**Sexual Exploitation and Abuse (SEA) & Sexual Harassment (SH) Prevention and Response Action Plan - for Contractors**

**Project Information**

* Project Name:.................................................
* Subproject Name and Number:.........................................................
* Project Location:.........................................................
* Funding Source:
* Project Timeline:.........................................

**Contractor/Supplier Information:**

* Contractor/Supplier Name:.................................................
* RFQ Reference:................................................................

**SEA & SH Prevention and Response Action plan objectives**

**General Objective:**

The objective of the Action Plan is to establish procedures and actions for protecting project beneficiaries (local communities) from Sexual Exploitation and Abuse (SEA) as well as project beneficiaries and project workers from Sexual Harassment (SH) by providing adequate response mechanisms.

In brief, it is meant to protect beneficiaries/ personnel from potential/real SEA and SH risks caused by UNOPS contractors’ actions during service provision.

*This plan includes the minimum standards UNOPS expects from the contractor/supplier according to UNOPS Terms and Conditions of Contract, under clause 4.27 Sexual Harassment, Exploitation and Abuse.*

*These minimum standards are based on UNOPS guidance* [*GS04*](https://docs.google.com/document/d/1y-tDlqvrikzm5BdeHT7fI2aF6ktC0OA921US_bDrVuc/edit) *“Guidance on minimum requirements for works contractors on Protection from Sexual Exploitation, Abuse and Harassment (PSEAH)”*

**Definitions with acronyms**

* **Child:** any person below the age of eighteen years
* **Incapacitated**: A person who couldn’t able to give a consent
* **Harm**: Negative impacts of visible and/or nonvisible acts towards individuals or groups
* **Gender roles:** social roles and behaviors that are generally considered appropriate or desirable for a person based on that person's biological or perceived sex
* **Gender-Based Violence (GBV)**: A type of violence directed against a person because of that person's gender role. It can be visible or nonvisible and it results from power inequalities based on these roles
* **Sexual Exploitation (SE)**: Any actual or attempted abuse of position of 1) vulnerability, 2) differential power or 3) trust, for sexual purposes
* **Sexual Abuse (SA):** Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This includes any sexual activity with children/ minors.
* **Sexual Harassment:** Any unwelcome sexual advance which includes 1) Request for sexual favor, 2) Verbal, physical conduct or gestures of a sexual nature, 3) Any other behavior of a sexual nature that has or might reasonably be expected or be perceived to cause offence, intimidation or humiliation to another
* **Survivor/Victim:** A person who is, or has been, exploited or abused.
* **Perpetrator:** A person who commits an act of SEA or other type of crime
* **Gender Mainstreaming:** The integration of a gender perspective (promoting equality between women and men, combating discrimination and avoiding potential and real gender-related risks) into the preparation, design, implementation, monitoring and evaluation of project scope of work
* **SEAH PRAP:** Sexual Exploitation, Abuse and Harassment Prevention and Response Action Plan. List the tasks relevant to preventing SEAH that you need to complete to deliver a project objective in terms of PSEA/H components
* **Code of Conduct (CoC)**: Set of principles within an organization. It lays out the organizational principles, standards, and the moral and ethical expectations that employees and third parties are held to as they interact with the organization and the local population on project sites

**Principles for SEA**

Every humanitarian worker, including contractor staff, shall adhere to the 6 core principles of SEA.

1. SEA constitutes acts of gross misconduct and are grounds for termination of employment. **No second chances!**
2. Sexual activity with children (under 18 yrs) is prohibited. **No sex with children.**
3. Exchange of money, employment, goods or services for sex is prohibited, including hiring prostitutes. **Don’t hire/bribe anyone for sex.**
4. Any sexual relationship with beneficiaries that involves improper use of position is prohibited. **No sex with beneficiaries.**
5. Humanitarian workers are obliged to report any concerns regarding SEA by fellow workers. **Always report SEA.**
6. Humanitarian workers are obliged to create and maintain an environment which prevents SEA. **Discourage SEA around you.**

**Thematic Areas of the SEA & SH Prevention and Response Action Plan**

Five main thematic areas are identified to build the Action Plan. These are aligned with UNOPS guidance GS04.

Checklist of sub-activities under the five thematic areas can be found in Annex 2, alongside a narrative description.

**Thematic Area-1: Personnel PSEAH awareness**

Definition: Enhance the knowledge and awareness of personnel about SEA/SH and their role in prevention and mitigation of SEA/SH through awareness raising/training

* All contractor personnel involved in a UNOPS project must be familiar with the key PSEA concepts:
  + PSEAH definitions;
  + key PSEAH principles and why it is important;
  + consequences of SEAH;
  + contractors’ and workers’ responsibility on project sites;
  + tools to create an environment free from SEAH such as the Code of Conduct (CoC) and the periodic inspections;
  + obligation to report and reporting channels.

If necessary, awareness raising/training and material can be provided by UNOPS on these topics.

* Deliver a PSEAH induction training to all your project workers about the prohibition of SEA and SH, the content of the Code of Conduct as well as the major topics mentioned above

**Thematic Area-2: Code of Conduct**

Definition: Ensure personnel accountability through the signing of a Code of Conduct that includes the prohibition of SEAH

* Upon receiving the PSEAH training, ensure all workers involved in a UNOPS project sign a Code of Conduct confirming their understanding of its content and their written commitment to the PSEAH principles.
* Create and keep records of the signed CoCs of all personnel and workers that can be inspected by UNOPS.

**Thematic Area-3: Visibility for awareness raising and reporting**

Definition: Ensure personnel and local population is aware of PSEAH and able to report SEAH incidents in a safe and confidential manner

* Display the UNOPS PSEAH site posters in each project site adapted to the language and context of the area of implementation.
* Include in the posters the local reporting channel(s) for SEA/SH incidents (complaint boxes, hotline, email address, PSEAH focal point contact etc.)

**Thematic Area-4: Risk mapping, reporting & case referral**

Definition: Map the potential risks of SEA/SH and ensure reporting mechanisms are in place.

* Support UNOPS in the SEA/SH risk assessment for each project site you are working on (risk checklist to be provided by UNOPS)
* Report SEA/SH cases and allegations concerning contractors’ personnel to UNOPS in a confidential and timely manner. Only give details of the case if the survivor gives her/his consent. If no consent is obtained, only report the case/allegation without details.

Reporting can happen through multiple channels:

* Submit an SEA/SH report to UNOPS [Speak Up](https://secure.ethicspoint.eu/domain/media/en/gui/105317/index.html) platform
* Report the allegation to UNOPS Project Manager or PSEA Focal Point
* Ensure that reports of SEA/SH are in line with a survivor-centered approach (see Annex 1 for guiding principles of a survivor-centered approach)
* Refer any victims of project-related SEA/SH to existing services (legal, medical, psycho-social etc.), upon their consent

**Thematic Area-5: Investigation and corrective action**

Definition: Take responsibility for investigating any SEA/SH allegations concerning your own personnel (UNOPS will investigate any allegations related to misconduct of UNOPS personnel)

* Follow a [survivor-centered approach](https://docs.google.com/document/d/1QLKU8iftTuZop6mQjxOLl2O91hAgLPnYRnnu_zV0Ucw/edit?usp=sharing) when investigating SEA/SH allegations
* Take appropriate corrective action against offenders should SEA allegations be substantiated following investigation. Inform UNOPS with investigation process, results and corrective actions taken

**Financing the SEA & SH Prevention and Response Action Plan**

Allocate the required budget to cover the associated expenses to implement this plan including but not limited to:

* Cost includes immediate referrals (transportation, medical costs, legal fees, professional investigators, psycho-social fee and any other related costs)
* Cost includes staff visibility, IEC and visibility materials printing
* Cost includes staff awareness and training costs
* Cost includes any additional required risk mitigation measures

**Annex 1**

**Guiding Principles of a Survivor-Centered Approach**

**Relevant to Prevention from Sexual Exploitation and Abuse (SEA) & Sexual Harassment (SH) for Contractors**

**Guiding principles**

Guiding principles provide ethical and practical guidelines for a field of work. The GBV Guiding Principles established by UNHCR In 1995 outline the ethical responsibilities service providers have when working with survivors. These four principles have been largely accepted by the humanitarian community as best practice for GBV case management: 1) respect the wishes, rights, and dignity of the survivor; 2) establish and ensure safety of the survivor; 3) maintain confidentiality; and 4) non-discrimination.

1. Respect the Wishes, Rights and Dignity of the Survivor

This principle underscores the importance of interacting with the survivor using a validating, non-blaming and non-judgmental approach. This principle also reminds us that we must value the survivor. We express to survivors that we care about their experiences, their history and what happens to them now and in the future. We let the person know that she/he is valuable and matters in the world and to us. This is particularly important given the relational dynamics of the person's life and/or experiences with violence.

1. Establish and Ensure Safety

Ensuring the physical and emotional safety of the survivor is safeguarding the survivor’s physical and emotional well-being in the short and long-term. Safety must also be established within the relationship between us and the survivor such that the survivor feels she will not be physically or emotionally harmed by us or our actions.

1. Maintain Confidentiality

This principle requires that everyone involved in the care and treatment of survivors protect information gathered about them and agree to only share information about their cases with their explicit permission. This means ensuring 1) the confidential collection of information during conversations; 2) that sharing information happens on a need to know basis only or in line with laws and policies; that permission is obtained from the survivor before information is shared; 3) when making a referral only the details relevant to the referral are shared with the service provider and a decision is reached with the survivor on what should be shared; and 4) case information is stored securely. Maintaining confidentiality also means that we never discuss case details with family and friends, or with colleagues whose knowledge of the abuse is deemed unnecessary.

1. Non-Discrimination

Every adult or child, regardless of his/her sex, should be accorded equal care and support. Victims/survivors of violence should receive equal and fair treatment regardless of their race, religion, nationality or sexual orientation. We fully recognize and intend to uphold this guiding principle in our work.

**Referrals to service provider**

Referrals for survivors of SEA/SH must be done with informed consent from the survivor (in case the survivor is an adult) and from the parent or legal guardian in case the survivor is a child or person with mental disability.

The referring party should make it clear to the person who gives informed consent that the referring party may need to share the information from the referral with professionals in other organizations (such as health or shelter service providers) to make sure the survivors get help.

The referring party should take a clear permission to share the information in the survivor's referral for this purpose (seeking help). The referring party must commit to ensuring the security, safety and confidentiality of the survivor’s personal information in the Information Management system it uses.

**Annex 2**

| **Thematic Area** | **Activity** | **Responsible** | **Target audience** | **Timeline** |
| --- | --- | --- | --- | --- |
| 1. Personnel PSEAH awareness | 1.1 Deliver a PSEAH induction training to all project workers about the prohibition of SEA and SH, the content of the Code of Conduct and the reporting obligation  The training should also include a mention of potential SEA/SH risks in and around the sites you are working on (based on the risk assessment conducted) | Contractor company/contractor PSEA FP | Contractor staff and project workers | At the beginning of project implementation |
| 1. Code of Conduct | 2.1 Prepare and launch the signature by all company personnel, including project site workers, of the Code of Conduct (CoC)  Hint: (draft/proposed CoC can be provided by UNOPS) | Contractor company | Company personnel and Project workers/ any affiliated personnel | Before the start of project Implementation. |
| 2.2 Create and keep records of the signed CoCs of all personnel and workers that can be inspected by UNOPS | Contractor company | Contractor company | At project start |
| 1. Visibility for awareness raising and reporting | 3.1 Appoint and train a company PSEA focal point with clear definition of the person’s responsibilities.  Hint: (UNOPS can support in defining focal point role and responsibilities and support with the training) | Contractor company | Contractor company | Before the start of project implementation |
| 3.2 Provide visibility and communication materials about PSEA/H (GBV posters in project sites).  Include in the posters the local reporting channel(s) for SEA/SH incidents (complaint boxes, hotline, email address, PSEAH focal point contact etc.) | Contractor company | Project sites and local population | Before the start of project implementation and to be monitored and present during the implementation. |
| 3.3 Provide staff and workers with visibility clothing, to clearly identify them as working for your company | Contractor company | Contractor workers | Before the start of project implementation and to be monitored during the implementation. |
| 1. Risk mapping, reporting & case referral | 4.1 Support UNOPS in the SEA/SH risk assessment for each project site you are working on  Hint: (risk checklist to be provided by UNOPS)  Put in place appropriate mitigation measures according to the specific, project site SEA risks identified by the risk assessment | Contractor company | Project sites, local population | Before the start of project Implementation. |
| 4.2 Develop a simple company reporting mechanism for SEA/SH cases, that details how and to whom staff and workers can report cases, how and to whom the cases will be referred for investigation and how victims will be referred to services (legal, medical, psycho-social etc.) | Contractor company/ contractor PSEA FP | Contractor workers and local Population (increase their access to reporting pathways) | Before the start of project Implementation. |
| 4.3 Refer any victims of project-related SEA/SH to existing services (legal, medical, psycho-social etc.), upon their consent | Contractor company | Victims of SEA/SH | Immediately |
| 4.4. Report SEA/SH cases and allegations concerning contractors’ personnel to UNOPS in a confidential and timely manner  Ensure that reports of SEA/SH are in line with a survivor-centered approach (see Annex 1 for guiding principles of a survivor-centered approach) | Contractor company | UNOPS | Within 24 hours |
| 1. Investigation and corrective action | 5.1 Investigate any SEA/SH allegations concerning your own personnel | Contractor company | Contractor company | As quickly as possible |
| 5.2 Take appropriate corrective action against offenders should SEA allegations be substantiated following investigation. Inform UNOPS about the investigation process, results and corrective actions taken. | Contractor company | Contractor company | Upon substantiation of allegations |