



Terms Of Reference

PSEA Network for the Ukraine Refugee Response in Poland

Background

The escalation of conflict in Ukraine has forced large displacement to neighbouring countries. In the first two weeks of the conflict, nearly 2 million refugees from Ukraine have crossed the border into Poland, with numbers continuing to rise. The high prevalence of women and children, the high mobility of the population, and the number and variety actors on the ground, including international humanitarian organizations, government, civil society, and a large volunteer force, exacerbate the risks of sexual exploitation and abuse (SEA). Sexual Exploitation and Abuse by aid workers is a serious problem that directly contradicts the very principles of humanitarian action. SEA inflicts lasting harm on individuals, families and communities whom we are mandated to protect. It also jeopardizes the credibility and undermines efforts of all humanitarian organizations. In light of the growing number of arrivals and the proliferation of actors participating in the emergency response, an inter-agency regional refugee response has been established and includes the creation of a PSEA Network.

Network Responsibilities

Under the auspices of the Refugee Coordinator (UNHCR Representative), the Protection from Sexual Exploitation and Abuse Network (hereafter: PSEA Network or network) is the primary body for technical-level coordination and oversight of PSEA activities in line with the [Secretary-General's Bulletin \(SGB\) on Special Measures for Protection from Sexual Exploitation and Sexual Abuse \(ST/SGB/2003/13\)](#) and Regional Response Plan for Poland and covers PSEA activities or refugee arrivals from Ukraine, and the communities hosting them, with the objective of promoting further accountability to affected populations.

The presence of the PSEA Network does not lessen the responsibility of individual network members to develop, implement, and strengthen their internal PSEA systems and programs at the country level. Senior management within each member organization is accountable for PSEA within their organizations.

The network is responsible for coordinating activities between members to prevent and minimize the risk of Sexual Exploitation and Abuse (SEA) by aid workers and volunteers, ensure effective response when incidents do arise, raise awareness of PSEA, ensure safe and reliable reporting and feedback mechanisms in Poland. The PSEA Network activities follow a victim-centred approach and will respect the principles of safety, confidentiality, respect, and non-discrimination.

The PSEA Network is not responsible for investigating or adjudicating complaints or dealing directly with complainants. These functions rest exclusively with the entity that employs the individual against whom a complaint has been alleged, in line with internal policy and procedure and applicable national legislation.

Network Roles

The PSEA Coordinator supports and represents the PSEA Network in coordination with the network co-chairs in the fulfilment of its responsibilities under these TORs and the network Action Plan. The PSEA Coordinator is responsible for reporting on network activities, progress against PSEA Network Action Plan indicators, and anonymized SEA trends to the Refugee Coordinator (UNHCR Representative). The PSEA Coordinator represents the network in relevant coordination bodies and advises actors in country on good practice to support effective PSEA implementation.



Each member organization will be represented in the network by at least one PSEA Focal Point. An appointment of an alternate PSEA Focal Point is also encouraged to ensure member's continuity for actions and representation within the PSEA network. All Focal Points will actively participate in information sharing on internal PSEA initiatives and coordination of activities under the Action Plan and are responsible for technical support and coordination on PSEA within their organization under the leadership of their senior management.

The network may form smaller, time-bound task teams of regular members to carry out specific deliverables as needed.

Membership

Network membership is open to all UN agencies, INGOs, and NGOs operating in Poland. Membership to the network is also open to Protection, Gender-Based Violence (GBV), Child Protection and Accountability to Affected Populations (AAP) sub-sector Coordinators, who are strongly encouraged to attend PSEA Network meetings in order to improve two-way coordination between sectors and the network. The PSEA Coordinator and the GBV/CP sub-sector Coordinators should participate in each other's meetings and events, and actively engage to ensure close linkages between PSEA and GBV and CP interventions in Poland.

Given the high risks of trafficking in this context, the PSEA Network will ensure strong coordination links with organizations working on anti-trafficking efforts, including through Communications with Communities (CwC) and training activities.

The network will engage in outreach with non-member organizations, including national and local authorities, as part of ongoing activities. At a minimum, all organizations in Poland should be aware of the inter-agency SEA complaint referral system and be able to receive complaints against their own staff, regardless of their relationship to the network.

Meetings

The PSEA Network will convene weekly and additional ad-hoc meetings may be requested by any member. The notes of each meeting will be distributed among all members and filed in the records of the network. As network meetings should provide a supporting environment to discuss potentially sensitive challenges in PSEA, any information shared during meetings will be kept confidential on request following a victim-centred approach. As a general matter, **Network meetings should refrain from discussing individual cases; any reference to SEA allegations or cases during meetings will be anonymized.**

In case a coordinator cannot attend a regularly scheduled network meeting, the member organization will be represented by a dedicated and sufficiently briefed alternate.

Tasks

The PSEA Network will undertake the following:

Management and Coordination

- Carry out joint SEA risk assessments in Poland as appropriate and as needed, identifying potential risk factors and areas of concern in consultation with refugees and host communities. The risk



assessment outcomes will inform strategic decision-making of senior leadership and the PSEA Network Action Plan and should be coordinated with the GBV sub-working group.

- Establish and implement a measurable PSEA Network Action Plan with defined time frames and responsibilities of Network members based on specialty and capacity. Design and implementation of the Action Plan will be informed by community input, contextually appropriate, and respond to the risk factors identified by joint assessment. The Refugee Coordinator (UNHCR representative) will monitor Action Plan deliverables and will provide additional support (including human and financial resources) when warranted.
- Monitor the PSEA activities of Network members to avoid duplication and fill gaps.
- Work closely with other coordination bodies in Poland including the Protection sector, GBV sub-sector, Child Protection sub-sector, and AAP sub-sector to support prevention and response to SEA.
- Identify training needs and resources to coordinate trainings for all PSEA Focal Points and senior management on their specific PSEA roles and responsibilities.
- Advocate for the strengthening and/or establishment of internal PSEA policies and practices for all organizations operating in Poland and offer support to organizations as needed where such systems are not in place, whether or not an organization is a network member.

Engagement with and support of the affected population

All engagements with populations should be done in coordination with actors working with affected populations, including the AAP/CwC Working Group and the Protection Sector, including the GBV and Child Protection sub-sector to avoid duplication of efforts and to inform community engagement. Such engagement should be in the multiple languages, formats and channels most accessible to and trusted by different at-risk groups; it should be based on consultation of those groups, actively avoid stigmatizing those targeted by the perpetrators of sexual exploitation and abuse, and include active and sensitive outreach to men and boys, LGBTQI individuals, and others at risk who may find conventional engagement mechanisms harder to access.

- Raise awareness about the rights of affected populations, what SEA is, what constitutes appropriate behaviour of personnel, the fact that aid workers are obliged to report SEA incidents that they are aware of, and the various methods to submit complaints and how to access victim assistance services in Poland at border crossings, transit centres, and accommodation facilities.
- Support members to assess and improve the effectiveness and appropriateness of PSEA activities within the targeted communities, taking into consideration factors of age, gender and diversity and the high mobility of the population.
- With the particular engagement of women and other at-risk groups in the community, support members to create and/or adapt their assistance delivery and information provision models to address power disparities and actively give those in more vulnerable positions a sustained voice in how assistance is delivered.



Prevention

- Advocate for PSEA to be a priority throughout programming and support actors working in operational areas to embed SEA risk mitigation in needs assessment, project design, implementation, and monitoring based on identified SEA trends
- Supplement network members' internal initiatives to strengthen SEA prevention through joint activities and sharing good practice.
- Encourage network members to carry out induction and refresher trainings on SEA for all personnel and support such trainings with jointly developed contextualized materials.
- Establish SEA training plans for non-traditional actors and volunteer groups and networks engaged in the response.

Response

- Jointly map trusted and functional complaint and feedback mechanisms (CFMs) in Poland to identify where there are gaps in the affected population's safe access to report SEA.
- Support members to establish new complaint channels based on an identified need to fill the gaps in access to reporting based on the mapping and informed by community preferences, so that there are safe, accessible, and contextually appropriate channels for any member of the community to report sensitive allegations.
- Support the Protection Sector, including the GBV and Child Protection sub-sector, to conduct a mapping exercise of available services and gaps for health, safety and security, legal, psychosocial, and material support in Poland, toward developing and/or strengthening assistance referral pathways.
- Work with the Protection Sector, including the GBV and Child Protection sub-sectors, to incorporate assistance referral pathways into community-based complaint mechanism (CBCM) SOPs to provide immediate support for complainants and survivors of SEA. The PSEA Network does not create parallel assistance referral pathways for survivors of SEA.
- Collectively advocate and work with the relevant sub-sectors and implementing partners (including on resource mobilization) to address existing gaps so that the needs of all survivors are met.
- Raise the awareness of Protection actors, GBV actors, Child Protection actors, and all actors staffing complaint channels, so that all personnel who may work with SEA survivors or receive an SEA report know how to recognize SEA and where to safely send allegations.
- Raise awareness on the inter-agency reporting and referral mechanism among all actors in Poland.

These Terms of Reference shall be reviewed after an initial six months and then on an annual basis and revised as appropriate.