

Terms of Reference

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

[] in-country PSEA Focal Point for []
Generic Terms of Reference¹

Background

[

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Role Description

The PSEA Focal Point is a staff member of [] tasked with implementing PSEA in direct coordination with their Head of Office, both internally and as an active member of the [] PSEA Network.³ The nomination of a PSEA Focal Point does not relieve the Head of Office of their ultimate responsibility for PSEA. []

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, [] 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 []

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() will undertake the following:

Core Activities:

Engagement with and support of the affected population

Management & Coordination

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

Compile available anonymized, aggregate data on SEA allegations within [] 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:

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Professional experience and background

[Organization's
] Can speak on behalf of [] 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 []'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

[] required
[]) 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 []'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
[]'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 [] PSEA program is contextualized and appropriate, and to minimize communication barriers.