

Terms of Reference for Mozambique Network on Protection from Sexual Exploitation and Abuse by UN/NGO Personnel

Leadership

1. The PSEA Network for Mozambique will be co-led by COSACA/CARE and UNICEF. The coordination of the network responsibilities is to be shared between the two Co-Chairs to ensure continuation in case of personnel rotation.

Membership

2. The Network will function under the auspices of the Resident Coordinator (RC) / Humanitarian Coordinator (HC) and report to him/her. Membership includes normally one Focal Point on Protection from Sexual Abuse and Exploitation from each agency, organization and department.

Responsibilities

3. The Network on Protection from Sexual Abuse and Sexual Exploitation (PSEA) will serve as the primary body for coordination and oversight of activities related to protection from sexual exploitation and abuse by international and national personnel of UN and NGO entities in Mozambique.
4. The Co-Chairs of the PSEA Network will be responsible for convening meetings of the Network, agreeing on collective actions to be taken to prevent SEA, and overseeing implementation of the *Standard Operating Procedures* on recording SEA complaints.
5. The PSEA Network is **NOT** responsible for investigation or adjudication of complaints, or for dealing directly with complainants. These functions rest exclusively with individual entities.

Major Tasks

6. Under the four pillars of protection from sexual exploitation and abuse, the Network will work on:

A. Engagement with and Support to Local Populations

- Conduct ongoing discussions with affected communities to assess their knowledge of PSEA.
- Map existing Complaints and Feedback Mechanisms and, in cooperation with local communities, ensure complaints mechanisms are in place in each community where the UN and NGOs work.
- Ensure such mechanisms are safe, accessible, and confidential (i.e. on a need to know basis) and tailored to the needs of each geographical area.
- Raise awareness in local communities on their rights, the standards of conduct expected of personnel of the UN and NGOs and the various contacts and entry points where they can lodge complaints/discuss incidents.

B. Prevention

- Ensure and, as necessary, coordinate the provision of awareness raising on SEA for all personnel in the country, including their responsibility to report all suspicions of sexual exploitation and abuse committed by colleagues (ST/SGB/2003/13 section 3.2 (e) for UN staff and related personnel).
- Develop a system of identification of risk factors responding to the country-specific context, share information about potential risk factors and areas of concern and develop strategies to minimize them.
- Establish and implement good hiring practices, including procedures to prevent hiring of persons who have committed sexual exploitation or abuse, where known.

C. Response systems

- Implement the *Standard Operating Procedures* for what to do when SEA-related complaints are received, including with respect to provision of assistance and feedback to complainants/survivors.

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- Never share during meetings nor record in minutes the names or identifying information of alleged perpetrators, complainants/survivors or witnesses. Instead, cases discussed in meetings of the Task Force within the Network should be referred to by a case number.
- Ensure rapid referral of complainants/survivors to survivor-centred services through the existing gender-based violence (GBV) and child protection referral pathways.

D. Management and Coordination

- Develop a plan of action for the PSEA Task Force in Mozambique.
- Hold regular meetings, weekly at the beginning of the Cyclone Idai response, and then monthly once commonly agreed upon, and circulate the minutes to all members. Ad-hoc meetings may be called on an as needed basis.
- Assess gaps in protection from SEA and develop and implement action plans to fill them.
- Coordinate trainings for all Focal Points and managers on their PSEA roles and responsibilities.
- 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.

Reporting

7. The PSEA Network will report monthly to the HCT on progress made on agreed priorities, in line with the Action Plan.
8. The PSEA Network will report monthly – or an ad hoc, urgent basis, if required - to the RC/HC on reported incidents of SEA and the subsequent action(s) taken. These reports will contribute to an annual report by the RC/HC on incidents of SEA in the country.
9. The PSEA Network will report annually, through the RC/HC, to the Headquarters-based UN and NGO Task Force on Protection from Sexual Exploitation and Abuse on actions taken to prevent and respond to SEA. These reports will contribute to the annual report of the Secretary-General on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.