

Tanzania PSEA Focal Term of Reference (ToR)

Background

Sexual Exploitation and Abuse (SEA) in any organisation is an unacceptable breach of fundamental human rights and a deep betrayal of the core values of the United Nations (UN), especially as a sector that aims to support the most vulnerable people in the world. Indeed, SEA undermines the work of the UN as well as limits its ability to deliver positive change, and aid must always be delivered in an all-inclusive way that “Do No Harm”. Protection From Sexual Exploitation and Abuse (PSEA) is therefore a core commitment of the UN Secretary-General and the Inter-Agency Standing Committee (IASC), prioritising the acceleration of PSEA from the outset of UN response, with a focus on key priority areas including safe and accessible reporting, victims-centred response, and enhanced accountability. Within this context, it is necessary for all UN agencies and their implementing partners (IPs) to select focal points to (a) partake in the inter-agency PSEA Network and to (b) roll-out internal PSEA initiatives.

Description

The PSEA Focal Point is a staff member tasked with implementing PSEA in direct coordination with their Country Representative, both internally and as an active member of the Tanzania PSEA Network. The nomination of a PSEA Focal Point does not relieve the Country Representative of their ultimate responsibility for PSEA in the office but supports senior management in that role. The Focal Point designation is not a full-time position, and, to respect the need to balance regular job with engagement on PSEA, the below responsibilities will be reflected in the Focal Point’s job evaluation. Moreover, to avoid the loss of institutional memory, the PSEA Focal Point should be able to commit to the role for a minimum one year and prepare a briefing for their replacement when exiting.

To ensure the Focal Point is allowed enough time to their PSEA responsibilities, the organisation will designate two PSEA Focal Points, aiming to take gender balance into consideration. The responsibilities outlined in this TOR will then be divided between the Focal Points at their discretion and under the supervision of their respective Country Representative. The Country Representative and Focal Points are mutually responsible for ensuring each is kept up to date on collective and organisational PSEA developments for participation in the UNCT and PSEA Network. The role of the Focal Point is limited to PSEA. Although the PSEA Focal Points need to be able to identify links between SEA and other forms of staff misconduct, they are not responsible for implementing activities beyond PSEA. The PSEA Focal Point does not have an investigative role.

Responsibilities

Under the 4 pillars of IASC Minimum Operating Standards on Protection from Sexual Exploitation and Abuse, and in line with global standards on PSEA, the PSEA Focal Point(s) will undertake the following:

Coordination

- Attend monthly PSEA Network meetings (as well as ad-hoc meetings, as needed).
- Raise awareness of the Focal Points’ role and contact details throughout their own agency as well as within the inter-agency PSEA Network.
- Represent own agency at PSEA Network meetings, actively participate in fulfilling the Network’s work plan, and report back to the Head of Office on Network progress and lessons learned.
- Promote adherence to relevant inter-agency accountability mechanisms and reporting requirements.
- Assist the Head of Office to meet their senior leadership PSEA responsibilities, including the mandatory requirements for all UN entities to share information on SEA allegations with the RC.
- Share regular updates of anonymized, aggregate SEA allegations with the PSEA Network Coordinator.
- Track all PSEA-related activities, ensuring that all information is shared with PSEA Network.

Prevention

- Support the Country Representative to:
 - Ensure staff sign a Code of Conduct that clearly prohibits SEA, obliges reporting of such acts, and enforces these clauses when breached.
 - Develop and monitor an action plan to mainstream PSEA in accordance with the country-level PSEA work plan.
- Take the lead on:



- o Collaborating with Human Resources to ensure all new hires receive induction on PSEA.
- o Regularly support training for staff and field personnel on PSEA Code of Conduct.
- o In coordination with PSEA Network, provide PSEA training for implementing/cooperating partners.

Response

- Act as a channel to receive allegations of SEA. Report and where relevant refer allegations to assistance in line with internal procedure and available pathways.
- Limit sharing of sensitive complaint information to a “need to know” basis, in line with data protection principles and a victim-centred approach.
- Support program managers to strengthen and/or establish safe, accessible, and contextually appropriate channels to receive sensitive allegations, informed by good practice.
- Support the Country Representative to strengthen complaint handling protocols, including clear case handling responsibilities and the ability to enact disciplinary measures.

Community Engagement

- Disseminate awareness-raising tools and facilitate events for community members with emphasis on their rights, what SEA and staff reporting obligations are, and options for reporting/victim assistance.
- Work with the PSEA Network to establish an inter-agency Community-Based Complaint Mechanism, incorporating the agency’s existing complaint and feedback mechanism (CFM).
- Map existing community engagement projects and work with project leads to insert PSEA messages and/or gather community input where appropriate.

Required Qualifications and Experience

The PSEA Focal Point should be a staff member of their agency with easy access to senior management. Therefore, in line with this, they should be sufficiently senior level within the management structure of the agency. Once appointed, the PSEA Focal Point shall annually undergo the network-led “Tanzania PSEA Network Focal Point” ToT training (either online or in-person), which will assist them in carrying out their duties both within their agency and as a member of the PSEA Network. In selecting focal points, the following should be given due attention:

- Demonstrates sensitivity to cultural diversity and gender issues.
- Displays religion, race, nationality, and age sensitivity as well as adaptability.
- Proven communication skills.
- Professional work experience in the areas of safeguarding, protection, child protection, GBViE, gender, procurement, and/or human resources.
- Proven understanding of the institutional culture of the UN and operations with high personal integrity.
- Models organisational values and ethical standards.

Endorsed by the Tanzania PSEA Network October, 2022.