PROPOSAL DEVELOPMENT

SEXUAL EXPLOITATION AND ABUSE (SEA) RISK MITIGATION CHECKLIST

IOM is committed to the protection against sexual exploitation and abuse (PSEA) in all its work. Sexual exploitation and abuse occurs when an IOM worker or partner facilitating access or providing services and assistance, abuse their position of power and trust to sexually abuse and/or exploit communities and beneficiaries.

IOM seeks to prioritise safety and dignity in its programming, and to ensure meaningful access, accountability, participation and empowerment for all individuals it assists. Sexual exploitation and abuse (SEA) can occur in every type of programme where IOM workers and partners interact with affected populations and assisted individuals, but each programme has its own set of distinct risks.

*This Checklist is designed to assist IOM workers engaged in proposal development in ensuring due consideration for project/ programme- level SEA risks, and effectively including PSEA activities and appropriate SEA risk mitigation actions into proposals, as well as the project/programme´s budget. It is intended for use across IOM sectors and programmes, and should supplemented by other relevant Checklists, namely, the **SEA Risk Mitigation Checklist for Partnerships** (as applicable), **the Data Management SEA Risk Mitigation Checklist** (as applicable), and the relevant **sector(s)- specific Checklist** for which the proposal is being developed. For more information regarding existing sectoral SEA Risk Mitigation Checklists, contact IOM's global PSEAH unit at PSEAH-SH@iom.int.*

ACTIONS

1. **The *IOM PSEAH Toolkit and Checklist*** has been consulted for guidance and best practice in preventing SEA within projects/ programmes, in particular, ***Section A5: Embedding PSEA within IOM Programme/Project Cycle: Proposal Development/ Budgeting, Programme/Project Implementation and M&E***. The IOM PSEA Toolkit and Checklist contains examples of project proposals and concept notes, as well as suggested PSEA language that can be included in project proposals.

2. Specific project/programme risks are assessed, either by conducting a review of relevant risk assessment reports, if available, or by undertaking a project/program-focused SEA risk assessment. Generally, the SEA risk assessment enables an understanding of:

   a) Community/beneficiary needs and preferences regarding the assistance that will be provided, and any unintended risks that may emerge from the assistance (e.g.; if delivering NFI kits, who within the household should benefit, if safer to deliver in-kind or through vouchers, exclusion risks brought by the targeting approach, etc.)

   b) Project/programme-related issues and activities that compromise the safety and security of communities/ beneficiaries (e.g.: SEA risks that may emerge when the project/program involves contractors, vendors, implementing partners, etc.)

   c) Measures that should be taken to enhance the office/ project/ programme´s capacity to prevent and appropriately respond to a SEA incident (e.g.: whether a channel is in place to safely receive reports from the community, whether assistance services are available for victim referral, etc.).

   > ✱ For guidance on conducting risk assessments, contact IOM's PSEAH unit at PSEA-SH@iom.int. For guidance on engaging with beneficiaries and communities to collect information on SEA risks, please refer to ***IOM's PSEAH Toolkit & Checklist - Action 5.1., Box B and C;*** as well as the ***SEA Risk Mitigation Checklist for Activities Involving Data Management.***

3. Identified project/program-level risks guide the development of risk mitigation measures to enhance the safety of beneficiaries and communities involved in the project/program.

> ⚠ *As needed, consult with relevant PSEA/Protection/GBV specialists in your context to assist in conceptualising appropriate risk mitigation measures for your project/ programme. For PSEA support, contact PSEA-SH@iom.int.*

> ✱ For further guidance on identifying appropriate risk mitigation measures, refer to ***IOM's PSEAH Toolkit & Checklist - Action 5.2.***

4. PSEA activities and identified SEA risk mitigation actions are reflected in the proposal.

   In addition to sector-specific risk mitigation measures, PSEA actions to be captured in the proposal typically involve:

   a) Undertaking a project/programme -level SEA risk assessment.

   b) Engaging a dedicated PSEA/GBV/Protection staff to support the project with the necessary expertise if project/ programme involves high level of interaction with assisted communities and individuals.

   c) Conducting consultations with communities, especially vulnerable groups/individuals, to inform PSEA communication/ awareness raising efforts and ensure these are context- and culturally- and audience- appropriate.

   d) Vetting and screening staff involved in the project/programme for past misconduct.

   e) Delivering mandatory PSEA training for all staff involved in the project/programme.

   f) Ensuring gender parity across staff in positions that require direct contact with beneficiaries and communities.

   g) Assessing partners´ PSEA capacities through the United Nations Partner Portal, developing a capacity development plan jointly with the partner, and supporting them to meet minimum standards on PSEA1.

   h) Inserting PSEA clauses in contracts and MOUs signed with project/programme partners.

   i) Raising PSEA awareness among beneficiaries and communities, including on rights, prohibited behaviours by IOM staff and partners, and how to report.

   j) Monitoring SEA risks and effectiveness of risk mitigation actions and using results to improve safer programming strategies and approaches.

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1 For reference, see: *Sample Template for Action Plan on PSEA.docx - Google Docs*

⚠️ *Consult the **SEA Risk Mitigation Checklist** relevant for your **sector** and **project/programme** for further actions to be included in the proposal. For more information regarding existing sectoral SEA Risk Mitigation Checklists, contact IOM's global PSEAH unit at PSEAH-SH@iom.int.*

✱ For further guidance on PSEA mainstreaming into proposals´ M&E frameworks, refer to ***IOM's PSEAH Toolkit & Checklist - Action 5.2.1.***

5. PSEA is included in the budget; funds can be used to cover (as required):

   a) Undertaking a programme/project -level SEA risk assessment.
   b) Engaging a dedicated PSEA/GBV/Protection staff to support the project with the necessary expertise if project/ programme involves high level of interaction with assisted communities and individuals.
   c) Stakeholder consultations with beneficiaries / target populations to better understand SEA risks, as well as specific needs and preferences around PSEA communication.
   d) Raising PSEA awareness among beneficiaries and communities, including on rights, prohibited behaviours, and how to report.
   e) Establishing or strengthening multiple complaint and feedback channels which are fit to handle SEA reporting.
   f) Delivering PSEA training for personnel (with a focus on frontline workers)
   g) Assessing and strengthen the PSEA capacity of implementing partners, government counterparts, service providers and other key partners.

   h) Monitoring implementation of risk mitigation actions and emerging risks, and of PSEA-specific activities (e.g.: community PSEA awareness sessions).
   i) Efforts to promote accessibility and quality of assistance services for victims of SEA/GBV.
   j) Sector-specific risk mitigation actions that carry associated costs in the context (for reference, refer to the SEA Risk Mitigation Checklist for your sector).

6. PSEA activities and SEA risk mitigation actions are mainstreamed into the project´s M&E framework, including indicators and deliverables. These may include, for example:

   ● Indicators capturing PSEA activities conducted within the scope of the project/programme – e.g.:
     - # of awareness sessions conducted with communities on PSEA.
     - # of project partners supported to meet standards on PSEA. etc.

   ● PSEA-related program analysis products/deliverables – e.g.:
     - SEA risk assessment report pre-intervention implementation.
     - SEA risk monitoring report of assistance distribution/ delivery on-site.
     - PDM report that addresses aspects such as beneficiaries´ perceptions on the safety of the IOM interventions after the assistance is provided, satisfaction with staff conduct, awareness of complaints and feedback mechanisms, etc.

✱ For further guidance on PSEA mainstreaming into proposals´ M&E frameworks, refer to ***IOM's PSEAH Toolkit & Checklist - Action 5.2.1.***

BOX A: KEY STEPS IN RESPONDING TO A COMPLAINT OF SEXUAL EXPLOITATION AND ABUSE (SEA)

1. Ensure SEA survivor gets the assistance they need

- Address **urgent needs** immediately, including medical and safety.
- Find a **safe location** for you and the survivor to speak.
- Explain **mandatory reporting** to the survivor: if the survivor tells you that an IOM/ any aid worker committed SEA, you have an obligation to report to your organization; give the survivor the option of choosing if they want their personal information to be included in the confidential report to investigators or not.
- Inform the survivor about **available services** - know who your **service providers** are (Health, Safety, MHPSS) and use GBV/ CP/Protection **referral pathway**, if there is one.
- Ensure **informed consent** when referring to services: ensuring that a survivor agrees to access services on the basis of their having full information, including risks and benefits; them being competent to decide; and no coercion, threats or promises of benefits being used to secure that consent.
- Remind the survivor they can **seek services later**.

2. Report through existing mechanisms

- IOM's ***We Are All In*** Platform or OIOintake@iom.int
- In case you need further support, contact your PSEA Officer or Focal Point.

BOX B – USEFUL RESOURCES

- IOM's PSEA Toolkit and Checklist
- IOM Project Handbook