**Inter-Agency Protection from Sexual Exploitation and Abuse Mapping Survey**

**This document is for reference and off-line work. Complete this survey in the online form**

In line with the Global directive the United Nations Country Team, would like to map the PSEA landscape across UN agencies in the country. We are conducting this survey to understand each agency’s current PSEA systems and their application in Turkey. For this purpose, we would very much appreciate if you could provide us some information about your organization’s capacity to solicit feedback, receive complaints, and to prevent and respond to SEA by your own and partner staff.[[1]](#footnote-1) Drawing on the expectations of the Secretary General’s Bulletin (ST/SGB/2003/13), this survey has been designed based on the IASC Minimum Operating Standards, which were created jointly by humanitarian agencies led by the IASC Champion in 2012, and were endorsed by both the PSEA Senior Focal Points and the IASC Task Force on PSEA. The MOS PSEA are based on:

1. The Statement of Commitment on Eliminating Sexual Exploitation and Abuse by UN and Non‐UN Personnel, August 2008
2. The Global Review of protection from Sexual Exploitation and Abuse by UN, NGO, IOM and IFRC Personnel, July 2010
3. IASC Six Core Principles Relating to Sexual Exploitation and Abuse, June 2002

**This survey should be filled out by the senior most PSEA Focal Point endorsed by Head of Agency or designated senior management.**

|  |  |
| --- | --- |
| **Agency** |  |
| **Head of Agency** |  |
| **PSEA Focal Person – Name, position, location, email** |  |
| **PSEA Alternate – Name, position, location, email** |  |

1. What is the typical number of personnel that your agency has in Turkey under Country Office management? (including incentive workers, contractors, volunteers, outsourced personnel such as cleaners/security etc.)

#Male/#Female/#other\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is the estimated number of beneficiaries accessing your agency services in Turkey? #Male/#Female/#other \_\_\_\_\_\_\_\_\_\_

Effective Policy Development and Implementation:

1. Has your agency conducted a risk/needs assessment that includes SEA in Turkey?

Yes, please identify the primary SEA risk factors in Turkey \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No

I don’t know

1. Does your organization have a Code of Conduct (CoC) that includes protection from sexual exploitation and abuse? (please circle one)

Yes No I don’t know In the process of being created

1. Does your organization have a policy on Protection from Sexual Exploitation and Abuse?

Yes No I don’t know In the process of being created

1. Does your agency have an internal PSEA Action Plan in place?
2. Yes No I don’t know
3. Is the PSEA policy and/or Code of Conduct communicated to staff?

Yes

No

If yes, how frequently and using what method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(note: when was the last time your PSEA Policy or Code of Conduct was communicated to all staff)

**\* Please attach your agency’s Code of Conduct, PSEA policy, PSEA Action Plan, and/or SEA handling and investigation policy (where available) with this Survey upon return.**

1. In the absence of senior management, are OIC managers appraised of the actions required to be taken, both in response and prevention activities? Yes No
2. Under your organizational policy, where does the responsibility reside in investigating SEA complaints?

In-country capacity

Regional capacity

HQ capacity

I don’t know

A Dedicated Department/focal point is committed to PSEA:

1. Does your agency have an assigned senior level PSEA Focal Person in Turkey?

Yes No I don’t know

1. Do all PSEA focal points (senior or otherwise) have their responsibilities included in their TORs?

Yes No I don’t know

If yes, do they have the delegated authority to take action on SEA: Yes No

1. Do PSEA focal points have dedicated time for PSEA related activities? Yes No
2. Does your PSEA Focal Person(s) regularly update your agency’s senior management on PSEA: Yes No
3. Are your PSEA Focal Points trained specifically on PSEA?

Yes

No

If yes, what trainings and how frequently? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are your PSEA Focal Point(s) linked to an existing HQ PSEA Focal Point / PSEA networks / other avenues offering PSEA support?

Yes No

Effective recruitment and performance management

|  |  |  |  |
| --- | --- | --- | --- |
| Mainstreaming PSEA in HR Policies and Practice | Yes | No | I don’t know |
| Does your organization incorporate PSEA policy reference within staffing contracts? |  |  |  |
| Does your organization ensure that all candidates sign the Code of Conduct, and indicate awareness of PSEA policies, in tandem with receiving a contract? |  |  |  |
| Does your organization have a practice of conducting reference checks to capture issues pertaining to former misconduct? (i.e. contacting past employers) |  |  |  |
| Does your organization maintain a list of staff found in violation of the CoC/ PSEA policy, for other UN agencies to consult? |  |  |  |
| Does your organization adhere to the Code of Conduct and mandatory PSEA policy within performance appraisals for staff and senior managers (i.e. staff/managers held accountable to attending mandatory training on PSEA) |  |  |  |

Effective and comprehensive mechanisms to ensure awareness raising on SEA amongst personnel

1. How many of your staff (having worked for more than a month) in Turkey have been trained in PSEA over the last 12 months? (estimate if necessary) \_\_\_\_\_\_\_\_\_

Please list the training that your agency employs/encourages for staff (noting as well whether online, in-person, ToT, etc): \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you have a standard/mandatory staff training on PSEA, and how often is it delivered?
2. Does your induction/orientation programme for new staff include training/awareness raising on:

CoC and/or PSEA policy? Yes\_\_\_ No \_\_\_

Misconduct? Yes \_\_\_ No \_\_\_

Feedback and complaint Mechanism? Yes \_\_ No \_\_

1. Which of the following Sexual Exploitation and Abuse activities have your organization undertaken?
   1. PSEA included in staff induction/orientation
   2. PSEA discussed in staff meetings
   3. SEA risk-reduction is mainstreamed across units/department and throughout project cycles

Internal complaints and investigation procedures in place

1. Does your organization have clearly identified written procedures for handling complaints?

Yes

No

1. In your opinion, do staff know where to report if they suspect, witness or otherwise know of Sexual Exploitation and Abuse?

Yes

No

I don’t know

1. Does your organization have an SEA investigation policy/procedure in place?

Yes If yes, explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No

I don’t know

1. If an SEA Investigation policy/procedure is in place, please explain whether this extends to implementing/cooperating partners?

Cooperative Arrangements:

1. Does your Agency address PSEA issues with your partners?

Yes No

If yes which partners:

CSO

Government

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is your Code of Conduct explicitly integrated into the conditions of contracts with Implementing/Cooperating partners?

Yes

No

I don’t know

1. Have any implementing and cooperating partners been unwilling to sign a contract due to the Code of Conduct Yes No,

If no, what actions did your agency take? \_\_\_\_\_\_\_\_\_\_\_\_\_

1. How can your implementing partners / cooperating agencies raise concerns / reports of SEA:

They are required to report SEA incidents to your agency in partnership contracts

Their staff can use your agency complaint mechanism

Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do your partners have PSEA Focal points? Yes No I don’t know
2. Do your implementing/cooperating partners have their own PSEA training? Yes No

If no, do you support your partners in ensuring PSEA training is delivered? Yes No I don’t know

Raising beneficiary awareness on PSEA

1. Does your agency engage in awareness raising with beneficiaries?

If so, do your awareness messages include:

Their rights regarding PSEA?

Where they can raise concerns or reports of SEA?

1. Has your agency informed beneficiaries of their rights regarding protection from SEA?

Yes, estimated number of people reached \_\_\_\_\_\_\_

No

I don’t know

1. Do your information campaigns for beneficiaries include where they can complain?

Yes No I don’t know

1. Has your organization worked with organizations such as Non-Governmental Organizations/Community Based Organizations/Civil Society regarding beneficiaries’ rights and PSEA?

Yes, estimated % NGO/CBO/CSO that have received PSEA information from your agency \_\_\_\_\_\_\_\_\_\_\_

Yes, estimated % of NGO/CBO/CSO that have the capacity to assist in PSEA information campaigns\_\_\_\_\_\_

No

I don’t know

Effective community-based complaints mechanisms, including victim assistance

1. Does your agency have a mechanism, tailored to local language needs, for receiving *feedback* from beneficiaries in Turkey?

Yes No I don’t know

1. Does your agency have a mechanism, tailored to local language needs, for receiving *complaints* from beneficiaries in Turkey?

Yes, it is the same as the feedback mechanism

Yes, it is separate from the feedback mechanism

Yes, but not tailored to local languages (Turkish, Arabic, Kurdish, etc)

No

I don’t know

1. In your opinion, do beneficiaries know where to report if they suspect, witness or experience Sexual Exploitation and Abuse?

Yes No I don’t know

1. Are your feedback/complaint mechanisms targeted to a particular beneficiary group?

Yes No I don’t know

If yes which ones, please fill in:

1. Is the mechanism designed to receive complaints for: (please indicate all that apply)

Dedicated PSEA

Regular feedback/complaint mechanisms that can also address PSEA

Other (explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please explain the feedback/complaint reporting channels i.e. how beneficiaries can submit information?

Face-to face reporting

Suggestion box

Email or SMS

Hotline/helpline/Call centre

Community forums

Other (please explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is information from your feedback/complaint mechanism systematically shared for follow-up and/or programme adjustment i.e. internally, with Cluster(s), etc…?
2. Is feedback provided to the complainant (or victim) following his/her initial complaint?

Yes, please describe the timeframe in which feedback is received, and what information is conveyed (generally) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No

I don’t know

1. Does your agency have written guidance on provision of support to victims?

Yes No

If yes please explain:

1. Does your mechanism have procedures to automatically refer SEA complainants to victim assistance services (i.e. medical, legal or psycho-social support)?

Yes No I don’t know Our agency provides these services directly

1. Does your agency have a database to record SEA complaints received for M&E?

Yes, in Turkey

Yes, in HQ

No

I don’t know

General:

1. Are you aware of any investigation of complaints in Turkey amongst UN agencies or Partners?

Yes

No

If yes do you know whether any disciplinary measures taken? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What would you say is a best practice about your agency’s PSEA mechanism?
2. In your opinion, what additional guidance/support would be most useful for your agency for addressing SEA?

**Thank you – your kind assistance is much appreciated!**

1. “Staff” for this survey includes incentive workers, volunteers, interns, consultants, and others providing services on behalf of your organisation. [↑](#footnote-ref-1)