

TERM OF REFERENCE (ToR)¹

KAYIN STATE PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) NETWORK

1. Background

On 19, January, 2021, the Protection from Sexual Exploitation and Abuse (PSEA) workshop was organized at Hpa An and attended by representatives from UN organisations, INGOs, LNGOs and CSOs working at Kayin State, Myanmar. The workshop focused on strengthening the protection from sexual exploitation and abuse interventions, and a cooperative effort to establish the protection from sexual exploitation and abuse (PSEA) network in Kayin State. Furthermore, focal point of PSEA from agencies involved in the workshop decided to develop a term of reference of Protection from Sexual Exploitation and Abuse (PSEA) Network with the objective of strengthening PSEA interventions and cooperation on PSEA in Kayin State.

2. Vision and Mission

A. Vision

- Strengthen a network of organisations to promote Protection of Sexual Exploitation and Abuse (PSEA) mechanism at the organization level and also in the working areas in Kayin State.

B. Mission

- More knowledge on PSEA among vulnerable people (women, children, disable people, and IDPs)
- Strengthening awareness among humanitarian workers about PSEA in humanitarian and development interventions in programme areas.
- Strengthening PSEA within the humanitarian and development organisations working in Kayin.

3. Objective

The protection from sexual exploitation and abuse network had the following objective.

- To be more efficient and effective on PSEA Kayin network activities
- To be Working together among organization
- To share right information and apply except particular points.
- To share experience and learn from each other on our PSEA interventions in programme activities.

4. Structure of protection from sexual exploitation and abuse network, Kayin

¹ Based on initial discussion with organisations attended PSEA coordination meetings and later feedback from National PSEA Network.

A structure of protection from sexual exploitation and abuse network, Kayin is organized as follow. The network will have one organization to Lead/Facilitator of Network

- Facilitating Organization: Malteser International (MI)
- Co-Facilitator: Norwegian Refugee Council (NRC)
- Members: UNFPA, UNHCR, UNICEF, UN Women, WFP, MI, SCI, KMSS, LWF, Pact Myanmar, ADRA, Mercy Corp, WVI, KWEG, MAPCPAC, CPI, MSI, MHAA, TDG CSO Network, KDHW, WON, MRCS, HI, LCM, IRC, Free Justice Women Network, WIG, and not limited to.

1	The UN Population Fund (UNFPA)	16	Karen Women Empowerment Group (KWEG)
2	United Nations High Commissioner for Refugees (UNHCR)	17	Myanmar Association for Prevention, Care and Protection of Abandoned Children (MAPCPAC)
3	The UN International Children's Emergency Fund (UNICEF)	18	Community Partners International (CPI)
4	UN Women	19	Maries Stopes International (MSI)
5	World Food Programme (WFP)	20	Myanmar Health Assistant Organization (MHAA)
6	Malteser International (MI)	21	ThanDaungGyi CSO Network
7	Norwegian Refugee Council (NRC)	22	Karen Development of Health and Welfare (KDHW)
8	Karuna Mission Social Solidarity (KMSS)	23	Women Organization Network (WON-Kayin)
9	Save the Children International (SCI)	24	Myanmar Red Cross Society (MRCS)
10	Lutheran World Federation (LWF)	25	Humanity & Inclusion (HI)
11	Pact Myanmar	26	Legal Clinic Myanmar (LCM)
12	ADRA Myanmar	27	International Rescue Committee (IRC)
13	Mercy Corps	28	Free & Justice Women Network
14	World Vision International (WVI)	29	Women Initiative Group (WIG)
15	United Nations Office for the Coordination of Humanitarian (UNOCH)		

Purpose and objective of the Facilitator Organization, CO-Facilitator Organization and Members

- To implement the Vision and Mission of Kayin PSEA network as leading roles.
- Support improvement of PSEA knowledge of Network members. Responsibility lies with each individual agency, but the Network can provide a supporting role
- To keep in touch the connection with UN agencies and PSEA network (National level) for update information and required technical supports
- To share and improve the PSEA awareness, reporting system and referral way to not only in organizations but also in project areas including volunteer, beneficiaries, village committees, communities.

Responsibilities of Facilitator

- To coordinate the development and provision of awareness raising on PSEA for members in PSEA Kayin network.
- Advocate with network members to strengthen systems to prevent SEA, e.g. Human Resource practices, Codes of Conduct that include PSEA, and including PSEA in all field level agreements. This may include implementing mandatory reference-checks for new employees.
- To share the update information and sources whenever got from any sources within network.
- To organize and invite the regular meetings to all members and prepare meeting agendas and supporting papers before regular meeting.
- To contact UNFPA, UNICEF, UNHCR, national PSEA Network for additional input to strengthen Kayin PSEA Networks.
- To organize and coordinate the trainings for all network member on their PSEA roles and responsibilities.
- To maintain a complaint referral mechanism as a leading role between PSEA-KYN network's organizations, village committees and communities by supporting of UN agencies and PSEA Network (National Level).
- Initiate discussion on harmonized victim assistance and support in line with existing CP/GBV/PSEA referral pathways.
- Where appropriate and possible, harmonize procedures for the reporting of sexual exploitation and abuse and for such reports to be properly referred for investigation and assistance to be provided to the victims in a timely manner by coordination with UNICEF, UNFPA, UNHCR and PSEA Network (National level).
- Coordinate with protection and other relevant coordination mechanisms to ensure synergy and harmonization of efforts to promote accountability to affected populations.
- To attend the PSEA Network (National Level) meeting together with CO-Facilitator organization.
- To conduct Ad-hoc meetings as needed basis.

Responsibilities of CO-Facilitator Organization

- Prepares for and helps facilitate discussion. Leads in the absence of the Facilitator Organization or as agreed upon with the Facilitator Organization.
- To open and close the regular meeting, makes any announcements after getting the results and decisions of every discussion and monitors the discussion for controversies and quiet, over - looked.
- To ask follow-up questions to pursue a point or meet a specific need.
- To monitor time and warns leader if any portion is exceeding the allowed time.
- Helps keep discussion on track by rephrasing or by pointing out misalignment from discussion point.
- Assists in holding members accountable for agreed upon growth, as appropriate.
- To assist in defining and articulating the mission of the Kayin PSEA network.
- To attend the PSEA Network (National Level) meeting together with the ~~Chair~~ Facilitator Organization, to attend South-East Inter Cluster Coordination Group (ICCG).
- Other supports any requests from Kayin PSEA Network group.

5. Membership

Kayin Network for the Protection from Sexual Exploitation and Abuse is open to all for membership from humanitarian sectors, development sectors as well as all civil society from Kayin State to involve in the advocacy of the network. Kayin PSEA Network will expand to become a South -East PSEA Network.

All members have assigned / identified dedicated PSEA focal person/s for their respective organizations as well as prepared PSEA policy or code of conduct are in place.

Responsibilities of Member Organizations

- To attend the network meeting regularly.
- Open and honest discussions, without resort to any misleading assertions in meetings.
- To provide and share with complete, accurate and meaningful information in a timely manner to Kayin PSEA Network.
- To be alerted to potential risks and issues that could impact the Kayin-PSEA network, as they arise
- To ensure communications with communities and feedback and complaints mechanisms are accessible, appropriate, and include information and reporting on PSEA.
- To ensure the decision/results of networking meeting is well applied within each organization.
- To implement, monitor and ensure the PSEA awareness, reporting channel and referral way is well functioning not only in organizations but also in project areas.
- Coordinate awareness raising in local communities on their rights, the standards of conduct expected of personnel of the UN, NGOs and NGOs and the various contacts with whom they can lodge complaints/discuss incidents.

All members should have in place the minimum requirements as follows:

- PSEA/safeguarding focal point appointed
- Code of Conduct or PSEA/safeguarding policy in place
- PSEA/safeguarding focal point Terms of Reference integrated into job description
- PSEA/safeguarding organization risk assessment conducted and/or PSEA/safeguarding action plan in place
- All staff trained on PSEA principles including all volunteers and sub-grant partners, or a plan in place to ensure all are trained
- Response system in place for handling complaints, including how to refer survivors to services in line with best practices outlined in the Victim Assistance Protocol
- Ensure swift investigation of allegations with the support of in-country pool of investigators, if appropriate and necessary

The following are desirable requirements that all Network members should be able to fulfil, either at the time of joining or soon thereafter:

- Resources allocated for strengthening/implementing PSEA/safeguarding policy within the organization (e.g. training, printing materials, engaging communities etc).

- Information on GBV and Child Protection services in operational area are updated regularly and available to PSEA focal points and all staff, or ability to access updated referral information
- Endorsement or approval from organization's senior management to participate in PSEA Network Reporting Framework, including regular reporting to Coordinators on non-confidential information

6. Strategy Implementation plan

All members have to make sure the following strategy implementation plan:

- Assessment / survey related PSEA in their respective working or covered areas.
- Commitment for analysis and sharing information
- Meeting among PSEA network such as strong point, weak point, and planning
- Conducting the activities such as awareness, counseling, legal assistant, coordination and advocacy meeting with the relevant stakeholders.
- Planning such as budget, time frame, events if need to participate.
- Review meeting in PSEA network such as progress, lesson learned, information sharing (confidentially if need), updating referral pathway)

Support for information-sharing and information management

- Making a sub-page on our PSEA MIMU website for Kayin, where Kayin Network organizations can upload all documents and resources ([Sub-National PSEA Network-Kayin](#)) (. National PSEA Network to ask MIMU to help set this up and grant administrative access to Kayin PSEA Network for easy upload of documents.

Key information:

- Inter-agency referral mechanism and contact points - a list of all PSEA/safeguarding focal points for each organization. The link is [here](#).
- Investigation support (National PSEA Network have a pool of investigators trained who can be deployed to support investigations);
- Survivor fund (UNFPA/MHF) have a small fund to support survivor assistance if not available via CP/GBV referral mechanisms),
- National hotline for PSEA, which is staffed by World Vision 24/7 (hotline number: [09405149616](#)). Standard operating procedures to access this support is available on the PSEA MIMU page.

7. Protection from sexual exploitation and abuse network meeting

Kayin PSEA Network meeting will be organized on monthly basis - every Friday morning from 10:00 AM to 11:30 AM of third week in the month. The venue would be identified and decided

by the members in the meeting. There will also be ad hoc meetings of Kayin PSEA Network as and when needed.

8. Amendment

Facilitator and CO-Facilitator organization reserves the right to amend this document at any time according to the situation and the agreement of members.