

Terms of Reference:

Protection from Sexual Exploitation and Abuse (PSEA) Focal Point

Background:

The PSEA Focal Point is a staff member of its organisation, tasked with implementing PSEA in direct coordination with their Head of Office, both internally and as an active member of the Bulgaria Refugee Response PSEA Network. The nomination of a PSEA Focal Point does not relieve the Head of Office of their ultimate responsibility for PSEA in the office but supports the Head of Office in that role

The Focal Point designation is a role or “hat” assigned to existing personnel and not a full-time position. To respect the need to balance the Focal Point’s regular job with engagement on PSEA, the below responsibilities will be reflected in the Focal Point’s job evaluation. To avoid the loss of institutional memory due to personnel change, the PSEA Focal Point should be able to commit to the role for minimum 1 year and prepare a briefing for his/her replacement when exiting.

To ensure the Focal Point is allowed enough time to devote to PSEA responsibilities and that the activities are covered during Leave/R&R, organization/s are advised to designate two PSEA Focal Points, taking gender balance into consideration. The responsibilities outlined in these TORs will be divided between the Focal Points at their discretion and under the supervision of their respective supervisors as sharing responsibilities equally or as one primary and one alternate. The Head of Office and Focal Points are mutually responsible for ensuring each are kept up to date on collective and organizational PSEA developments for participation in the [HCT/UNCT] and PSEA Network respectively.

The role of the Focal Point is limited to PSEA. Although the PSEA Focal Points need to be able to identify links between SEA and other forms of staff misconduct, they are not responsible for implementing activities beyond PSEA. The PSEA Focal Point does not have an investigative role *as such*. However, the PSEA Focal Point of an organization without a separate HQ investigation unit *may also* have an internal investigation role, if trained and qualified as an SEA investigator. In such a scenario, the Focal Point must recuse themselves from an investigation if he/she begins providing victim support and/or otherwise compromises his/her impartiality or fosters an impression of conflict of interest.

Main Responsibilities:

Key roles and responsibilities of PSEA focal points include:

Prevention

- Conduct periodic assessments of its organisation’s PSEA policies and practices and suggest improvements to senior management.
- Conduct training and awareness-raising sessions on PSEA for all personnel on a regular basis.

- Work with human resource and other relevant personnel (name other relevant personnel working on related issues, e.g. gender, CP) on PSEA-related aspects, including ensuring that all personnel 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 beneficiaries and local communities on the definition of SEA, the standards of conduct expected of all personnel, and the various mechanisms for raising SEA allegations or concerns, including contact details.

Reporting allegations of SEA

- Manage the development of internal procedures for personnel to report incidents of sexual exploitation and abuse safely and confidentiality.
- Receive reports of SEA allegations and related information and coordinate the response according to relevant procedures.
- 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.

Upon appointment, the focal point will undergo specific trainings on PSEA, as soon as feasible, provided by UNICEF and UNHCR.