



Handout: PSEA Focal Point Roles and Responsibilities

Role

Coordinate, support and advise on the development and implementation of the organisation's Protection from Sexual Exploitation and Abuse (PSEA) policy and practices.

Key Responsibilities

1. Take a lead role in raising awareness about the organisation's PSEA measures including the Code of Conduct and provide training and advice to staff and volunteers on these measures
2. Work with managers / staff to ensure that programmes and operations are integrating PSEA measures into all activities.
3. Promote the participation of affected populations so they are aware of the organisation's PSEA measures and Code of Conduct, and of their right to protection including how they would raise a concern about Sexual Exploitation and Abuse (SEA).
4. Work with managers to ensure that M&E activities incorporate a specific component to monitor PSEA measures
5. Work with programme managers to establish community-level complaints mechanisms that facilitate reporting of concerns by beneficiaries
6. Receive reports in regards to SEA, responding in accordance with the organisation's procedures and providing referral or next step advice.
7. Plan and participate in any investigation into an SEA incident
8. Discuss subsequent action required, to ensure the safety and welfare of individuals in cases of SEA caused by the organisation.
9. Monitor the progress of all cases, with the possible exception of those where the need for confidentiality may require this task to be undertaken by the Country Director or designate.
10. Liaison between staff and managers to access technical support in particular in regards to complex SEA issues
11. Coordinate regular reports to senior management on the implementation of PSEA measures



Competencies

Strategy/decision making

- Strategic thinker/planner who can take an overview of PSEA and develop strategies and plans for strengthening the organisation's PSEA measures
- Confident in making appropriate decisions within area of expertise, with particular attention paid to the sensitivity of the subject
- Able to gather and analyse information from across an organisation to inform strategy and decision making
- Maintains confidentiality in information management, and communication, as appropriate

Capacity building

- Skilled in analyzing capacity building needs and designing and delivering a range of capacity building interventions
- Access to, or able to develop, a range of child safeguarding tools and resources
- Can support others in capacity building on PSEA with affected populations, including consultations on community friendly reporting mechanisms

Influencing

- Ability to present information analysis to senior management in a manner that enables them to take decisions
- Persuasive in arguments for organisational change, drawing on evidence and examples to support messaging

Communication

- Skilled networker who builds and utilises contacts and relationships to strengthen practice
- Communicates verbally and in writing to suit target audience and deliver messages effectively

Case management

- Able to plan a PSEA investigation, and has the requisite skills to participate in an investigation with agreed boundaries

