strengthening:** Map shared partners, support capacity development plans, provide access to training opportunities, tools etc. to strengthen the prevention of and response to SEA and establish a pool of trainers.
3. **Community-based Complaint and Feedback Mechanisms:** Streamline the existing inter-agency reporting mechanism, development of sub-national inter-agency community-based complaint and feedback mechanisms.
4. **Training and Capacity-Building:** Map training needs for different stakeholders and existing resources, develop a training strategy and a timetable.
5. **Awareness Raising:** Map obstacles to reporting at community level and design an awareness raising and capacity-building strategy.
6. **Victim Support:** Continue the work on mapping referral pathways for assistance provided by the Government system and international actor, ensure mainstreaming of PSEA into existing services, conduct quality assessment of available assistance and services and appoint a victim care focalpoint who can coordinate assistance efforts.

Meetings

The meetings of the full Network will take place on a monthly basis in Kyiv in hybrid form. The meetings with the full Network will focus on information-sharing, updates from the Senior Inter-Agency PSEA Coordinator, the Technical Working Group on different workstreams and the Network members. The minutes of the meetings will be public and shared with the Network members.

Main areas of activity

Under the four pillars of the IASC Minimum Operating Standards on Protection from Sexual Exploitation and Abuse, the PSEA Programme in Ukraine will prioritize the following:

1. Management and Coordination
 - Carry out joint SEA risk assessments and identify potential risk factors and areas of concern and develop risk mitigation measures. The risk assessment outcomes will

inform strategic decision-making of senior leadership, planning and programmatic activities and resource mobilisation for the PSEA Network Action Plan.

- Establish and implement a measurable PSEA Network Work Plan with defined time frames and responsibilities of Network members based on expertise, mandate and capacity.
- Monitor the PSEA activities of Network members to ensure complementarity and identify gaps.
- Work closely with other coordination bodies in Ukraine, including the Protection Cluster, GBV sub-cluster, Child Protection sub-cluster and AAP working group to support prevention and response to SEA and align the efforts.
- Identify training needs and resources to coordinate trainings for all PSEA Focal Points and senior management on their specific PSEA roles and responsibilities.

2. Engagement with and Support to Affected Populations

- Raise awareness about the rights of affected populations, what SEA is, what constitutes in appropriate behaviour of personnel, the fact that aid workers are obliged to report SEA incidents that they are aware of, and the various methods to submit complaints and how to access victim assistance services in Ukraine. Support members to assess and improve the effectiveness and appropriateness of PSEA activities within the targeted communities.
- Ensure that timely, relevant and actionable information is systematically shared with communities and support the meaningful participation and leadership of affected people in decision-making, design of PSEA programmes and products and ensure that community feedback systems are in place to enable affected people to assess and comment on relevance and usefulness of the activities.

3. Prevention

- Advocate for PSEA to be a priority throughout programming and support actors working in operational areas to embed SEA risk mitigation in needs assessment, project design, implementation, and monitoring based on identified SEA trends.
- 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 SEA for all personnel and support such trainings with jointly developed contextualized materials.

4. Response

- Capitalizing on the mapping of the existing complaint and feedback mechanisms, conduct focus group discussions and surveys 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.
- Link the network members' complaint and feedback mechanisms (CFMs), through agreed Standard Operating Procedures (SOPs), to an inter-agency complaint and assistance referral mechanism.
- Collectively advocate and work with the GBV and Child Protection sub-clusters and implementing partners to address existing gaps so that the needs of all survivors are met.

- Raise the awareness of 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 Ukraine. Encourage data sharing protocols to be used across the humanitarian community in Ukraine. Receive aggregate, anonymized updates 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.

Kyiv

February 2023