**Terms of Reference for PSEA Focal Points – Sofala/Manica Province**

**Role Description**

Under the PSEA Network in Sofala Province, PSEA Focal Points will coordinate the implementation of the Secretary-General’s Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse (ST/SGB/2003/13). S/he will undertake this both within his/her agency, organization, department or mission and as a member of the PSEA Network.

The Focal Point designation is a role or “hat” and not necessarily a position. It can either be assigned to existing personnel or new personnel can be hired to carry it out. Whether the role is a full-time or part-time undertaking should depend on specific need.

Each organization/agency should ideally designate two Focal Points to carry out the PSEA responsibilities: - wherever possible consideration should be given to the selection of both human resource and operational staff. Each entity should have at least one Focal Point and an Alternate.

**Purpose**

The purpose of the PSEA focal point is to have a designated staff member(s) who supports senior management in coordinating the development and implementation of PSEA policy and procedures.

**Scope of Work**

Within his/her organisation/agency, the Focal Point shall actively promote protection from sexual exploitation and abuse (SEA) and participate in PSEA Network In this regard, key roles and responsibilities of a PSEA focal point shall include:

**Engagement with and support of local populations**

* Facilitate, in coordination with the PSEA Network, awareness-raising in local communities on their rights, the fact that assistance to them is never to be conditioned on sexual favours and options for reporting incidents of SEA.
* Establish, in coordination with the PSEA network, community-based complaints mechanisms.

**Prevention**

* Ensure that the identity of the focal point is known throughout the organization/agency and that contacts are made widely available.
* Where applicable, support staff to sign the organization’s Code of Conduct clearly prohibiting acts of sexual exploitation and sexual abuse and obligating them to report such acts. (For the UN, the Secretary-General’s Bulletin (SGB) serves the purpose of a code of conduct, though additional ones may be adopted to reinforce the SGB’s standards).
* Work with human resources personnel to include PSEA content in staff inductions, including all contractors, consultants, temporary staff and casual labour.
* Provide awareness-raising and training sessions on sexual exploitation and abuse for all staff and other personnel in the organization and implementing staff on a regular basis, including for newcomers.
* Make appropriate recommendations to management on enhancing prevention strategies. This could include collecting and analyzing information on actual/potential risk factors for vulnerability to sexual exploitation and abuse and elaborating measures to address them
* Ensure that the job descriptions, terms of reference and/or performance appraisal plans of staff who are also Focal Points include their PSEA responsibilities.
* Work with senior management to ensure that procedures to guard against hiring of persons who have a record of SEA offences are put in place and applied.

**Response systems**

Support the development of internal procedures for staff to report incidents of sexual exploitation and abuse, consistent with applicable UN/organization’s rules, Inter-agency SOPs and approved by the organization’s headquarters Focal Point.

* Take appropriate measures to ensure safety and confidentiality for all visitors to the Focal Point.
* Once a complaint is received:
	+ Ensure that all materials pertaining to complaints are handled strictly in line with applicable grievance procedures. Refer complaints/reports to the appropriate unit within her/his organization/agency for investigation;
	+ Immediately refer complainants to the survivor assistance mechanism (GBV and CP referral pathways), so that they may receive the medical, psychosocial, legal and material support they need or directly assist complainants to access immediate medical assistance and safety measures where needed.
* In case alleged perpetrators are community leaders and the complainant is not a survivor, carry out verification visits upon receipt of the complaint to gather further data on the possible occurrence of SEA.
* Ensure that focal points in all field/sub-offices, where there is significant staff presence, are designated and trained.
* Coordinate the adherence to relevant monitoring/compliance mechanisms, including SOPs, contribution to the PSEA Network’s monthly reports, 5Ws, workplan and lessons learned etc.
* Track all PSEA-related activities for the organization and ensure that all information on PSEA-related activities is shared with relevant persons in the organization and the PSEA Network as appropriate.