# **Terms of Reference for UNFPA Focal Points on Protection from Sexual Exploitation and Abuse (PSEA) at country level**

## Background

Sexual Exploitation and Abuse (SEA) by aid workers is a grave violation of human rights and UNFPA is committed to combat any kind of SEA by its staff, non-staff personnel and partners.

To this end, and in collaboration with the UN system organizations, UNFPA is implementing a PSEA Strategy through a range of actions, including processes, tools and mechanisms to strengthen PSEA prevention and response, management and coordination,.

All UNFPA offices, and personnel must be familiar with their respective responsibilities under the PSEA Strategy and take immediate action in accordance with applicable policies and procedures.

## Role description

Under the supervision of his/her Head of Office and with the functional guidance of the UNFPA Coordinator for PSEA and SH (‘the Coordinator’) and the Regional PSEA Focal Point the Country level UNFPA Focal Point for PSEA will coordinate the implementation of the UNFPA PSEA Strategy and the Secretary-General’s Bulletin on Special Measures for PSEA at country-level. S/he will undertake this both within UNFPA and as a member of the in-country network on PSEA (as applicable). The Focal Point shall:

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| Prevention | * Ensure that the identity and role of the Focal Point is known throughout UNFPA and the PSEA network at country level and that contacts are made widely available. * Provide training sessions on PSEA for all country level personnel, and implementing partners on a regular basis. * In coordination with the in-country PSEA network, provide awareness campaigns and sensitization for local communities on PSEA, with emphasis on what SEA is, beneficiary rights, where to report, complaint mechanism and victims’ assistance. * Support country-level recruitment activities to ensure that procedures to guard against hiring of persons who have a record of sexual exploitation and abuse offences are put in place and applied. * Support programme managers in the implementation of the UN Protocol on Allegations of SEA involving Implementing Partners. * Serve as focal point responsible for assessing and mitigating PSEA related risks at the CO level. * Make recommendations to CO management on enhancing prevention strategies, as appropriate. |
| Response | * Ensure that UNFPA procedures and mechanisms for reporting allegations of SEA are known to all UNFPA field personnel, partners and as applicable, recipients of assistance and local communities. * May receive allegations of alleged incidents of SEA, regardless of the institutional affiliation of the alleged perpetrator. Once an allegation is received:   + Immediately refer the allegation(s) to the UNFPA Office of Audit and Investigation Services (OAIS) for investigation;   + Immediately – and in consideration of consent procedures - refer complainants to the victim assistance mechanism, where established, 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. If a victim assistance mechanism is not yet in place, the Focal Point should seek to facilitate access to such support, as identified in UN General Assembly Resolution 62/214.   + Ensure that all materials pertaining to the allegation(s) are handled in strict confidence; * Take appropriate measures to ensure safety and confidentiality for all visitors to the Focal Point. |
| Management and Coordination | * Assist the Head of Office to fulfil his/her responsibilities in accordance with ST/SGB/2003/13. * Ensure the inclusion of SGB standards in contractual arrangements with non-staff individuals and entities, per ST/SGB/2003/13 Sec. 6. * Coordinate UNFPA’s adherence to relevant accountability/compliance mechanisms, including contributing to the UNFPA annual management certification to the Secretary-General. * Represent UNFPA in and collaborate with in-country PSEA networks. * Coordinate with and participate in meetings of the UNFPA Focal point network. |

## Profile

* The PSEA Focal Point must be a staff member of UNFPA. The Focal Point needs easy access to senior management and should therefore normally be appointed at a sufficiently senior level. Gender balance should be considered when selecting the country level PSEA Focal Point and Alternate.
* The above responsibilities shall be reflected in the terms of reference and performance appraisal plans of staff who act as PSEA Focal Points.

## Required Competencies:

* Values: Exemplifying integrity, Demonstrating commitment to UNFPA and the

UN system, Embracing cultural diversity, Embracing change

Core competencies: Achieving results, Being accountable, Developing and applying professional expertise/business acumen, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, Communicating for impact

* Functional competencies: Demonstrated experience working directly with local communities, Fluency in the relevant languages, Proven communication skills.

## Training:

Upon appointment, the Focal Point must undergo specific training on protection from sexual exploitation and abuse as guided by the Coordinator, and their respective areas of responsibilities, as soon as feasible.

## Note:

## The role of the focal points is strictly limited to PSEA, issues related to Sexual Harassment are not part of this function.