

Terms of Reference

[ORGANIZATION]
IN-COUNTRY PSEA
FOCAL POINT FOR
[CONTEXT]

[] in-country PSEA Focal Point for []

Generic Terms of Reference¹

These generic TORs are intended to serve as a useful guide for organizations that do not already have their own internal TORs for PSEA Focal Points, and are to be adapted as needed to the organizational and operational context

Background

[Insert relevant information about the organizations' commitments on Protection from Sexual Exploitation and Abuse (PSEA) and the Sexual Exploitation and Abuse (SEA) context in-country. PSEA is a core commitment of the UN Secretary-General and the Inter-Agency Standing Committee (IASC). To deliver on this commitment, the IASC has prioritized the acceleration of PSEA from the outset of humanitarian response, with a focus on key priority areas including safe and accessible reporting, victims/survivor-centered response, and enhanced accountability.]

Role Description

The PSEA Focal Point is a staff member of [Organization] tasked with implementing PSEA in direct coordination with their Head of Office, both internally and as an active member of the [Context] PSEA Network.³ The nomination of a PSEA Focal Point does not relieve the Head of Office of their ultimate responsibility for PSEA. [Reference to HQ PSEA Focal Point whose role is to provide functional guidance to the in-country Focal Point.]

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] will 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 [Reference to HQ PSEA Focal Point].

investigation if he/she begins providing victim support and/or otherwise compromises his/her impartiality or fosters an impression of conflict of interest.

Responsibilities:

Under the 4 pillars of IASC Minimum Operating Standards on Protection from Sexual Exploitation and Abuse and in line with global standards on PSEA,⁴ the PSEA Focal Point(s) will undertake the following:

Core Activities:

Engagement with and support of the affected population

Management & Coordination

Support and promote [*Organization's*] adherence to relevant accountability and compliance mechanisms, and reporting requirements on PSEA.

Compile available anonymized, aggregate data on SEA allegations within [*Organization*] at country level to inform program adjustment and strengthen efforts to address SEA.

Share regular updates of anonymized, aggregate SEA allegations with the PSEA Network to support trends analysis, unless this would jeopardize the rights of the victim or the investigation process.

[

Required Qualifications and Experience:

[Desirable competencies of the PSEA Focal Point will vary significantly by context. Below is a non-exclusive list intended as a starting point of minimum standards]

Professional experience and background

[Insert minimum P-level or equivalent years of experience under Organization's policy, or minimum level to reflect that the Focal Point:] Can speak on behalf of *[Organization]* in the PSEA Network and has sufficient decision-making authority to initiate institutional change. The PSEA Focal Point has direct access to the Head of Office in PSEA-related matters.

Strong knowledge of the local context and norms related to sex and gender

Strong knowledge and understanding of *[Organization]*'s institutional approach on PSEA and related strategies, policies, rules and regulations

Compatibility of the PSEA Focal Point function with his/her assigned position and workload

Demonstrated experience working directly with local communities

Experience in protection-centred work is an advantage

Familiarity with data protection and confidentiality measures and protocols

Skills

Professionalism (proven integrity, objectivity, and professional competence)

Communication, facilitation, and inter-personal skills

Time-management

Behavioral requirements

Embracing cultural diversity

Sensitivity to gender issues

Ability to interact in a sensitive manner with victims

Ability to work in a stressful environment

Languages

[Functional language of the response] required

[Local language(s)] a strong benefit⁹

Training:

The Head of Office will support the Focal Points to be trained on:

The definition of SEA, including the [Six Principles](#) and how they are captured in *[Organization]*'s Code of Conduct / PSEA Policy

Other forms of misconduct, to enhance the ability to recognize SEA when mixed with other issues

Gender-Based Violence (GBV), Accountability to Affected Populations (AAP), and (Child) Protection

Guiding Principles to promote victim-centered and accountable approach to PSEA

[Organization]'s internal complaints procedures and victim assistance mechanisms

Investigation standards, so that the intake and reporting process does not jeopardize a subsequent SEA investigation

⁹ Where necessary and as possible, the Focal Point will receive training on relevant words/phrases in the local language to ensure *[Organization]*'s PSEA program is contextualized and appropriate, and to minimize communication barriers.