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

**Terms of Reference**

**(English version)**

**Role description**

Under the auspices of his/her Head of Office, Head of Mission, Resident Representative or Country Director, the in-country **Focal Point for Protection from Sexual Exploitation and Abuse (PSEA)** will coordinate the implementation of the [Secretary-General’s Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse (ST/SGB/2003/13)](https://pseataskforce.org/uploads/tools/1327932869.pdf). S/he will undertake this both within his/her agency, organization, department or mission (hereinafter “entity”) and as a member of the PSEA task Force under the Refugee Coordination Forum in Slovakia.

The Focal Point designation is a role or “hat” and not necessarily a position. It can either be assigned to existing personnel or new personnel can be hired to carry it out. Whether the role is a full-time or part-time undertaking should depend on specific needs in Slovakia.

Each entity should ideally designate two Focal Points to carry out the PSEA responsibilities of the entity: wherever possible consideration should be given to the selection of both human resource and operational staff. ach entity should have at least one Focal Point and an Alternate.

**Main tasks**

The Focal Point shall actively promote prevention of SEA, with support from the Head of Office and the Inter Agency Coordination Officer for PSEA, as needed. In this regard, the Focal Point shall:

Engagement with and support for the affected population

* Facilitate, in coordination with the PSEA Task Force, awareness-raising with the community members on their rights, the fact that assistance to them is never to be conditioned on sexual favors, and options for reporting incidents of SEA. Engagement will be pursued through the design of tools, dissemination of information and organization of awareness-raising events.

Prevention

Support the Head of Office to:

* Where applicable, establish and ensure that all staff sign the entity’s Code of Conduct, which should clearly prohibit SEA and obligate staff to report such acts.
* Develop and monitor a Work Plan to mainstream PSEA throughout the entity’s departments and programming, informed by community engagement and SEA risks in Slovakia, and in line with the [Action Plan](https://data.unhcr.org/en/working-group/348?sv=54&geo=10785) developed by the PSEA Task Force.
* Make appropriate recommendations to management on enhancing prevention strategies. This could include collecting and analyzing information on actual/potential risk factors for vulnerability to SEA and elaborating measures to address them.
* Ensure that procedures to guard against hiring of persons who have a record of SEA offences are put in place and applied.
* For UN agencies, funds and programmes, ensure management are aware of the [UN Protocol on Allegations of Sexual Exploitation and Abuse Involving Implementing Partners](https://interagencystandingcommittee.org/system/files/un_protocol_on_sea_allegations_involving_implementing_partners_final.pdf) and accompanying partner assessment, and support as needed.

Take the lead on:

* Working with Human Resources personnel to include PSEA content in staff inductions, including all contractors, consultants, temporary staff, volunteers and casual labour.
* Regularly provide awareness-raising sessions for all staff and other personnel on PSEA, and relative reporting mechanisms, including with technical support of the PSEA Task Force.
* Generally assist the Head of Office to meet his/her senior leadership PSEA responsibilities.

Response systems

* If not already in place, support the Head of Office to establish and strengthen internal procedures for the safe and confidential reporting of allegations of SEA, as well as protocols for investigation and enaction of disciplinary measures where an allegation is substantiated. Such procedures shall be consistent with applicable Slovakian national laws and entity rules, and shall cover the reporting of incidents implicating personnel of the Focal Point’s entity, another entity, multiple entities or where the entity of the alleged perpetrator is uncertain or unknown.
* In coordination with relevant colleagues and teams within their organization, support program managers to strengthen and/or establish safe, accessible, and contextually appropriate channels to receive sensitive allegations, informed by good practice and community consultations.
* Be prepared to receive and appropriately handle complaints, reports and questions about alleged acts of SEA committed entity’s staff and other personnel, as well as the personnel of other entities wherever approached, in a safe and confidential manner. Once a complaint is received:
* ensure that all materials pertaining to complaints are handled strictly in line with applicable grievance procedures, and refer complaints/reports to the appropriate unit within her/his entity for investigation;
* immediately refer complainants to the victim assistance mechanism, where established, so that they may receive the medical, psychosocial, legal and material support they need or directly assist complainants to access immediate medical assistance and safety measures where needed.

Management and Coordination

* Ensure that the identity of the Focal Point is known throughout the entity, the PSEA Task Force and, where appropriate, the affected community, and that contacts are made widely available.
* Represent their organization at the PSEA Task Force meetings, work together with other focal points to achieve the fulfilment of the Task Force’s [Terms of Reference](https://data.unhcr.org/en/working-group/348?sv=54&geo=10785) and [Action Plan](https://data.unhcr.org/en/working-group/348?sv=54&geo=10785) and report back to the Head of Office on progress and lessons learned.
* Track all PSEA-related activities for the entity and ensure that such information is available for reporting purposes, and keep anonymized data on reported incidents for general reporting and further development of efforts to address SEA.

**Terms of Reference endorsed by the PSEA Task Force members on 23 September 2022**