

## Terms of Reference

### Hungary PSEA Task Force

#### Background

**Protection from sexual exploitation and abuse (PSEA)** is a critical priority of the refugee response, requiring dedicated and coordinated action across all programmatic areas, from the outset of the emergency. The risks of SEA may be particularly high Ukraine emergency, where women and children comprise the majority of refugees. These risks may be further compounded by the overall volatility of the crisis, a lack of awareness amongst refugees regarding their rights and the services available to them, and the large and diverse nature of the actors working in the response, including many volunteers.

#### Task Force Responsibilities

Under the auspices of the Refugee Coordinator (UNHCR Representative), the Protection from Sexual Exploitation and Abuse Task Force (hereafter: PSEA Task Force) is the primary body for technical-level coordination and oversight of PSEA activities in line with the PSEA Action Plan and high-level Strategy in Hungary.

The presence of the PSEA Task Force does not diminish the responsibility of individual Task Force members to develop, implement, and strengthen internal PSEA programs at the country level. Senior management within each member organization remains accountable for PSEA within their organizations.

The Task Force is responsible for implementing coordinated activities between members to minimize the risk of Sexual Exploitation and Abuse (SEA) by individuals and entities involved in the refugee response; ensure effective response when SEA allegations do arise; and raise awareness of PSEA in Hungary. The PSEA Task Force activities follow a [victim-centred approach](#) and will respect the principles of safety, confidentiality, respect, and non-discrimination.

The PSEA Task Force is not responsible for investigating or adjudicating individual SEA complaints. 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.

#### Task Force Roles

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

It is encouraged to identify an NGO member organisation that can serve as Co-chair of the Task Force. The co-chair will take an active role at the Task Force level in convening and managing Task Force meetings and events, and help coordinate and oversee the PSEA Task Force Action Plan. The co-chair can also lead thematic areas or objectives in the PSEA Action Plan where they

have particular capacity or expertise. In situations where a PSEA Coordinator is temporarily unavailable, the Coordinator role will be performed by the co-chair.

Each member organization will be represented in the Task Force by one PSEA Focal Point. All Focal Points will actively participate in sharing updates on internal PSEA initiatives and coordination of activities under the PSEA Action Plan, and are responsible for technical support and coordination on PSEA within their organization under the leadership of their senior management.

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

## **Membership**

Task Force membership is open to all UN agencies, INGOs, and NGOs operating in Hungary. Membership to the Task Force is also open to Sector Coordinators, who are strongly encouraged to attend PSEA Task Force meetings in order to improve two-way coordination between sectors and the Task Force. The PSEA Coordinator/Co-chair and the GBV sub-sector Coordinator should participate in each other's meetings and events, and actively engage to ensure close linkages between PSEA and GBV interventions in Hungary.

The Task Force will engage in outreach with non-member organizations as part of ongoing activities. At a minimum, all humanitarian organizations in Hungary should be aware of the inter-agency SEA complaint referral system (see below) and be able to receive SEA complaints against their own staff, regardless of their relationship to the Task Force.

## **Meetings**

The PSEA Task Force will convene every other week. In addition, ad-hoc meetings may be requested by any member to address urgent needs, new developments or specific topics requiring dedicated discussion. Meeting notes will be filed in the Sharepoint folder, available to all Task Force members. As Task Force 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-centered approach. As a general matter, Task Force meetings should refrain from discussing SEA individual cases; any reference to SEA allegations or cases during meetings will be anonymized.

In the event that the PSEA Focal Point of a Task Force member cannot attend a regularly scheduled Task Force meeting, the member organization will be represented by a dedicated and sufficiently briefed alternate.

## Tasks

The PSEA Task Force will undertake the following:

### Management and Coordination

- **Carry out SEA risk assessments** in Hungary as appropriate and as needed, identifying potential risk factors and areas of concern. The risk assessment outcomes will inform strategic decision- making of senior leadership and the PSEA Task Force Action Plan.
- **Establish and implement a measurable PSEA Task Force Action Plan** with defined time frames and responsibilities of Task Force 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.
- **Coordinate the PSEA activities of Task Force members** to avoid duplication and fill gaps.
- **Work closely with other coordination bodies in Hungary** including the [Protection sector, GBV sub- sector, Child Protection 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 Hungary** and offer support to organizations as needed where such systems are not in place, whether or not an organization is a Task Force member.

### Engagement with and support for the affected population

All engagement with populations should be done in coordination with actors working with affected populations [including the Accountability to Affected Populations (AAP) and/or communication with Communities (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. Key objectives include:

- Raise awareness about the rights of affected populations, what SEA is, binding standards of conduct for personnel, the fact that aid workers are obliged to report SEA concerns or suspicions, and the various methods to submit complaints and how to access victim assistance services in Hungary.
- Support members to assess and improve the effectiveness and appropriateness of PSEA activities within the targeted communities.
- With the particular engagement of women and girls with specific needs in the affected population, support members to create and/or adapt their aid delivery models to address power disparities and actively give those in more vulnerable positions a sustained voice in how aid 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. Include PSEA in the Hungary Refugee Response Plan to fully integrate PSEA in the response.
- Supplement Task Force members' internal initiatives to strengthen SEA prevention through joint activities and sharing good practice.
- Encourage Task Force members to carry out induction and refresher trainings on SEA for all personnel and support such trainings with jointly developed contextualized materials.

## Response

- Jointly map trusted and functional complaint and feedback mechanisms (CFMs) in Hungary to identify where there are gaps in the affected population's safe access to report SEA.
- Support members to establish new complaint channels 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.
- Establish an inter-agency community-based complaint mechanism (CBCM) by linking the Task Force members' complaint and feedback mechanisms (CFMs) through agreed Standard Operating Procedures (SOPs) on inter-agency complaint and assistance referral, in line with the Global SOPs.
- Work with the Protection Sector, including the GBV and Child Protection sub-sectors, to incorporate assistance referral pathways into the CBCM SOPs to provide immediate support for complainants and survivors of SEA. The PSEA Task Force does not create parallel assistance referral pathways for survivors of SEA.
- 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 allegation know how to safely report the allegation.
- Raise awareness on the inter-agency reporting and referral mechanism among all actors in Hungary.

These Terms of Reference shall be reviewed on an annual basis and revised as appropriate.