

# Terms of Reference

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



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,<sup>4</sup> 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:

[ ]

### 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 benefit<sup>9</sup>

### 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

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<sup>9</sup> 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.