

Memorandum

To: All staff across the organization

From: The management of the organization

Date:

Object: Designation of PSEA focal points

Dear colleagues,

[Name of the organization] follows a zero tolerance policy with regard to Sexual Exploitation and Abuse (SEA), and reaffirms its commitment to prevent SEA and to respond to incidents of SEA by providing adequate assistance to survivors, in order to protect the rights and enhance the safety of its teams and beneficiaries. All forms of sexual exploitation and abuse are incompatible with the universally accepted norms, values, principles and standards that underpin our organization.

For this purpose we inform you that [Name of the organization] has designated the following team members as the Focal Points for Protection from Sexual Exploitation and Abuse (PSEA):

- [Name of focal point], [designation], [email address], [phone number]
- [Name of focal point], [designation], [email address], [phone number]

Please find attached the terms of reference detailing the responsibilities of these focal points.

Do not hesitate to reach out to them if you have any questions or concerns about sexual exploitation and abuse as part of the projects of the organization.

[Name of the organization] is at your disposal and thanks you for your collaboration.

[Note: Organizations can adapt this sample ToR to include their organization's mandate and mission, commitments to PSEA and specific expectations for PSEA focal points within their organization. Where possible, organizations should consider having at least two focal points in each office, including one female and one male focal point].

Terms of reference:

Protection from Sexual Exploitation and Abuse (PSEA) Focal Point

1. Background

[Include a brief description of the organization's commitment and policies on PSEA.]

1. Purpose

The purpose of the PSEA focal point is to have a designated staff member who supports senior management in coordinating the development and implementation of PSEA policy and procedures.

2. Scope of work

Key roles and responsibilities of PSEA focal points include:

Prevention:

- Conduct periodic assessments of [name of the organization]'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 [name of the organization]'s 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 the 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 the organization]'s PSEA activities with relevant organizations, including inter-agency initiatives, as appropriate.
- Support senior management in implementing other PSEA-related activities, as appropriate.

3. Competencies and Experiences

- Proven integrity, objectivity and professional competence
- Demonstrated sensitivity and knowledge of cultural and gender issues; experience in GBV programming is preferred
- Fluent in [name of locally relevant language(s)]
- Demonstrated experience of working directly with local communities
- Proven communication skills

Upon appointment, the focal point will undergo organization-specific training on PSEA, as soon as feasible.