## Tool 2: Sample Terms of Reference for PSEA Focal Point[[1]](#footnote-1)

Note: Partners can adapt this sample ToR to include their organization’s mandate and mission, commitments to preventing and responding to SEA and specific expectations for PSEA focal points within their organization.

**Terms of Reference:**

**Protection from Sexual Exploitation and Abuse (PSEA) Focal Point**

1. **Background**

All forms of sexual exploitation and abuse (SEA) by United Nations (UN) staff and related personnel are a gross violation of human rights and abuse of a position of power over a vulnerable population. SEA can lead to serious, sometimes life-long, adverse consequences for the survivors. [Name of organization] considers protection from sexual exploitation and abuse (PSEA) an issue that is at the core of our business. We consider all cases of sexual exploitation and abuse extremely seriously and take all steps necessary to safeguard children within our operations.

1. **Purpose**

The purpose of the PSEA focal point is to have a designated staff member who supports senior management in coordinating the development and implementation of PSEA policy and procedures.

1. **Scope of Work**

Key roles and responsibilities of PSEA focal points include:

**Prevention**

* Conduct periodic assessments of [name of organization]’s PSEA policies and practices and suggest improvements to senior management.
* Conduct training and awareness-raising sessions on PSEA for all staff and other personnel on a regular basis.
* Work with human resource staff on PSEA-related aspects, including ensuring that all staff sign the Code of Conduct and that screening for past SEA violations is a regular part of the recruitment process.
* Facilitate awareness-raising campaigns with affected populations and local communities on the definition of SEA, the standards of conduct expected of [name of organization]’s staff and related personnel, and the various mechanisms for raising SEA allegations or concerns, including contact details.

**Reporting allegations of SEA**

* Ensure the development of internal procedures for staff and other personnel to report incidents of sexual exploitation and abuse safely and confidentiality.
* Receive reports of SEA allegations and related information and coordinate the response.
* Report concerns or issues with PSEA implementation to senior management.

**Response to SEA allegations**

* Once a complaint is received, coordinate [name of organization]’s response, including referral of SEA survivors for immediate, professional assistance and referral of the case for further investigations to [name of organization’s entity responsible for handling internal investigations].

**Other responsibilities**

* Coordinate [name of organization]’s PSEA activities with relevant organizations, including inter-agency initiatives, as appropriate.
* Support senior management in implementing other PSEA-related activities, as appropriate.
1. **Competencies and Experiences**
* Proven integrity, objectivity and professional competence
* Demonstrated sensitivity to cultural diversity and gender issues
* Fluent in relevant languages to staff
* Demonstrated experience of working directly with local communities
* Proven communication skills

Upon appointment, the focal point will undergo specific training on protection from sexual exploitation and abuse, as soon as feasible.

1. Adapted from various sample ToR, including Terms of Reference for in-country Network on Protection from Sexual Exploitation and Abuse by UN/NGO/IGO Personnel, produced by the ECHA/ECPS UN and NGO Task Force on Protection from Sexual Exploitation and Abuse, November 2008; Terms of Reference for Focal Points on Protection from Sexual Exploitation and Abuse by individuals providing humanitarian services within the Syrian refugee emergency response Jordan, produced by PSEA Network Jordan, March 2016. [↑](#footnote-ref-1)